

## Terms & Conditions for Hiring Northmoor Village Hall

1. The Hirer must be 18 years old or over and will be responsible for the supervision of the premises, the fabric and the content, their care, safety from damage, and for the behaviour of all persons using the premises during the period of the hiring.
2. The hirer shall not sub-let or use the premises for any purpose other than stated on the hire agreement.
3. If the sale of alcohol is required, the hirer must obtain the written permission from [bookings@northmoorvillagehall.co.uk](mailto:bookings@northmoorvillagehall.co.uk) before applying to the local authority for a TEN (Temporary Event Notice). The Hirer must comply by the terms and conditions of the TEN.
4. The hirer must ensure that all means of exit from the hall are kept clear and unlocked at all times, and that all fire doors are kept closed.
5. The hirer must note the position and use of all fire fighting equipment and information for calling the Fire Service. Details of any fire must be reported to [bookings@northmoorvillagehall.co.uk](mailto:bookings@northmoorvillagehall.co.uk).
6. The Hirer shall indemnify the NVH Committee for the cost of repair of all damage done to any part of the premises including the grounds thereof, and for any loss or damage to the contents of the building included as part of the hire.
7. Full and complete payment may be paid at time of booking. If a 20% deposit made then the balance is required no later than fourteen (14) days prior to the booking of the hall.
8. Any Hirer decoration or attachment used must not cause damage or require redecoration to be carried out and must be removed at the end of the hiring.
9. The Hirer shall notify [bookings@northmoorvillagehall.co.uk](mailto:bookings@northmoorvillagehall.co.uk) of a cancellation as soon as the hiring is no longer required. A cancellation fee will be payable as follows:
  - \* If cancelled 2 months before the booking date: No Charge
  - \* If cancelled 1-2 months before the booking date: 50% of deposit will be retained
  - \* If cancelled 2-4 weeks before the booking date: 75% of deposit will be retained
  - \* If cancelled less than 2 weeks before the booking date: 100% will be retained
10. The NVH Committee accepts no responsibility for items left behind in the premises.
11. The Hirer shall be responsible for ensuring that the premises and grounds are left in a clean, safe and tidy condition at the end of the hiring:

The fridge, if used, must be empty and wiped clean but left; the cooker, if used, must be wiped down; all fire doors must be closed; all waste must be disposed of in bins provided and all items not belonging to the hall must be removed from the premises; all tables and chairs are to be wiped clean and stacked away in the storeroom (or as otherwise agreed with the NVH Committee).

Failure to comply with the above will result in 50% of the damage deposit being forfeited by the Hirer.
12. The Hirer shall be responsible for ensuring that all persons have vacated the premises in a quiet and orderly fashion and that all doors and windows are properly secured at the end of the hiring. All lights both inside and outside should be switched off (the front outside lights are on a timer and will remain on for 15 minutes when switched off to allow safe exit).
13. The NVH Committee for its part will endeavour to ensure that the hall is clean and in good condition for the use for which it is hired and that all appliances under its control are in working order. If the Hirer is not satisfied with the condition of the hall and equipment it must be reported to the Bookings Coordinator at commencement of hire (by phone or email).
14. The conditions appertaining to the licences applied to Northmoor Village Hall will be made known to the Hirer prior to commencement of the booking. These conditions must be complied with by the Hirer. Details of curfews, maximum numbers of people both seated and standing and TEN application may be viewed on the village hall website:  
[northmoorvillagehall.co.uk](http://northmoorvillagehall.co.uk)
15. The Hirer will endeavour to ensure that all guests give due consideration to local residents, particularly late at night, and respect their quiet enjoyment of their homes by leaving the hall quietly. Hirers must observe the curfew hours: Sun-Thurs 10pm; Fri & Sat 12 midnight.
16. Smoking anywhere within the hall premises is not allowed.
17. Under no circumstances are disco smoke or vapour machines to be used on the premises. Individuals or groups who activate the fire alarm will incur a fine of £50.00. If the Fire Service is involved they will be liable for any charges the Fire Service demands.
18. There are 20 car parking spaces in the hall grounds, half of which are to the rear of the hall. If the car park becomes full, parking of vehicles on the public highway alongside the hall should be supervised by the Hirer. No vehicles must be allowed to block entrances to other properties or cause damage to the verge or to private property.
19. Any damage received to the hall or contents during the hire must be reported to the Bookings Coordinator.
20. A first aid box is provided in the kitchen. Any accidents or use of the first aid box must be reported to the Bookings Coordinator (by phone or email). The form kept in the first aid box must be filled out in the event of an accident.
21. The Hirer is responsible for returning the hall keys to the Booking Co-ordinator (or as previously agreed) at the end of the function, but no later than 9 o'clock the following morning.