

**CONDICOTE VILLAGE HALL**  
**BOOKING TERMS & CONDITIONS**

**Condicote Village Hall, Condicote, Gloucestershire, GL54 1ES.**

**Tel: 07709 742 091: [www.condicotevillagehall.com](http://www.condicotevillagehall.com)**

**1. Use of the Premises**

1.1. The Premises are the Hall and the adjoining car park and landscaped areas.

1.2. The Hirer shall not use the Premises for any other purpose than that set down in the Booking Form.

1.3. The Hirer shall not use the Premises for activities that the insurers regard as hazardous activities.

Such activities include, inter alia, fireworks displays, bonfires, and bouncy castles (inside or outside).

1.4. The Hirer shall not sub-let the Premises nor allow the Premises to be used for any unlawful purpose.

1.5. The Hirer shall not bring, nor allow others to bring any article into the Premises that might endanger the property or render the insurances thereof invalid.

1.6. The Hirer shall not permit gaming or betting to take place on the Premises.

1.7. The Hirer shall not permit alcohol to be sold on the Premises without obtaining written permission from the Hall Committee (see Booking Form and also clause 4.4 below regarding licences).

1.8. Only biodegradable confetti is allowed.

**2. Supervision**

2.1 The Hirer shall be responsible for the behaviour of those persons using the Premises.

2.2 The Hirer shall be responsible for the cost of repair of any damage to the piano, fabric, fittings (including curtains), landscaping, etc. of the Premises during the letting.

2.3 The Hirer shall be responsible for the supervision of car parking and for ensuring that the bays designated for disabled parking are available for the use of disabled persons.

2.4 The Hirer shall not allow parking of any vehicle on the grass to the north of the Hall nor within the timber bollards. No vehicles shall enter the fenced area to the west of the Hall, unless otherwise agreed (catering vans may be allowed under certain circumstances).

### **3. Public Safety Guidelines**

3.1 The Hirer shall comply with all mandatory regulations and conditions made by the Local and Fire Authorities.

3.2 The Hirer shall be responsible for ensuring that any electrical appliances brought onto the Premises conform to current safety standards including the use of circuit breakers if necessary.

3.3 The Hirer shall ensure that all mandatory food hygiene regulations and conditions applying to the preparation, serving or selling of food, are complied with if it is intended to use this facility.

3.4 The Hirer shall report any accidents to the Hall Committee in writing within 24 hours of any such occurrence.

### **4. Licences**

4.1. The Hall Committee hold a Premises Licence in respect of the Hall. The licensable activities authorised by the licence include performance of dance, films, indoor sporting events, live music, recorded music, and plays. The licence authorises the carrying out of licensable activities every day of the week between 09.00 and 00.00 hours. The opening hours of the Premises are similarly every day of the week from 09.00 to 00.00 hours.

4.2. The licence also contains conditions regarding the exhibition of films, in particular with regard to the admission of children. A further condition states that windows and doors must be kept closed when music is performed inside the Premises. Music must cease by 11.59pm.

4.3. The Hirer shall ensure that all details and conditions of the licence are complied with.

4.4. It should be noted that the Premises Licence does not authorise the sale of alcohol and the Hirer shall be responsible for obtaining any Temporary Event Notice or other licence from the relevant authority and showing this to the Hall Committee at least 7 days in advance of the event.

### **5. Animals etc.**

5.1. The Hirer shall not permit animals etc. to be brought into the Hall other than assistance dogs.

5.2. No animals shall be allowed within the fenced area to the west of the Hall.

### **6. Completion of Period of Hire**

6.1. The Hirer shall leave the Premises in a clean and tidy condition on completion of the hire and shall remove all rubbish from the Premises. This includes the bins from the loos.

6.2. The Hall Committee reserve the right to levy a charge of £10.00 per hour for cleaning or £2.50 per rubbish bag removed from the premises in the event of the Hirer's failure to comply with the above.

6.3. The Hirer shall arrange for all tables and chairs to be cleaned and replaced in the store on completion of the hire. A charge will be made for cleaning tables and chairs left in a soiled condition.

6.4. The Hirer shall ensure all items of a personal nature are removed, as the Hall Committee cannot be responsible for their safety or storage.

## **7. Cancellation**

7.1. The Hirer can cancel the booking free up to 7 days prior to the event, such cancellation to be emailed to [condicotevillagehall@gmail.com](mailto:condicotevillagehall@gmail.com). The charge for cancellation within 7 days of the event is 100% of the cost of the event.

7.2. The Hall Committee reserve the right to cancel any booking up to 7 days before the event in which no charge would be made. (This occurrence is most unlikely but could be necessary in the event of a European, national or local election being called and the Hall being required for use as a polling station).

## **8. Charges/ Deposit**

8.1. Daily hire rates are currently 1 to 4 hours £50.00 per session, 4 to 8 hours £90.00 per session, and 8 to 12 hours £100.00 per session. Weekend bookings (such as weddings) are £400.00, access 3pm on Friday to 11.59pm Sunday. The hall and grounds MUST be cleaned down and left spotless in time for the pre-school which starts at 8am Mondays.

8.2. The above rates do not include for the use of the kitchen facilities. If these are required the lump sum charge is £25 per day. This charge includes for the use of the cooking facilities and equipment, crockery, cutlery, glasses, etc. Breakages are payable in addition.

8.3. Payment of all charges is due immediately following issue of an invoice by the Hall Committee.

8.4. A deposit may be required and if so this will be indicated on the Booking Form.

## **9. Keys, etc.**

9.1. Arrangements for opening the Hall on commencement of the letting should be made with Pip Sherratt 07709 742 091 [info@condicotevillagehall.com](mailto:info@condicotevillagehall.com)

9.2. Telephone number of other members of the Hall Committee if needed - Lindsey Coleman on 01451 831925.

9.3. Keys must be returned immediately after completion of the letting.

Updated June 2022

Please sign and email your copy of the Booking Terms & Conditions alongside the booking form and proof of payment of deposit to [info@condicotevillagehall.com](mailto:info@condicotevillagehall.com)

PRINT NAME:

SIGN NAME:

DATE: