

Terms and Conditions for Hire of Gotherington Village Hall

Hereinafter Gotherington Village Hall shall be referred to as ‘GVH’ and the Hirer named on the Booking form as ‘the Hirer’.

All bookings must be made through the Booking Secretary designated by the GVH Management Committee. The person named on the booking form shall be considered the Hirer. The Hirer must be over 18 years of age.

The hire period is the time that the hirer commences and finishes using the hall. It includes the time taken for setting up and clearing up.

Any deposit required must be paid at the time of application and no engagement will be booked until this has been received. The booking deposit is refundable subject to satisfactory inspection of the building by GVH representatives.

GVH may refuse any application for the hire of the building without stating a reason. Gotherington Village organisations shall have priority over other bookings, but no organisation shall be deemed to have an undisputed right to an unbreakable series of bookings. In cases of doubt or difficulty the Booking Secretary shall refer the case to the GVH Management Committee whose decision shall be final.

Any accident must be recorded in the GVH Accident Book to be found hanging on a hook in the kitchen

Smoking is NOT permitted in any part of the building at any time.

In the event of cancellation less than 7 days before the engagement, an administration charge will be deducted from the deposit.

The hall does not have a premises licence. Alcoholic drinks may be served free but NO sale of alcoholic drinks may be undertaken.

The Hirer will be responsible for replacement ‘as new’ of any equipment, furniture or property and for the full cost of making good any damage to the building, fixtures and fittings. A claim for repair or replacement of such buildings, equipment, furniture or other property will be made. Please report all damage in writing to the Booking Secretary.

The Hirer shall ensure that good order is kept in the building during the period of hiring. The Hirer will also ensure that those attending the engagement maintain good order during arrival and departure from the building. At all times the Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like.

All use of the Village Hall premises and facilities is subject to the users accepting responsibility, for returning furniture and equipment to their original placing and to leaving the premises and grounds in a clean and tidy condition.

Litter, rubbish and all waste must not be left in or about the premises and grounds; all rubbish must be removed and placed in appropriate waste containers at the end of any function or event. No perishable foods are to be left on the premises. If the premises are left in a

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condition where rubbish or litter needs to be cleared by GVH cleaners all or part of the deposit will be forfeited.

The Hirer and group leaders must familiarise themselves with the Fire Proceedings on arrival at the Village Hall premises.

The Hirer is responsible for First Aid, Fire Safety, including evacuation to designated areas, and the security of the premises.

The GVH Management Committee do not accept any responsibility whatsoever for loss of personal belongings, money or articles of any description belonging to the hirer or any person attending GVH.

No Fire Exits may be blocked by chairs or other obstructions and fire appliances must not be removed or tampered with, and fire doors must not be propped open

It is the responsibility of the Hirers to ensure that all lights and electrical appliances are switched off and kitchen facilities are properly cleaned prior to vacating the premises.

GVH Committee Member(s) reserves the right to put a stop to any entertainment or meeting not properly or reasonably conducted.

The right of entry to the building is reserved to GVH and any other agent of GVH and any police officer at any time during the hiring

Keys must be returned to the Booking Secretary immediately after the event.