

HIRE TERMS & CONDITIONS FOR AD HOC USERS OF WOODMANCOTE VILLAGE HALL

By booking a room or facility you are deemed to have accepted ALL of the following terms and conditions.

Payment terms are as shown on the invoice. ALL bookings MUST be paid in full at time of booking and in any event, prior to use of the village hall. If you decide to cancel, we require a minimum of two weeks' notice to avoid loss of all monies paid.

A damages deposit of £25 is required at the time of booking, which will be returned in accordance with clause 6 and 6a.

1. The maximum seated capacity allowed in each room is as follows:

Main Hall	130	(15.5 x 9 metres)	65 chairs with large and medium size tables
Small Hall	50	(9 x 4.75 metres)	23 chairs and 9 tables.
Meeting Room	10		

2. Extra requirements: When booking please discuss if you will need any of the following:

1. Extra chairs (65 in the main hall but more can be made available).
2. Are tables required, if so, how many?
3. An extension lead should be provided by the hirer.
4. Will a projector stand be required?
5. Will a laptop stand be required?
6. Will a microphone be required?
7. Use of the kitchen (free but please confirm you will need).

3. During the hire period, the hirer is responsible for ensuring that:

- a) No-one under 18 years of age consumes alcohol on the premises.
- b) Only alcoholic drinks purchased at the bar may be consumed on the premises.
- c) No BYO allowed due to problems encountered in the past.

4. Room booking times will be adhered to as agreed. Ad hoc hirers will be given a one-time 4-digit access code.

5. Playing Music: If you want to play recorded music for your event, you only need to obtain a licence if your guests pay for the event. If your guests pay, the licence can be obtained from PPL PRS LTD, official music licence providers.

6. The hirer is responsible for the condition of the booked room and must replace all furniture to the correct location. Cleaning kit is available. The full cost of any damage or additional cleaning required will be charged to the hirer.

6a. IMPORTANT: Before leaving the hall, take photos of all the areas used to confirm it has been left clean and chairs (and tables if used) are returned to the correct location. Send the photos – with time taken to: askwvh@gmail.com. Your deposit will be refunded as soon as possible after the photos have been examined.

7. Rubbish: The hirer to provide black rubbish bags and all rubbish must be bagged and taken away and NOT deposited in the outside bins.

8. **Important:** Have a lastminute check that the toilets are clean - there is plenty of cleaning material to use.

9. If used, ensure the kitchen is left clean and tidy. Leave the water heater switched on as you found it.

10. Leave the hall you used clean and tidy – just as you would like to find it.

11. **Important:** When leaving, please ensure all doors and windows are secured and lights turned off.

12. Please be aware the village hall accepts no liability for loss or damage of any personal property.

Contd.....

HEALTH & SAFETY

13. Do not permit fire exits to be blocked or fire extinguishers to be tampered with.
14. No smoking or naked flame allowed inside the building except for candles on cakes. No vaping.
15. In the event of a fire, the hirer must phone the emergency services using 999.

Post code for the village hall: GL52 9HX

what3words location is: effort.beast.venue

And Finally! We want all users of the village halls to enjoy their experience and their event to be a pleasant and memorable occasion. So, although there are several 'Importants' and 'Do nots' in the notes above; by observing them, you will help with the smooth running and ensure it is a welcoming space for all users.

Thank you.

