

HIRE TERMS & CONDITIONS FOR REGULAR USERS OF WOODMANCOTE VILLAGE HALL

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

Payment terms are as shown on the invoice you will receive each month prior to your use of the village hall.

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

Main Hall	130	(15.5 x 9 metres)
Small Hall	50	(9 x 4.75 metres)
Meeting Room	10	

2. During the hire period, the hirer is responsible for ensuring that no-one under 18 years of age consumes alcohol on the premises.

In the event your group wishes to have a bar event, this can be discussed with the WVH committee. No BYO permitted for the event.

3. Room booking times will be adhered to as agreed. If, for some reason the fob holder is unavailable to gain access, a **one-time** 4 digit access code can be issued to a designated person.

4. Playing Music: The village hall does not have a music licence. If you wish to play recorded music during your sessions, you will need to discuss the licence you require with PPL PRS LTD, official music licence providers.

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

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

7. If used, ensure the kitchen is left clean and tidy. The water heater can be left on.

8. Just leave the hall you have used clean and tidy - as you and your group would like to find it. This includes a before you leave check that the toilets are clean. Cleaning materials are available.

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

HEALTH & SAFETY

10. Do not permit fire exits to be blocked or fire extinguishers to be tampered with.

11. No smoking or naked flame allowed inside the building with the exception of candles on cakes. No vaping.

12. In the event of a fire, the hirer must phone the emergency services using 999. Post code for the village hall: GL52 9HX Three word location: effort.beast.venue