**Conditions of Hire**

**South Luffenham Village Hall**

General

1. Hirers will be given a key, to be held for the period of hire, obtainable from the Booking Secretary (Tracy Steward). This should be returned immediately after the event, or by arrangement.
2. Bookings must be paid for upon receipt of an invoice and a damage deposit of **£100** (refundable) paid before hire for daytime events and **£200** (refundable) paid before hire for events after 6pm (at the Booking Secretary’s discretion).
3. The Hirer must be over 18 years of age.
4. All films, recorded music, live music and retail sale of alcohol must take place on the premises. If you intend to sell or provide alcohol this can only be done with the consent and full knowledge of the named licence holder – Tracy Steward.
5. All alcohol must only be consumed on the premises.
6. All events must not continue beyond **11pm** and the hall vacated by **11.30pm** in a quiet and orderly manner.
7. The Hirer must ensure all attendees know how to evacuate the building in case of emergency and where the fire exits are located.
8. The Hirer must ensure that the premises are kept secure for the duration of the hire.
9. The Hirer must supervise the use of the premises and the care of its fabric and contents.
10. The Hirer must ensure the premises (including kitchen, kitchen appliances and toilets as appropriate) are left clean and tidy with rubbish removed and placed in the bins outside at the end of the hire. The floors must be swept or hoovered and the kitchen and toilet floors mopped if necessary.
11. The Hirer must ensure that all equipment, chairs and tables have been returned to their storage positions safely, the premises are cleared of people, all lights off, and the building secured upon leaving the hall.
12. The Hirer must ensure that any temporary fittings and fixtures comply with Health and Safety guidance, and in particular ensuring that any decorations used are not a fire hazard.
13. The Hirer must ensure that any equipment or electrical appliances brought onto the premises and used there shall be certified safe and in good working order, and used in a safe manner.
14. The Hirer must ensure that no Barbeques, LPG appliances or highly flammable substances are brought onto the premises.
15. The Hirer must ensure that they and their attendees recognise the fact that the premises are situated in a residential area and conduct themselves accordingly by, for example, taking care not to slam car doors, especially late at night, and not playing music or making other sounds at inappropriate levels.
16. There is strictly **no parking** on the driveway in front of the hall.
17. Parking is at your own risk and consideration must be given to neighbouring properties and that Hall Lane is extremely narrow.
18. If hirers want to use the Parish Field they must notify and supply details to the Parish Council for insurance purposes. Hall insurance is only for inside the building and the patio.
19. The premises are strictly no smoking or vaping. Please have consideration for neighbouring properties if smoking outside and ensure there is no detritus from smoking left within the halls boundary.
20. An extra cleaning charge may be made if necessary.
21. The Hirer is liable for **all** breakages.
22. All accidents and breakages must be reported to the Booking Secretary (Tracy Steward) as soon as possible. Accidents must be recorded in the Accident Book located in the First Aid box in the kitchen.

**Bookings: Mrs Tracy Steward 01780 729006 / 07719 640923**