

## **RAMSDELL VILLAGE HALL**

Registered Charity CIO No.1177240 (New Hall) and Reg Charity No 301927 (Old Hall)

### **Bookings Terms & Conditions of Hire**

*For further information contact our booking clerk - Mrs Caroline Atkinson, Baughurst Road, Ramsdell, Hampshire RG26 5SH. Telephone: 01256 889707 Email: carolinevatkinson@icloud.com*

1. Payment is to be made to the Booking Clerk at the time of booking or on collection of the key. *NOTE : Cash or Cheque made payable to **Ramsdell Village Hall**.* Hire of the hall includes use of the enclosed rear garden/play area.
2. The hiring charge does not include heating. This is payable separately by slot meter (£1.00 coins). *NOTE: Hirers must take particular note of the overhead heaters when decorating the Hall to avoid risk of fire*
3. In addition to the hiring fee the Management Committee reserves the right to charge a deposit and to retain the deposit in the event the Hirer fails to leave the Hall as required by these conditions.
4. The Hall does not have a Premises License under the terms of the Licensing Act 2003. The Hirer is solely responsible for giving a Temporary Event Notice should the purpose for which the Hall is hired include the provision of regulated entertainment or the sale of alcohol. **Note: The number of times Notice may be given in respect of activities in the Hall in any one calendar year is limited. To enable the Management Committee to monitor this limit the Hirer must give the Booking Clerk details of a Notice given to the Licensing Authority.**
5. The Hall shall only be used for the purpose specified by the Hirer at the time of booking.
6. Any event held in the Hall **must** end at midnight and the hall must be vacated by 12.30am. Band Practices will only be permitted periodically for a maximum of 3 hours between the hours of 12 noon and 9pm and all doors and windows are to be kept closed.
7. Smoking is not permitted in the Hall.
8. The maximum number of people permitted in the Hall at any one time is 80 or such lesser number permitted under 4 above.
9. During the period of the hire the Hirer will be responsible for the supervision of the Hall including the care of its fabric and contents and the behaviour of the persons using it to include the proper supervision of car parking arrangements so as to avoid obstruction in the adjoining lane. *Note: Parking and turning adjacent to the Hall is very limited. Users will generally need to park on the highway.*

10. The Hirer will ensure that noise on arrival and departure is kept to a minimum and comply with any reasonable requests of local residents or the Management Committee to reduce the volume of music played in the Hall. Music shall not be played in the outside garden area. **Note: Hirers are advised to give residents in the lane and Silvers Close advance notice of evening parties.**
11. If preparing or serving food the Hirer will be responsible for observing all relevant food health and hygiene legislation. **Note: The Hall only has a simple kitchen and no crockery or cutlery.**
12. The Hirer will ensure that any electrical appliances brought into the Hall are in good working order and used in a safe manner.
13. The Hirer will familiarise themselves with the Hall Users Handbook in the kitchen. Any accident occurring during the hiring shall be recorded in the Accident Book and verbally reported to the Booking Clerk.
14. The Hirer will ensure that children are at all times properly supervised in the Hall and that any activities of children under eight years of age comply with the provisions of the Children's Act 1989 including ensuring DBS checks where these are required.
15. The Hirer will be responsible for leaving the Hall and its surrounds secure, clean and tidy and ready for the next Hirer as detailed in the Notice to Hirers displayed in the Hall. **Note: Breach of this Condition will not be tolerated. Additional cleaning and tidying will be charged at £15 per hour (with or without a deposit).**
16. The Hirer will report to the Booking Clerk any damage or fault to any part of the Hall or its contents, including the enclosed rear area and its fences, occurring or noted during the period of hire and shall indemnify the Management Committee for the cost of repair of damage or faults occurring as a result of hiring.
17. The Hirer may cancel the hire up to 14 days in advance without penalty by giving notice to the Booking Clerk. Cancellation at shorter notice may be permitted at the discretion of the Management Committee.
18. The Management Committee may cancel the hire at any time without any liability to the Hirer whatsoever (save for refunding the hiring fee) in the event the Hall is required for use as a polling station or is rendered unfit for use by the Hirer or for any other reason that in the opinion of the Management Committee is reasonable.
19. **The Hirer will take all rubbish and recycling away** from Village Hall, as there is no longer a rubbish collection from the Village Hall.