

DYKE Village Hall

The Fen Country, Lincolnshire

Standard Conditions for Hire

The hirer named on the Booking Form during the period of hire shall be responsible for the supervision of the premises and its contents. You agree to collecting the necessary key from the nominated Committee Member in adequate time for setting up the hall for your event and to returning the key to that member after the hire period.

The hall should be left in a clean and tidy state with all rubbish removed from the premises. The hirer shall make good or pay for all damage, losses to premises or fixtures, fittings and content.

All chairs and tables should be stacked and returned to their normal place of storage as found.

The hall heating, water heater, cooker and all other appliances should be switched OFF prior to leaving the hall.

No water should be left in the sinks or basins. The main water stop cock situated under the sink in the kitchen.

All windows and external doors should be kept closed and, where appropriate, locked upon leaving the hall.

The Management Committee advise that the hall, in keeping with all other public places is a NO SMOKING environment. An area at the rear of the building has been designated a "Smoking Area" and should be the ONLY area used for the purpose ensuring that all remains are properly disposed of in the bin provided.

There are no car parking facilities within the village hall grounds. Cars and other vehicles need to be parked safely at road side. Driveways of local properties should not be obstructed and privacy rights of residents must be respected.

To comply with the Licencing Act 2003 the responsible person signing the Hire Agreement agrees to ensure the following are complies with:

- * NO person attending the function should commit any crime, incident of public disorder or public nuisance either on or off the premises during the period of hire
- * NO members of the general public including local inhabitants are in any way inconvenienced or endangered either on or off the premises during the period of hire
- * ALL children under the age of 18 years are at all times accompanied by a responsible adult

The hirer should not sub-let or use the premises or allow the premises to be used for any unlawful activities. The consumption of alcohol is not permitted without written consent. The hirer shall ensure that nothing is done within the confines of the premises contravening the law relating to Gaming, Betting and Lotteries.

The hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and the terms of the Licencing Act 2003 particularly in connection with any event which includes public entertainment, dancing, music or the performing of plays. The hirer shall in preparing, serving or selling food products observe all relevant food, health and hygiene legislation and regulations.

The Hirer shall ensure that any electrical appliances or equipment brought for use in the premises shall be safe and in good working order. Use of such equipment shall be made in a safe and responsible manner not endangering users, the fabric or services of the premises.

The hirer shall ensure that the minimum of noise and disruption is made upon arrival, during and upon leaving and event by all concerned. This is particularly important later on during the evening.

ALL functions held during an evening MUST cease by 11:45 pm.

The deposit paid during booking will be returned after the hall has been inspected by a Member of the Management Committee and deemed satisfactory that NO damage has occurred and that ALL of the terms and conditions have been adhered to during the period of hire.

Dyke Village Hall Management Committee hope you enjoy using the facilities provided by the hall and that your function is both enjoyable and successful. Thank you for observing the above Terms and Conditions.

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Date/s Hall required: _____ Time from: _____ Time to: _____

Purpose of hire (ie birthday party): _____

If child's party, age range of children: _____

Do you require use of the following:

Glasses: YES / NO Crockery: YES / NO Tables: YES / NO Chairs (approx numbers) _____

Will you be providing alcoholic beverages? YES / NO

If YES, will you be using the services of an outside provider? YES / NO

Please provide details of drinks provider: Contact details: _____
_____ Tel No: _____

Please provide details of responsible ADULT for this event: Name: _____

Address: _____
_____ Tel No:: _____

A deposit of £50 is payable with application: Hire charge for event: _____

I agree to the terms and conditions of this booking application and will respect the hire agreement.

Signed: _____ Date: _____

Print name: _____ Contact phone number: _____

Home address if different from that shown above: _____

DYKE Village Hall Management Committee use **only**

Booking taken by: _____ Entered in Diary (date): _____

Deposit of £50 paid: YES / NO Hire charges: £ _____

Deposit received by: _____ Charges received by: _____
