



Beddington Village Hall Management Committee

HALL HIRE TERMS AND CONDITIONS

The Hirer must be over 21 years and will sign form of Hire on payment of the deposit. In signing this form the hirer is agreeing to adhere to the hall terms and conditions.

Bookings are permitted between 1pm and 7pm on Saturdays and Sundays 1pm and 7pm. The hirer of the hall will only have access to the hall between the times stated on the booking form, this includes setup and clear up time.

Bookings are for the purpose of children's parties (10 years and under). All guests should leave quietly and be respectful to the local residents. The hirer is responsible for the behaviour of their guests. Any abusive or confrontational behaviour to hall staff by the hall hirer or their guests will result in loss of deposit and will be reported to the police.

Payment for the hire requires a non-refundable £20 at time of booking with the remaining balance and refundable deposit to be paid at least 2 weeks prior to hire.

The hall will not be used for more than 80 persons. The hirer must record numbers present in logbook to comply with fire regulations. The hirer of the hall is responsible for ensuring all guests are evacuated in the event of an emergency. Fire assembly point is past the car park in Beddington Park.

The hirer of the hall is responsible for ensuring that the hall and garden is left in a clean and tidy state and that all rubbish is removed from site. The hall will provide a broom and dustpan and brush. (Black sacks, tea towels, dishcloths and any other cleaning equipment to be provided by the hirer).

All bookings must adhere to licensing laws i.e. no alcohol to be sold on the premises.

Guests may use car park when attending function in the Hall. Cars must park so as not to block other users.

Smoking is NOT permitted on the premises / grounds (including car park, gardens and hall).

Helium balloons, smoke and bubble machines are NOT permitted because they interfere with our fire alarms.

The hall permits use of the tables and chairs. All tables and chairs to be returned to their original cupboard and stacked in a uniform way to ensure they lock together safely.

All other equipment in the hall and garden belongs to the groups who use the hall and are NOT for the use of the hirer or their guests (this includes floor mats and toys). Damage to these items will incur the cost of replacing the item plus the loss of the refundable deposit.

Kitchen cupboards with locks on (i.e. cupboards on wall connecting into hall) are for group use only. Nothing valuable is stored in these cupboards. Damage to the locks / doors of these cupboards and use of the equipment contained within is NOT permitted.

Food and drink are NOT permitted in the astroturf and pagoda garden, however it is permitted in the grassed garden.

Any decorations may only be attached to picture rail running around the hall. Please do not affix anything to other areas of the hall walls.

If the hirer breaches any of the terms of conditions such as not vacating the hall on time or not leaving the hall in a respectable state the refundable deposit will be forfeit. Any breakages or damage in excess of the refundable deposit will be charged to the hirer.



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HALL HIRE FORM

Applicant's Name:

Address:

Telephone Number:

Email Address:

Date of Hire:

Time of Hire: From: To:

*(Please note these are the times you will have access to the hall,
please allow for time to set up and clear up. Minimum hire of 2 hours.)*

Nature of Function:

Cost of Hire: (£35 per hour)

Refundable Deposit: £150

Payment by Bank Transfer to details below (minimum first payment of £20 non-refundable)
Account Name: **Beddington Village Hall** Sort Code: **30-99-04** Account Number: **00273619**
Please include your surname (as per booking form) and date of hire as payment reference

Account for return of refundable deposit:

Account Name:

Account No.: Sort Code:

*(Returned within 7 business days after hire if terms and conditions are adhered to, please
ensure the details entered are correct, if left blank will be sent by cheque)*

DECLARATION

By placing my name in the box below I hereby confirm that I have read and agree to abide by the Hall Hire Terms and Conditions for Beddington Village Hall, and that the information provided above is correct and accurate.

Signature: Date: