

REPTON VILLAGE HALL

The hiring out and operation of the Hall is carried out on behalf of the Repton Village Hall Management Committee by the Repton Village Hall Company, a company limited by Guarantee. All hiring of the Hall is with the Repton Village Hall Company.

Maximum numbers permitted:-

- a) Seating accommodation – 110
- b) Dances and parties - 100

CONDITIONS OF HIRING

Please note that an indemnity fee of £50 will be required and should be paid not less than 14 days before the event (see later).

Bookings are made on the understanding that in the event of an Election, or By-Election being called, this will take precedence and an alternative date will be offered.

A booking does not have to be accepted if the Company believes that it would not be in the Village Hall interests. The Company reserves the right to cancel a booking and thus terminate a hiring agreement without being liable for breach of contract.

1. LICENSING

- a) TEN's Licensing laws MUST BE COMPLIED WITH.
- b) NO DISCOS allowed without permission from the Management Committee.
- c) ALL MUSIC MUST BE at a reasonable level. This is a residential area.
- d) ALL MUSIC MUST CEASE BY 11.00pm. Hall to be vacated by 11.30pm

2. SAFETY REGULATIONS

- a) EMERGENCY EXITS must kept clear at all times, EMERGENCY LIGHTING is on at all times whilst the Hall is in use, and to open EMERGENCY EXITS if necessary.
- b) NO NAKED LIGHTS must be used anywhere in the Hall.
- c) SOME CEILING LIGHTS MUST BE ON during an event, except when correct footlights are used for stage productions or film shows.
- d) At no time must the maximum numbers permitted as stated above be exceeded.
- e) No smoking is allowed in the building.
- f) The use of Bouncing Castles is not permitted.
- g) No children under the age of 16 years are allowed in the kitchen.

3. DAMAGE and LOSS

- a) THE HIRER will during the period of hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
- b) No decorations are to be stuck to the walls.

4. CAR PARKING ARRANGEMENTS

- a) Cars must be parked in the car park adjacent to the Hall.
When the car park is full it is the responsibility of the Hirer that any parking on the highway causes no inconvenience to residents and other road users.
- b) On vacating the Hall PLEASE ASK YOUR GUESTS TO LEAVE QUIETLY.
- c) At the end of the hiring the Hirer shall be responsible for leaving the premises and surroundings in a clean and tidy condition and any contents temporarily removed from their usual positions shall be properly replaced.

If there are any breaches of the above Conditions, the indemnity fee of £50 will be forfeited in total. It will be returned only if there is no breach.

IN ADDITION to the indemnity fee the Hirer shall be responsible and shall indemnify the Company the total cost of any repairs (in excess of the indemnity fee of £50) in respect of any damage done to any part of the Village Hall property, including the curtilage thereof or the contents of the said building during or as a result of the hiring.

5. CHARGES and RESERVATIONS

- a) Payment of 10% of the full fee on booking. Balance not less than fourteen days before the event. Cheques to be made payable to REPTON VILLAGE HALL COMPANY
- b) For a full list of charges see the enclosed booking form.
- c) Cancellations made within 4 weeks of any event will entail the forfeiture of half the booking fee. Cancellation within 2 weeks will entail the forfeiture of all the booking fee.
- d) Charges will commence from the time the Hall is opened, or the agreed hiring time, which ever is the earlier.
- e) If the indemnity fee is not is not paid within the period above specified, then the booking is not confirmed.

6. IMPORTANT PLEASE NOTE

- a) All damage, loss and breakages must be reported immediately to the Booking Secretary.
- b) All property belonging to the hirer must be removed at the end of the hiring period or a charge for storage may be made.
- c) Any delivery to the Hall in connection with the event must ONLY be made VIA THE PAVED ASSESS TO THE FRONT DOORS.
- d) **It is the Hirer's responsibility to comply with the Licensing Authority Temporary Events Notices where the Sale of alcohol is intended. The Hirer must write to the Repton Village Hall Company asking permission to hold an event that will involve the sale of alcohol. The Repton Village Hall Company reserves the right to refuse events that involve sale of alcohol on the premises.**