

## APPLICATION FOR HIRE OF MEPPERSHALL VILLAGE HALL

Please read Conditions of Hire and return Booking Form

### CONDITIONS OF HIRE

1. All applications for the hire must be in writing on a booking form and forwarded on completion to the Letting Secretary. The person by whom this application form is signed shall be considered the hirer. Where a promoting organisation is named, that organisation also shall be considered the hirer and shall be jointly and severally liable hereon with the person who signs the form. The Village Hall Management committee throughout this document will be referred to as the owner.
2. No excisable liquor shall be sold or supplied unless an occasional licence is acquired by the hirer, the hirer shall produce such licence to the letting secretary before the commencement of hiring. The hirer will be charged corkage if they supply their own liquor.
3. The hire of the hall does not entitle the hirer to use or to enter the premises at any time other than the specific hours for which the hall is booked unless prior arrangements have been made with the Letting Secretary.
4. The hirer shall not sub-let the hall or any part thereof.
5. The hirer is responsible for all damage to the hall and adjacent premises occurring during the period of the hiring or while persons are entering or leaving the hall, however and by whomsoever caused.
6. All tables and chairs used by the hirer and hirers agents must be put away at the end of the period of hire, failure to do so will result in the loss of the hirer's deposit.
7. The right to entry to hall is reserved to the Letting Secretary and any other agent of the owner and any police officer at any time during the hiring.
8. The hirer shall be responsible for good order being kept in the hall during the hiring. The owner may charge the hirer for any extra expenses that may be incurred for engaging police constables to preserve order prior to, during, or after any entertainment or meeting in the hall.
9. Noise must be kept to an acceptable level in relation to the neighbouring housing. If the windows and or door are opened then the level of noise within the hall must be reduced accordingly. In any event any music, performance live or recorded shall cease at 12 midnight. The hirer shall ensure that all persons invited to the hall leave without making undue noise. Complaints from the neighbours and or Mid Beds District Council may lead to the deposit being forfeited at the discretion of the committee. Future requests to hire the hall being declined.
10. Any officer of the owner reserves the right to put a stop to any entertainment or meeting not being properly conducted.
11. The hirer shall, at the expiration of the period of hiring, leave the hall in a clean and orderly state. A deposit will be charged upon booking the Village Hall. This will be returned 14-days after the hire if the Village Hall is left in a reasonable, clean and tidy condition. (See notice in the Village Hall regarding stacking of furniture). Cleaning equipment is located in the cupboard in the entrance hall for the use of the hirer.
12. The property of the hirer and the hirer's agent must be removed at the end of the period of hiring or fees will be charged for each day (or a time agreed with the letting secretary) or part of a day until the same is removed. The owner of the hall accepts no responsibility for any property left on the premises after the hiring. In the case of bazaars, jumble sales and any other occasion when property is brought into the premises for the sale all property remaining unsold at the termination.
13. The hirer shall remove any flag, emblem or other decoration displayed inside the Hall if, in the opinion of the owner, it shall be unseemly or expose the Hall to an undue risk of fire or is likely to lead to disturbance or a breach of the peace.

14. No exits may be blocked, chairs or obstructions placed in corridors or fire appliances removed or tampered with.
15. No additional lights or extensions from existing electrical light fittings shall be used without the previous consent of the Village Hall Management Committee. Any damage to paintwork, walls, floors or general fabric of the Hall will be made good by the hirer.
16. A First Aid box is provided in the kitchen for the use of the users of the Village Hall. The hirer will be responsible for its correct use and must notify the Letting Secretary if items therein are used to enable replacement of stock.
17. The owner shall not be responsible for any loss of or damage to, any property belonging to the hirer, or any injury which may be incurred by any person or persons using the hall during the hiring, arising from any cause whatsoever. The hirer shall indemnify the owner against any claim which may arise because of any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire government restrictions or act of God which may cause the hall to be temporarily closed or the hiring to be interrupted or cancelled.
18. No bolts, nails, tacks, screws, pins or other like objects shall be driven into any part of the hall, nor shall any placards or other articles be fixed thereto. Any fixings/fittings attached to the fabric of the Village Hall by the hirer which is not a temporary design will be deemed the property of the Village Hall.
19. All scenery and costumes used for stage performances, decorations in the hall or the like must be fireproof.
20. No copyright dramatic or musical work shall be performed without the licence of the owner of the copyright and all such licences shall be produced to the Letting secretary before the commencement of the hiring. The hirer shall indemnify the owner of the hall against any infringement of copyright which may occur during the letting.
21. All conditions attached to the music, dancing and theatre licences for the hall shall be duly observed. A copy of (each) such licence (held) may be seen on application to Letting Secretary and the hirer shall be deemed to have had notice of any such conditions.
22. No part of the hall shall be used for the sale of carpets or furniture of real property by auction or otherwise.
23. The seating capacity of the Village Hall, agreed with the Fire Officer, is give in this schedule hereto, and the hirer undertakes that these limits will not be exceeded:

MAIN HALL

Weddings and other functions which include a sit-down meal:	100 persons
Stage/Play seated performance with / without Apron extension to stage:	120 persons
Other general use Total Hall and Bar:	140 persons

24. The Hirer shall, and shall ensure that the hirer's invitees comply with the prohibition of smoking in public places provisions of the Health Act and regulations made there under. Any person who breaches this provision shall be asked to leave the premises.
25. The outdoor play area adjacent to the hall is wholly owned by Meppershall Pre-school and therefore not part of this hire agreement and must not be used.