

Conditions of hire

- The hirer or nominated person must remain on the premises at all times until the Hall is cleared & the doors are locked.
- The hirer must prevent any disturbances inside or outside the hall and prevent any activities likely to be a nuisance to neighbouring residences and other hirers.
- The hirer must allow access at all times to members of The Parish Council & Emergency Services.
- Cars must be parked in the car park away from the entrance doors, off grassed areas & off the access roads both to the Hall & the Cemetery beyond. The gate is locked at 2400: access will not be available until the following morning. Emergency vehicles must be allowed clear access at all times.
- The Parish Council cannot accept responsibility for loss of, or damage to, items left in the Hall or car park.
- The Hall has a Performing Rights licence (i.e. music, etc., 7 days a week 09:00 / 23:30) but **NOT** a liquor licence.
- If the event is not covered by the licence for the premises a 'Temporary Event' notice will have to be granted by The Parish Council. If such a notice is necessary, two months notice (in writing) is required.
- If the hirer requires a marquee, firework display, cinema / video showing or sporting displays a written request must be received by The Parish Council 2 months prior to the event.
- Bouncy Castles / inflatables are not permitted inside the Hall, and the use of naked flames (e.g. candles) is forbidden.
- If a key is required by the hirer this must be collected within normal working hours from The Parish Council Office. (1000 / 1200 – Monday, Tuesday and Friday).
- Any bar must stop serving at 2300.
- To allow time for clearing up, all functions should finish by 2330. The premises and grounds must be vacated by 2400.
- **PLEASE:** no confetti or party poppers in the Hall or its grounds, and no pins, Sellotape, etc., on the walls or woodwork.
- Under no circumstances are fire doors to be propped open: Emergency Exit doors must only be used in the event of an Emergency.
- The caretaker lives above the premises and should be contacted immediately in the event of a problem.
- In case of a fire or other emergency please congregate by the play area.
- At the end of the function, all lights and electrical appliances must be switched off and plugs removed from sockets.
- All windows should be closed, doors locked and keys returned promptly through the letterbox in the envelope provided.
- No animals are permitted in the Hall (except assistance dogs).
- Any breakages or damage must be reported to either the Hall Bookings Clerk or other responsible person as soon as possible.
- There is no Television Licence for the premises.
- **IT IS THE RESPONSIBILITY OF THE HIRER TO SET OUT AND REPLACE TABLES AND CHAIRS AS NECESSARY. PLEASE MAKE SURE THAT YOU HAVE BOOKED ENOUGH TIME TO SET UP BEFORE THE EVENT AND FOR CLEANING AND CLEARING UP AFTERWARDS, (THIS SHOULD BE INCLUDED IN THE INVOICING TIMES).**

Finally, we believe you will find the facilities in good order for your function and wish you every success with it.