

## CONDITIONS OF HIRE and Fire Precaution Regulations.

**The following conditions of hire should be read and the booking form signed before the booking is accepted.**

1. Hirers are liable on a Public Liability basis for any loss, damage, theft or injury caused as the result of their hire, or by the use of any equipment they introduce. No responsibility will be carried by Fringford Village Hall.
2. 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.
3. **No decorations, notices etc are to be attached to the walls.** Sellotape, blu-tak & other fixings must not be used on the walls. Any damage caused must be made good. Any damages and breakages must be reported to the bookings secretary as soon as possible and will be charged for. If these costs exceed any deposits paid the hirer agrees to pay the additional charge.
4. The hirer shall comply with all conditions and regulations made in respect of the premises by the fire authority, local authority, or otherwise and will be responsible for obtaining such licences as may be needed. (eg. obtaining a T.E.N. for the sale of alcoholic drinks). Licensee must appear on the booking form. All hirers must appoint a named person to be responsible for fire safety rules observance and their name must appear on the booking form. **The Fire Safety Manual is located in the kitchen.**
5. All fire exits to be kept clear of obstruction and impediments. **Fire doors are only to be used in EMERGENCY** and not as a means of access.
6. Hirers are requested to complete their own risk assessment as to the suitability of the premises for their activity, which may be requested for inspection.
7. Details of any accident must be logged in the **Accident Record Book and First Aid kit located in the kitchen.**
8. **No smoking.** It is against the law to smoke on these premises.
9. **No smoke or bubble machines to be used.** They damage the floor and create a fire hazard which sets off fire alarm.
10. The licensed capacity of the hall is 100 persons.
11. Hirers are responsible for leaving the premises and surrounding area in a clean and tidy condition, windows and doors properly locked and secured and any contents temporarily removed from their usual positions properly replaced, for example chairs/tables. All lights (internal AND external) must be turned off.
12. Keys must be returned to the bookings secretary.
13. If any of these conditions are breached then the Committee shall be at liberty to make an additional charge and/or future bookings will not be accepted.
14. Parties for 14 to 21 year olds must have at least 5-6 adults of over 25 years present at all times.
15. **After a party/event** please leave the hall tidy and clean, furniture returned, hall floors and other areas should be swept, toilets must be flushed and kitchen surfaces must be clean and tidy including oven and hob. Excessive amounts of rubbish to be removed from the premises (taken home) and disposed of appropriately and new bin liners inserted into the bins.

Any problems regarding the use of the hall should be referred to the caretaker:

**Anthony Parker on 07751 060717**

## Hire Charges from 1<sup>st</sup> February 2016

	Regular User	Regular User	Occasional User	Occasional User
	Fringford Resident	Non - resident	Fringford Resident	Non - resident
Hourly Rate	£9.00	£11.00	£10.00	£13.00
Party (6pm to 10 am the following morning)			£100.00	£130.00
Wedding (noon Friday to noon Sunday)			£200.00	£250.00

### Hire rates for Chinnery Room on application

All rates are subject to review by the Village Hall Management Team with one month's notice.

### Bookings:

**A completed booking form is required at time of booking to secure the slot.**

In the event of cancellation, the hirer may be liable to a charge should the booking slot not be re-let.

**Booking enquiries please contact Anthony Parker on 07751 060717**

### Deposits:

**Deposits required for all parties (£50.00) and weddings (£100.00)**

Parties involving 14 to 21-year olds will carry a **deposit of £300**

This will be refunded when all conditions of hire are satisfied.

### Payment:

**The invoice is issued with keys and is due for payment on day of hire.**

The preferred payment method is by BACS, alternatively cheques are accepted made payable to 'Fringford Village Hall'.

### Additional Services:

**Tidy up service can be arranged after your event for a one-off charge of £20, to include:**

- Clear away all furniture, sweep floors, wipe surfaces, flush toilets

**Where Tidy up service has been purchased, Hirer is responsible for:**

- washing and returning all kitchen items to where they were found
- removal of any excessive rubbish which cannot be placed in the wheelie bin

Car parking is available.