

Foston Village Hall, Church Street, Foston, NG32 2LG.

TERMS AND CONDITIONS OF HIRE

Organisations and Individuals over 21 may hire Foston Village Hall. Bookings are accepted by the Booking Secretary subject to the Hirer agreeing to comply with the following conditions:-

1.1. GENERAL

- a) Functions must end no later than midnight, except at the discretion of the Village Hall Committee. Consideration is to be shown to neighbours by keeping noise level under control. Please leave quietly.
- b) The Hirer shall not sublet or use the Hall and Grounds for any unlawful purpose or in any unlawful way.
- c) The Committee reserves the right to cancel this booking in the event of the Hall being required for use as a polling station for a Parliamentary or Local Government election or by-election, in which case any booking fee and deposit paid will be refunded.
- d) In the event of the Hall being rendered unfit for the use for which it has been booked, leading to cancellation, the Committee shall not be liable to the Hirer for any resultant loss, damage or inconvenience whatsoever, in which case any booking fee and deposit paid will be refunded.

2.2. SOUTH KESTEVEN DISTRICT COUNCIL

To conform with the SKDC Local Government (Miscellaneous Provisions) Act 1982, you the Hirer are required to nominate a RESPONSIBLE PERSON over 21 to carry out the following:-

- a) To take charge in the event of an accident or where there is a need for more specialised medical assistance occurring at the time of the hire. In the event of an accident the Hirer may use the First Aid Box provided in the Kitchen.
- b) To be in charge and present at all times when the public are on the premises.
- c) To the best of their ability, maintain and keep good order and decent behaviour on the premises and not permit drunkenness or other disorderly conduct. Nor allow any lewd, obscene or indecent poster, advertisement, film, and photograph or programme to be displayed or shown on the premises.
- d) To ensure that there is in attendance one designated steward for every 50 persons on the premises.
- e) To ensure that there is no production of real or artificial smoke; no exhibition, demonstration or performance of hypnotism; and to prevent the use of any laser effect lighting on the premises.
- f) To note that the maximum permitted attendance for dance events is 130 people. However for events that are mainly seated the attendance should not exceed 100 people.

3.3. PAYMENT

All Bookings for Occasional Hire must be paid for at least one week in advance.

4.4. DEPOSITS

- a) All deposits must be paid at the time of booking the hall. Bookings for Occasional hire: a deposit of £25 is required. At all functions where alcohol is to be consumed, a deposit of £100 is required.
- b) All deposits are returnable if no damage or loss is caused and no extra cleaning is necessary.
- c) In the event of a cancelled booking, deposits will be returned provided at least seven days notice is given.

5.5. 18th AND 21st BIRTHDAY PARTIES

- Bookings will be accepted from parishioners only. A minimum of two responsible adults must supervise these parties. The police will be informed when such events take place.

6.6. BAR LICENCE

- The Hirer is responsible for ensuring that a bar license is obtained when alcohol is to be sold on the premises. Liquids must not be taken on to the dance floor

7.7. ACCESS:

- Access to the Hall will be for the period stated on the booking form. Keys should be obtained from the Booking Secretary.

8.8. HYGIENE

- Cooking is to be confined to the kitchen. Users may wish to sanitise and disinfect surfaces before any food preparation takes place. The Hall is to be swept after use (brooms are kept in the kitchen). The toilets are to be left clean and tidy, as are the kitchen and bar. Litter is not to be deposited in the Grounds. Dustbins are provided and must be used. All contents of the hall must be returned to their original positions. Failure to adhere to this condition may incur additional charges.

9.9. SECURITY

- All Fire Exits and External Doors are to be closed and locked on leaving the Hall. The cooker, water heaters and lights must be switched off after use. The heating and lighting arrangements are not to be changed without prior agreement with the Booking Secretary.

21st March 2016