



MARCHINGTON VILLAGE HALL

CONDITIONS OF HIRE

Booking Marchington Village Hall

1. **Bookings for Marchington Village Hall** can be made by adults (over 21) using the booking form available on the [website](#). Check availability on the calendar before contacting the Bookings Manager, Andrew Mann, either by email Marchingtonvillagehallbookings@hotmail.com, or by phone (07566 727100). We do our best to honour regular bookings but reserve the right to accept others according to a priority list held by the Bookings Manager.
2. **Booking form.** Make your booking requirement clear on the form as this will be used to calculate your final invoice. Please include the length of time and at what time you will set up and clear up. One hour set up and clear up time is free of charge.
3. **Bookings involving sale of alcohol** are provisional until authorised by the Bookings Manager or another member of the Alcohol Supervision Group (ASG)
4. **Premises licence.** **Marchington Village Hall** is licensed for plays, dancing, films, live music, recorded music, indoor sports and for the sale of alcohol during the hours of 11.00 am -1.00am (12.30 on Sunday evenings). All conditions of the premises licence (on display in the foyer) must be complied with. A member of the ASG will ensure that any person running an event involving alcohol sales fully understands these conditions and may attend to check compliance.
5. **Deposits.** We will charge a £50 non-refundable deposit at the time of booking. In addition we may require a good care deposit of up to £250, which will be returned if **Marchington Village Hall** has been left in good condition, with no damages or losses.
6. **Payment.** Please pay hire fees monthly for regular bookings. Pay other bookings fees on receipt of the invoice and before the event to the Treasurer, Geraldine Flavell (geraldineflavell1@gmail.com or The Grange, Draycott in the Clay, DE6 5GZ), preferably by BACS to sort code 09-01-51 account number 24955509. If this is not possible, make your cheque payable to **Marchington Village Hall**.
7. **Refusal of booking.** The Bookings Manager reserves the right to refuse a booking that is not in the interests of Marchington Village Hall or the local community.
8. **Cancellation policy.** Bookings will only be accepted subject to acceptance of the terms of our cancellation policy available on the [website](#).

While at **Marchington Village Hall**

9. Health and safety.

Marchington Village Hall has a maximum occupancy of 170. Ensure all emergency lights over the exit doors are switched on for your function and keep these doors clear. You are the **responsible person** in an emergency occurring during your hire. Please familiarise yourself with the fire risk assessment policy on our website. Inform your attendees of the location of emergency exits at the start of a function and the assembly point at the entrance to St Peter's School opposite. Accessible routes for the disabled are clearly marked. No smoke machines, fireworks, flammable substances or naked flames. If there is a fire alarm emergency, please dial 999 and evacuate the building immediately. Children are not allowed in the kitchen areas when food and drinks are being prepared. In common with other public places, there is no smoking within **Marchington Village Hall**. Ash and cigarette disposal boxes are outside the front and back doors. There is a first aid box and an accident report book in the top kitchen.

10. Safeguarding children, young people, and adults at risk

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation.

When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

11. Key.

You will be provided with the code for the key safe, which is changed regularly but *must not be shared*, or collect a key from the Bookings Manager by arrangement, and return it **immediately** after the event. If you are using the key safe, replace the key as you leave the building **every time** - after your set up, your event and clear up.

12. Consideration for neighbours.

Please ensure that you and your guests show consideration for our neighbours. Keep noise, especially amplified music, to a reasonable level and keep windows and both the inside and outside door closed in the Main Hall when amplified music is being played. Also avoid making excessive noise outside Marchington Village Hall. **Marchington Village Hall** is in a residential area, and we want to ensure our neighbours are not disturbed, especially after 11pm.

13. What's included.

Your booking includes reasonable use of heating and lighting, use of tables, chairs, glasses, tablecloths, some tea towels, crockery, cutlery and cooking equipment if requested when the booking is made. Please wash tea towels and tablecloths and return them promptly to the Bookings Manager or **Marchington Village Hall**.

14. How to use equipment.

Instructions for use of kitchen equipment are in the folders on the shelf above the sink, or ask at your show-round visit. If you use equipment such as the dishwasher, make sure you **and your helpers** know how to use it. It must be drained after use and before you leave **Marchington Village Hall**. Please read the full instructions on the wall above the dishwasher.

15. Decorations/ confetti.

Please do not use Blu Tack, Sellotape or nails on the walls. You can hang decorations from the nails already in position on the picture rails. Do not remove the pictures from the walls. Use only compostable confetti. Please remove decorations and clear up confetti at the end of your hire.

16. Parking.

Park considerately and encourage local people to walk as parking spaces are limited for large events.

17. Security of **Marchington Village Hall**.

Ensure **Marchington Village Hall** is left safe and secure after your event, even if you have booked a tidy-up slot next day. Leave **Marchington Village Hall** securely locked with all lights, heating and appliances switched off, with the exception of the fridges and the under-sink water heater. There is an Exit check list in the foyer to help you complete all the necessary actions.

Hirers and guests are not permitted to stay overnight under any circumstances.

Afterwards

18. Clearing up and recycling.

Marchington Village Hall must be left clean and tidy inside and out after bookings. Clearing up can take place on the morning after an event if requested on the booking form and authorised by the booking secretary. Mop up any spillages immediately. Place

glass bottles and cardboard in the blue recycling bin and food waste in the grey bin. Take away anything that will not fit into our outside bins. If rubbish is left outside **Marchington Village Hall**, the cost of removal will be deducted from the good care deposit. Empty all fridges and freezers.

19. **Damage and breakages.** Please report these to the Bookings Manager. Any damage that is considered to be beyond normal wear and tear will be charged for.

**By signing the booking form you are accepting these conditions of hire.
Any breach of these conditions could result in your good care deposit being withheld.**

Marchington Village Hall Committee of Trustees

February 2024