

Alphington Village Hall & Community Centre

Regulations and conditions governing hire of the Alphington Village Hall and Community Centre Hall. Hirers are urged to read these regulations and conditions carefully, as any breach could result in the forfeiture of their deposit and a surcharge being levied as appropriate.

- 1 Booking:** All hirers are required to sign a booking form agreeing to the charges and conditions of hire. The booking will only be confirmed on receipt of a signed booking form and deposit. All hirers must be 18 years of age or over. Any alterations of the booking times need to be negotiated with the Booking Secretary. The Alphington Community Association reserves the right to (a) ensure payment of the deposit in advance to guarantee a booking (b) refuse a booking (c) alter the charges and conditions of hire for the ensuing year.

N.B. Provisional bookings can only be held for a maximum period of 7 days.

- 2 Cancellations:** All cancellations must be given with a minimum of 48 hours prior to the event to the Booking Secretary. The booking deposit will not be refundable except in very special circumstances.
- 3 Deposits, payment & late locking supplement:** The hirer shall pay a deposit of £50. The balance will be invoiced and should be settled by the date stated. (Does not apply to repeat group bookings)

One off party bookings require £50 damage deposit to secure booking with balance 1 month prior to party. The damage deposit will be returned after the event. Should any damage or additional cleaning costs be incurred these will be deducted from the £50 and the remaining balance returned.

For bookings finishing after 10pm there is a late locking supplement of £20.00.

- 4 Liability of hirers:** Hirers are responsible for orderly conduct in the use of the Hall and equipment, for any damage or injury caused and, in the case of equipment, furniture or articles contained in the Hall, for the loss of, whilst the Hall is in the occupation of hirers. By completing and signing the booking form the hirers undertake to reimburse or pay to the Alphington Community Association all costs, charges or expenses which may be incurred by them as a result or consequence of such damage, injury or loss. To avoid damage to the floor and walls, any sporting equipment such as footballs must be foam.
- 5** The safeguarding of children is very important to ACA, and it is a requirement that **a ratio of 1 adult to 8 children is maintained during all hiring times for ages 4-17, under 4 it is 1 adult to 3**, and that anyone hiring should see that the area in and around the facilities are treated with respect for the neighbourhood and the safety of participants. Please note that our neighbours and businesses need your care and respect for the use of the surrounding area. Please be respectful about noise and activity when entering and leaving the premises.
- 6 Safety and insurance:** No entertainment or event shall be held or given which will involve any increase risk of fire or invalidate the Association's Insurance policy.

Hirers are strongly advised to arrange insurance cover for the period of hire to meet any claims for which they may be held liable

- 7 Electrical and other equipment:** It is the responsibility of the hirer to ensure that any electrical equipment brought into the hall during a hiring has been Portable Appliance Tested and approved for use. The Alphington Community Association does not accept any responsibility for electrical equipment brought in and used in the hall during a hiring and any damage however caused by such equipment is the sole responsibility of the hirer. No items or equipment should be left or stored in either hall without the prior agreement of the Chairman of the Community Association.
- 8 Preparation and clearing away:** Hirers are reminded that the period booked must allow adequate time for preparation and clearing up the hall. If hirers do not leave the hall by the agreed time, an additional charge will be made. The building should be left in a clean and tidy condition by the departure time agreed with all rubbish and articles removed from the building. All lights should be extinguished. Hirers are requested to consider nearby residents by limiting noise to an acceptable level during the event and when leaving the hall. Access is allowed 15 minutes before and after your booking times.
- 9 Facilities:** Heating & lighting are included in the hire charges. Additional caretaking services and extra cleaning/electricity required for a booking may be arranged with the Booking Secretary at an additional cost. Fully catered events carry a supplement for use of the kitchen/utilities £15-£17.
- 10 License:** The Hall is only licensed for Music and Dancing and not for the sale of alcohol.

A FIRST AID BOX AND ACCIDENT BOOK IS KEPT IN THE KITCHEN.

ALL BOOKINGS MUST FINISH BY 11.00PM AND HALLS VACATED BY 11.30PM.