

## **TERMS AND CONDITIONS FOR HIRE OF ALDWINCLE VILLAGE HALL**

These standard conditions apply to all hiring of the Hall. A full version can be seen on the noticeboard or on request from the Bookings Sec or the Secretary.

The Hirer is responsible for adhering to all raised in this agreement plus Health & Safety Procedures.

The hire period shall be between the times specified on the booking form unless agreed otherwise.

### **CAPACITIES**

The maximum number of persons allowed in the building at any one time is 85, or 110 if the marquee is booked *and* used as well.

### **BOOKING**

All applications for the hire of the building must be sent to the Booking Sec (contact details on the hall noticeboard or the website). Hire charges are displayed there as well. Charges can be paid by cheque. to "Aldwincle Village Hall" or by cash.

### **DEPOSITS (NOT CHARGED TO ALDWINCLE RESIDENTS AND ORGANISATIONS)**

For Single Event Booking – A refundable damage deposit of £50 is required.

For Multiple Event Booking – There is a refundable damage deposit of £100.

Cheque payments for a damage deposit must be on a separate cheque from Hire Fees; said cheque will be returned, subject to satisfactory inspection of the Hall after the event. Cheque payments may be made out to "Aldwincle Village Hall" and sent to Aldwincle Village Hall c/o 41 Main Street, Aldwincle, Northants, NN14 3EL.

Deposits will be returned within 14 days of the end of the period of hire, either the single event or the last of multiple booking events, provided that no damage or loss has been caused to the premises or contents and the Hall has been left clean and tidy, all equipment has been returned, no complaints have been received about noise or other disturbance & keys have been returned immediately after the event.

### **USE OF PREMISES**

The building shall only be used for lawful and licensed activities.

Aldwincle Village Hall holds a Performing Society Rights Licence (PPL/PRS) which permits the use of copyright music. If other licences are required in respect of any activity in the Village Hall, it is the Hirer's responsibility to ensure that they hold the relevant licence, or the Village Hall holds it.

Alcoholic drinks may be served free of charge but not sold unless the permission is sought, in advance and in writing, and an occasional TEN Licence obtained. Smoking and e-cigarettes are not permitted.

#### **CAR PARKING**

Please see that vehicles are parked in an orderly way for the sake of local residents.

#### **HEATING**

The Hirer shall not use additional heating appliances. The temperature is controlled automatically.

#### **CANCELLATION**

If the Hirer wishes to cancel the booking less than fourteen days (14) days in advance and another booking cannot be arranged, a fee of £25 may be charged.