COLATON RALEIGH VILLAGE HALL - REGISTERED CHARITY NO: 267888

2026 CONDITIONS OF HIRE

1) Hirers must make themselves aware of these **Conditions of Hire**, together with the **Privacy Policy** and **Fire Safety** procedures which are provided when your booking is confirmed.

2) Arrangements for opening and closing the hall will be provided upon confirmation of your booking.

3) Please note the upstairs rooms do not have disabled access.

4) The maximum occupancy figure for the whole premises must not exceed 130 people.

5) The Hall does not have a licence to sell alcoholic drinks. If alcohol is to be sold during an event, it is the hirer's (organiser) responsibility to obtain the necessary Temporary Event Notice (TEN), and a copy needs to be emailed to bookings@colatonraleighvillagehall.org. The hirer is responsible for enforcing the under 18 drinking law.

6) Broadband is available, internet safety is the responsibility of the hirer.

7) No Smoking anywhere inside the premises. No Candles or naked flames. No dogs except guide dogs.

8) Important: The centre section of the stage moves. To be locked, the bolts must NOT be in the red position. Children are not allowed on the stage unaccompanied.

9) Parking: do not obstruct doorways, gateways or the highway.

10) Accidents and Maintenance issues must be recorded in the appropriate book. These books can be found in the lobby by the main entrance (on the noticeboard). Any urgent issues must be brought to the attention of a Committee member by calling 01395 562987.

11) Out of consideration for our neighbours, music should cease at 11.30pm, and guests leave the hall in a quiet, respectful manner.

12) The hall must be left on time, clean and tidy.

13) Please return all furniture to its original site.

14) Please take all your rubbish away with you.

15) The last person out must check electric appliances, that taps are turned off, and all doors are secure before leaving. Please turn off the Master Light switch  as you leave (up position).

16) Please return the key to the keyholder.

17) The Village Hall Committee reserves the right to refuse hire/usage without explanation, as well as the right of entry at any time.