

HIRE TERMS & CONDITIONS FOR AD HOC USERS OF WOODMANCOTE VILLAGE HALL

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By booking a room or facility you are deemed to have accepted all of the following terms and conditions.

Payment terms are as shown on the invoice. ALL bookings MUST be paid in full at time of booking and in any event, prior to use of the village hall. If you decide to cancel, we require a minimum of two weeks' notice to avoid loss of all monies paid.

A damages deposit of £25 is required at the time of booking, which will be returned in accordance with clause 6 and 6a.

1. The maximum standing capacity allowed in each room is as follows:

Main Hall 150 (15.5 x 9 metres) 65 chairs large and medium size tables
Small Hall 50 (9 x 4.75 metres) 23 chairs and 9 tables
Seating capacity in the meeting Room 10

2. Extra requirements: When booking please discuss if you will need any of the following:

1. Extra chairs (65 in the main hall but more can be made available)
2. Are tables required, if so, how many.
3. An extension lead should be provided by the hirer.
4. Will a projector stand be required.
5. Will a laptop stand be required.
6. Will a microphone be required.
7. Use of the kitchen (free but please confirm you will need).

3. During the hire period, the hirer is responsible for ensuring that:

- a) No-one under 18 years of age consumes alcohol on the premises.
- b) Only alcoholic drinks purchased at the bar may be consumed on the premises.
- c) BYO with prior agreement of the village hall committee.

4. Room booking times will be adhered to as agreed. Ad hoc hirers will be given a one-time 4 digit access code.

5. Playing Music: If you want to play recorded music for your event, you need to obtain a one-off licence. This can be obtained from PPL PRS LTD, official music licence providers.

6. The hirer is responsible for the condition of the booked room and must replace all furniture to the correct location. Cleaning kit is available. The full cost of any damage or additional cleaning required will be charged to the hirer.

6a. **IMPORTANT:** Before leaving the hall, it is important you take photos of all the areas used to confirm it has been left clean and chairs (and tables if used) are returned to the correct location. Send the photos – with time taken - to: askwvh@gmail.com. Your deposit will be refunded immediately after the photos have been examined.

7. The hirer to provide black rubbish bags and all rubbish must be bagged and taken away and NOT deposited in the outside bins.

8. **IMPORTANT:** When leaving, please ensure all doors and windows are secured and lights turned off.

9. Please be aware the village hall accepts no liability for loss or damage of any personal property.

HEALTH & SAFETY

10. Do not permit fire exits to be blocked or fire extinguishers to be tampered with.

11. No smoking or naked flame allowed inside the building with the exception of candles on cakes. No vaping.

12. In the event of a fire, the hirer must phone the emergency services using 999.

Post code for the village hall: GL52 9HX
Three word location is: effort.beast.venue