

HEALTH & HYGIENE

The **HIRER** shall, if preparing, serving, or selling food, observe all relevant food, health and hygiene legislation and regulations

HOUSEKEEPING

The **HIRER** is responsible for leaving the hall in a clean and tidy condition. Please ensure that:

- All rubbish is removed from the hall immediately after the event.
- Kitchen surfaces are left clean and tidy.
- Crockery and cutlery used is washed and put away.
- All floors are swept.
- Toilets are left clean and tidy.

Breakages and damages must be reported and shall be chargeable to the **HIRER**.

It is respectfully pointed out that the Hall is provided for the use and enjoyment of all; please observe the above conditions for the benefit of the whole community.

By signing the booking acknowledgement and paying the hiring charge, the **HIRER** accepts full responsibility for compliance and agrees to indemnify the **COMMITTEE** against all loss and damage caused by the neglect of the **HIRER** or their guests. All articles left on the premises are at the **HIRER'S** own risk. The **COMMITTEE** bears no responsibility for the loss or damage of said articles. No equipment should be removed from the premises. Should the booking, due to unforeseen circumstances, be cancelled, the **COMMITTEE** will not be liable for claims of compensation.

HIRER'S RIGHT TO CANCEL

If the **HIRER** wishes to cancel a booking before the date of the event and the **COMMITTEE** is unable to conclude a replacement booking, then the **HIRER** will be liable for booking fee.

COMMITTEE'S RIGHT TO CANCEL

The **COMMITTEE** reserves the right to cancel a hiring in the event of the hall being required for use as a Polling Station, for Parliamentary or Local Government Elections or any other reason which might arise, in which case the **HIRER** shall be entitled to a refund of any deposit already paid.

LIMITED LIABILITY

In the event of the **COMMITTEE** cancelling an event, the liability to the **HIRER** is limited to the total hire charge or deposit paid.

UNFIT FOR HIRE

In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the **COMMITTEE** shall not be liable to the **HIRER** for any resulting loss or damage whatsoever.

MISREPRESENTATION

In the event that it transpires that the **HIRER** has misrepresented the use to which he intends to use the Hall, the **COMMITTEE** reserves the right to cancel the booking without liability.

ALTERATIONS AND AMENDMENTS

The **COMMITTEE** reserves the right to alter or amend any of the above conditions as circumstances require.



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HEALTH & SAFETY

The maximum number of persons allowed on the premises is **180**. Smoking is strictly forbidden anywhere on the premises. In compliance with fire regulations, all EXIT AREAS must be kept clear at all times. FIRE DOORS are not to be used as everyday access or egress. The **HIRER** must provide at least 3 stewards or attendants who should be instructed to act in the event of an emergency. It is the responsibility of the **HIRER** to make themselves familiar with the emergency exits, fire alarms and other emergency procedures. No smoke producing agent or pyrotechnic device may be used without the prior approval of the **COMMITTEE**. No flammable material shall be used or stored on the premises. The **HIRER** shall ensure that any electrical appliances brought to the premises and used there shall be safe and in good working order and used in a safe manner. The **HIRER** shall be responsible for the erection and dismantling of any equipment peculiar to their needs. Chairs must be stacked on the trolleys provided. Tables should be returned to the storeroom. **PLEASE DO NOT DRAG TABLES OR CHAIRS ACROSS THE FLOOR.**

LOCAL AUTHORITY REGULATIONS

The **HIRER** shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court or the Police Authority or otherwise, particularly in the connection with any event which includes public dancing or music or other similar public entertainment or stage plays. A copy of the Public Entertainments Licence is displayed in the Hall.

LICENCES

The **HIRER** is responsible for obtaining such licences as may be required for the consumption of alcohol (if not hiring the village hall bar facility) and any other licence which may be required to cover an event. A photocopy of all such licences should be submitted with the remittance for the hire before the hiring commences as proof of existence.

CONTRAVENTION

The **HIRER** must ensure that nothing is done within the boundaries of the Hall in contravention of the law relating to gaming, betting and lotteries. This includes the use of illegal substances.

SUPERVISION & RESPONSIBILITY

The **HIRER** is, during the period of hire, responsible for supervision of the premises and grounds, and the fabric and contents of the building from damage and loss, however slight. The **HIRER** is responsible for the behaviour of all persons, in whatever capacity, using the premises and for maintaining good order during the hire period and ensuring that the level of noise does not cause a nuisance to neighbouring residents. Doors and windows should not be left open if loud music is played in the hall. The hall is in a residential area, and users should be asked to leave the hall quietly, particularly in the late evening.

Responsibility extends to the proper supervision of car parking, avoiding obstruction of the public highway and of all the Hall exits.

If the **HIRER** is in any doubt as to the meaning of the following, the Booking Officer (Mrs Karen Pitt, 01584 811930) should be consulted immediately.

For the purposes of these conditions, the term '**HIRER**' shall mean an individual **HIRER** or, where the **HIRER** is an organisation, the authorised representative. The '**COMMITTEE**' shall mean the St Michael's Village Hall Management **COMMITTEE**.

HIRE PERIOD

The booking hire period must be strictly adhered to. Extra time will be charged pro-rata. Set up and clear time is included in the hire period.

The Hall must be cleared by the end of the hire period stated. Live music must cease at 23:59 Monday to Thursday evening, 01:00 Saturday and Sunday morning and 23:00 Sunday evening. The hall must be vacated by 00:30 Tuesday to Friday morning, 01:30 Saturday and Sunday morning, and 23:30 Sunday evening.

HIRE CHARGE

The hire charge must be paid in full by the date shown on the booking acknowledgement. Included in the charge is the use of the hall and kitchen, tables, chairs, electricity for lighting and a small amount of crockery and cutlery. Additional cutlery and crockery are available by prior arrangement and separate charge. Tea towels are not provided. Not included is the cost of electricity for heating, hot water and cooking. Electricity meters are situated in the kitchen and operated by £1 coins.