

CAR COLSTON & SCREVETON VILLAGE HALL

STANDARD CONDITIONS OF HIRE

1. THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, or change of any sort and the behaviour of all persons whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of the highway.
2. THE HIRER will be responsible for the safety and supervision of all young children and vulnerable adults while at the Premises.
3. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.

The maximum occupancy figures for the Premises are:

- Dancing: 100 persons,
 - Dining: 80 persons using straight tables with seating either side,
 - Other: Please refer to the Hall Booking Secretary for occupancy figures for alternative arrangements, e.g., round tables.
4. THE HIRER shall be responsible for obtaining a Temporary Event Notice Licence from Rushcliffe Borough Council if needed for the sale of intoxicating liquor and for the observance of the same.
 5. THE HIRER shall be responsible for obtaining a licence from the Performing Rights Society in respect of the playing of recorded music if needed and for the observance of the same.
 6. THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Local Authority and any other relevant authority particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. Details of the Hall Premises Licence can be obtained from the Committee.

7. THE HIRER shall be responsible for ensuring that all lifting and carrying of tables, chairs and any other equipment provided by the Committee for use with the Hall shall be done with care and will be responsible for breakages/damage.
8. THE HIRER shall comply with the requirements of the Emergency Action Plan for the premises for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges). In particular, the Hirer shall note the position of all Fire Exits and these shall be kept clear at all times. The Committee encourages all regular users to carry out regular (at least once every six months) fire practices and report any issues arising to a member of the Committee.
9. THE HIRER acknowledges that no smoking is permitted at the Premises.
10. THE HIRER shall indemnify the Committee on demand for the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.
11. IF THE HIRER wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Committee.
12. AT THE END of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge. All rubbish must be removed and the Hirer shall use the appropriate recycling bins provided. The key to the premises should be replaced in the keysafe.
13. THE COMMITTEE reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, in which case the Hirer shall be entitled to a refund of any booking fee already paid.

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SCHEDULE OF HIRE CHARGES

Hall Hire Charges:

Daytime (up to 6pm): £11 per hour

Evenings (6pm to 12.00 midnight): £13 per hour

Minimum charge for party bookings to be based upon 3 hours hire

Equipment Hire Charges:

Cutlery: £1 per 10 items

Crockery: £1 per 10 items

Tables: £1 each

Chairs: £1 each