

The Milton Malsor Village Hall - Conditions of Hire

If the Hirer is in any doubt as to the meaning of the following, the Chairman of the Village Hall Committee should be consulted immediately .

Main Hall Recommended seating capacity - 90 persons or with seating and tables 80 persons.

The James Meeting Room Recommended seating capacity - 15 persons

Note - The use of Bouncy Castles or similar, inside the hall are not recommended for Health and Safety reasons.

1. **THE HIRER** will, during the period of hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as avoid obstruction of the highway.
2. **THE HIRER** shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.
3. **THE HIRER** shall be responsible for obtaining any licenses that may be required and the observance of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority, and the Local Magistrates' Court or otherwise.
4. **THE HIRER** shall indemnify the Committee for the cost of repair of any damage done to any part of the property (including the furnishings and fittings) thereof of the contents of the building which may occur during the period of the hiring because of the hiring.
5. **THE HIRER** should note that if alcohol is to be sold on the premises then the Hirer should obtain a Bar Licence authorised by a Magistrate. It should also be noted that all dancing and music must cease before 11.30 pm and the hall vacated by 12 midnight. Failure to do so or at the end of the agreed hire period if earlier than 12 midnight will result in the loss of the deposit.
6. **IF THE HIRER** cancels the booking before the date of the event then the charges on the Booking Form apply.
7. **THE TRUSTEES & Management** reserve the right to have access at anytime to the premises.
8. **AT THE END OF THE HIRE**, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition and any contents temporarily removed from their usual position properly replaced, otherwise the Committee shall be at liberty to make an additional charge at the Chairman's discretion. All tables are to be wiped clean and tables and chairs properly stored in the cupboards. If extensive cleaning is required then the Hirer shall be liable for the cleaning charge at a rate of £15/hour or part there of.
9. **AT THE END OF THE HIRE** the keys are to be handed to a representative of the Committee or returned to Mrs M Williamson at 4 Towcester Road, Milton Malsor and all lights turned off in the building and the building properly secured including all windows closed & doors locked (top & bottom) etc.
10. **THE TRUSTEES** reserve the right to cancel this hiring in the event of the hall being required for the use as a Polling Station for a Parliamentary or Local Government election or bye-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.
11. **IN THE EVENT** of the hall or any part thereof being rendered unfit for the use for which it has been hired the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever

The Milton Malsor Village Hall Trustees