

# Chalton Village Association

## Conditions of Hire

Deposit of £50/£200 (depending on event) when booking, refundable in cheque form after 7 days if no damage is caused to hall, contents, or grounds. The hall and grounds to be left in a clean and tidy state.

Hire charge to be paid 2 weeks in advance if using cheque, 1 week for cash payment. A £10 charge if using bouncy castle. Any helium balloons used **MUST** be weighted and **NOT** allowed to be released in the hall.

If the Hirer wishes to cancel less than seven days before the booking, the deposit will be forfeited.

No bottles/glass of any kind to be left on the premises or in the grounds. Any refuse left in the grounds will incur loss of deposit. There is a council tip approximately 1 mile away.

All lights to be turned off. Any lights left on will incur a deduction of £10 from the deposit.

Due to the risk of fire in the area, no Chinese lanterns are to be used.  
Candles – tealights only, and in containers and must not be left unattended.

Outside doors to be locked and bolted, also gate to be locked overnight and if premises vacated during hire. Any doors left unlocked will incur loss of deposit.

Chairs/tables to be stacked appropriately after use **and marked passageway to boiler kept clear to avoid fire risk.**

The hall does not have an alcohol licence, therefore the Hirer shall be responsible for obtaining such licence if alcohol is to be sold on the premises.

The Hirer is responsible for the behaviour of all persons using the premises, including supervision of car parking to prevent obstruction of the highway and proper supervision of children.

The Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever in the event of the hall or any part thereof being rendered unfit for the use for which it has been hired.

No animals other than guide dogs to be brought on to the premises.

Hall to be vacated by **midnight**, music to cease by **11.30** and consideration regarding noise given to nearby residents. Outer doors to be closed after 9.0 pm to minimise noise. Any contravention of these stipulations, the deposit will be forfeited.

The hirer is responsible for all damages incurred by them, their guests or their agents and breakages to be reported on return of keys.

Fire exit doors to be unlocked during event but **SECURELY** locked at end of function or deposit forfeited. Curtains at fire exits to be open during hiring.

Hirer is responsible for fire evacuation and must be on premises at all times.

Hirer or a designated adult is responsible for collection of any hired equipment and a contact number and name for key drop off.

PARKING: no parking allowed on grassed areas at front of building; this is to allow access for emergency vehicles. **No parking in Water End Lane as this is a private road.**

**Please read Conditions of Hire prior to booking.**

Signed: ..... (Hirer) Print name: .....

Date: .....

Contact name/number for person responsible for key drop off

..... Number .....