

GENERAL - TERMS & CONDITIONS

unforeseen circumstance prevail or due to legal or statutory requisition of Village Hall facilities.

PARTY TERMS & CONDITIONS

- 1 **Interpretation**
In these terms and conditions,
- a) `The Hirer` is the person with whom the agreement has been made and who is responsible for ensuring the group/organization/company comply with all aspects of the hire conditions.
 - b) `The Village Hall Management` means the Hall Administrator or his representative, and/or The Village Hall Working Party of Mangotsfield Rural Parish Council and/or the Chair person of Mangotsfield Rural parish Council.
 - c) `Building` or `Hall` or `Village Hall` means the entire Village Hall, its structure, resources, contents and staff.
- 2 **General**
- a) There is a NO SMOKING policy throughout the building. The Hirer is responsible in ensuring that this policy is adhered to.
 - b) Where children are allowed access to the first floor the Hirer is responsible for an appropriate and adequate level of supervisory control such that child health and safety is not compromised.
 - c) Unless prior permission is sought and agreed by The Village Hall management, alcoholic drinks or beverages of any description are not to be brought onto the premises.
 - d) **The Hirer is responsible for ensuring that the facilities used during the hire period are left as found and that at all times a policy of good housekeeping is employed.**
 - e) The Hirer will be responsible for financial reimbursement of all breakages and damages that occur during the period of hire.
 - f) The Hirer is responsible for the behavior of all members of the group/organization/company for which they represent.
 - g) The Village Hall management have the right at all times to refuse entry to, or remove from the Village Hall, any person who is considered to be employing, displaying or engaging in anti-social attitude or behavior.
 - h) The Village Hall management reserves the right to revise tariffs charged and implement changes within an agreed period of time.
 - ik) All groups/organizations are advised that they have appropriate and adequate insurance cover for their own equipment and activity.
 - j) All electrical equipment brought to the Village Hall MUST comply with the IEE Code of Practice with respect to Portable Appliance Testing (PAT). Proof of compliance will be requested.
 - k) **The Hirer is responsible for ensuring that sufficient time has been included within the hire period for room/activity preparation and removal.**
 - l) Unless previously agreed, the Village Hall will be CLOSED on Bank Holidays
- 3 **Terms Of Payment**
- a) All payments must be paid upon completing a booking form.
 - b) All payments to be made by cheque only, payable to "Emersons Green Village Hall ". There are no facilities for payment by cash, debit card or credit card or by any other monetary transaction.
 - c) For private functions, total hiring cost will be required at time of booking.
 - d) **Should the hirer cancel after payment has been received, there will be a 10% administration charge deducted from any refund.. Please read cancellation policy for full details**
- 4 **Force Majeure**
- a) The Village Hall management reserve the right to cancel any booking where

- 1 **Interpretation**
- a) These specific Terms and Conditions are in addition to the General hire Terms and Conditions and form part of the booking agreement with the Hirer.
 - b) `The Hirer` is the person with whom the agreement has been made and who is responsible for ensuring that the children's private party booking comply with all aspects of hire conditions.
 - c) `Building` or `Hall` or `Village Hall` means the entire Village Hall, its structure, resources, contents and staff.
- 2 **General**
- a) ALL persons must enter and exit through the main entrance door only unless (a) you are instructed or have prior permission by the Village Hall management, or (b) the Fire Alarm is operating, or (c) are instructed to evacuate building without delay.
 - b) External perimeter doors must remain closed at all times and must not be opened for any reason other than detailed in 2(a).
 - c) **The Hirer is responsible for ensuring that children are confined to the hired areas and are not engaged in occupying the main hallway / corridor other than proceeding to common facilities.**
 - d) The Hirer is responsible for ensuring that children do not gain access to the stage area and that room blinds are only operated by a responsible adult.
 - e) All parents and guardians in attendance must contribute to the safety and social behavior of all the children and ensure that any play or behavior does not cause any damage to the Village Hall structure or its assets. Excessive boisterous activity or behavior will not be tolerated.
 - f) The Hirer is responsible for a constant level of child supervision and supervisory control at all times in all areas including toilet facilities.
 - g) Decorations (balloons, banners etc) are permitted and may be affixed to doors and windows etc **with blue/white tac** But **NOT** on walls.
 - h) **The Hirer is responsible for ensuring that hired room(s) is/are vacated at end of hire period hire and appropriate domestic action has been employed to meet General Terms and Conditions 2e.**