

**ALDERBURY VILLAGE HALL MANAGEMENT COMMITTEE**  
**Charity No 305458 Licence No PRN0039**  
**Conditions of Hire**

**HIRING**

- 1 All casual hiring will be charged at the current rates.
- 2 A deposit of £ to be returned with the hiring Form A. This will be returned when the Hall has been checked and found to be clean and tidy and no breach of nuisance requests.
- 3 Contract hirers will be required to pay quarterly in arrears
- 4 The hirer will be responsible for the observance of licensing laws and all other legal requirements governing such use. The hirer is responsible for the proper and orderly use of the building and not use the premises for any other purpose.  
Discos must have a minimum of four nominated adult persons of a mature age who will be responsible for behaviour and in attendance the whole time. Failure to comply with this condition will result in the function being stopped and loss of the deposit. The Booking Clerks report to the Police all parties and discos to the Police.
- 6 The hirer shall take out adequate insurance for their event and indemnify the Hall Committee against the cost of repair, damage and nuisance caused.

**CLEARING AFTER HIRING**

- 1 Any breakages, loss or damage must be reported to the Booking Clerk immediately
- 2 Chairs and tables to be stored according to directions, leaving access to the boiler.
- 3 On leaving the Hall all windows are to be locked and curtains drawn back. All lights must be extinguished and electrical appliances turned off. Failure to do so will result in the loss of deposit.
- 4 Hirers must clean up after an event. Brushes, mop and buckets can be found in the store room and the kitchen cupboards. Rubbish must be bagged and put in the wheelie bin at the rear of the building. Recyclable items to be taken home.

**NUISANCE**

- 1 Drunk and violent behaviour will not be tolerated. No illegal drug shall be brought onto the premises. No alcohol given to or purchased by under 18's.
- 2 All noise must be kept to a moderate level. Power circuits are timed to go off at 11.30pm. The Hall must be vacated by midnight. Nuisance to Hall neighbours avoided.
- 3 Cars are left at owner's risk and must be parked in an orderly fashion, not obstructing emergency exits and entrances. During large functions a marshall must be present to supervise parking.

**SAFETY**

- 1 All gangways and fire exits must be clear of obstructions. Fire extinguishers kept in their proper place, not moved or taken away. The location of appliances is displayed on the noticeboard. The Hall to be evacuated and the Fire Brigade and Booking Clerk called to any outbreak of fire. Stewards to familiarise themselves with the location of appliances and evacuation procedure. No combustible decorations shall be erected, decorations are to be attached to the battens on the walls only.
- 2 Accidents reported to the Clerk and entered in the accident book in kitchen drawer
- 3 The First Aid box is located in the kitchen
- 4 Activities for children (other than children's and family parties) must be supervised by someone who has been approved via the Criminal Records Bureau (CRB) system.