

# MULBARTON VILLAGE HALL MANAGEMENT COMMITTEE

A Registered Charity No. 274041

## Terms & Conditions of Hire

### Main Hall, Mulbarton Village Hall, Mulbarton, NR14 8AE

1. The Hirer's attention is drawn to the fire notice displayed on the Hall noticeboard (front entrance). They should ensure that all users are made aware of these notices and the actions to be taken in case of a fire.  
No fire exits shall be obstructed at any time during the hire period.  
The hirer shall read and take note of such conditions laid down by the Fire Authorities as to the number permitted to use the Hall at any one time:  
**250 standing/seated.**
2. The hirer/s are responsible for informing guests and attendees of fire evacuation procedures. A plan can be found on the Hall notice board to establish fire exits and the fire assembly meeting point/s.
3. The hirer/s are responsible for the hall during the entire hire period.
4. The Hirers shall indemnify the Mulbarton Village Hall Management Committee against any, and all damage to any property and persons resulting from the hirer's use of the Hall.
5. All cars parked in the car park are left at the owner's risk throughout the entire hire period and if left in the car park overnight.
6. Only alcohol purchased from the Social Club bar can be consumed on the premises. No alcohol is to be consumed on the premises by any person under the legal age. No Alcohol is to be brought onto the premises without prior permission of the Management Committee. Anyone found to be in possession of alcohol not purchased from the Social Club or if under the legal age will be asked to leave.
7. There is a strict NO SMOKING policy on site.
8. No ball games are permitted in the hall.
9. No dogs are permitted on the premises unless it is an assistance dog.  
No other animals are permitted on-site without the prior authorisation of the Village Hall Management Committee.
10. Private functions will be charged at the hourly charge rate with an additional refundable damage control premium deposit of £50, or £75 if external suppliers and equipment is being used, and £100 for evening events and any events involving alcohol.  
Deposits will be refunded following the event subject to no damage or breakages being caused and by exiting within the allotted timescales and all T's and C's being adhered to.
11. *Your booking is not secured until the booking form is returned and deposit paid.*
12. Any remaining hire charges must be made 4 week's prior to the booking date. Failure to complete the payment by the due date could result in the booking being cancelled.

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13. Cancellations made less than 28 days prior to the booking will be charged 50% of the entire booking fee.
14. All payments should be made by BACS. Details can be found on the booking form.
15. All hire times MUST include set-up and clear away. You are at risk of incurring additional charges if you do not exit by the exit time booked.
16. The Hall must be vacated by the end of licensing hours. If an extension is required, a special licence application must be made at the time of booking.
17. Should the Management Committee incur any fees in respect of Performing Rights Fees for functions such as Live Bands, Discos, Gym parties, Aerobics etc. these costs will be passed on to the hirer.
18. A late lock up fee may be charged if clear up is after 11.30pm.
19. If the hire period is after 7pm, a minimum charge of 2 hours will be applicable.
20. No furniture is to be removed from the premises.
21. The Hall is to be left as you found it in a clean and tidy condition. Tables should be wiped down and returned to under the stage using the key provided.  
Chairs should be stacked on the stage **no more than 8 high.**  
**IT IS AGAINST HEALTH AND SAFETY TO STACK THESE ANY HIGHER.**  
**CARE MUST BE TAKEN NOT TO OBSTRUCT ANY OF THE EXITS WHEN SETTING UP.**
22. If food/drinks are being served, the hirer will need to provide their own refreshments such as tea/coffee/milk. A kettle, fridge, oven is available along with cutlery and crockery.
23. *All food waste must be removed by the Hirer and disposed of. Food waste must not be left on the premises overnight.*
24. We will provide washing-up liquid, a cloth and cleaning spray and 2x bin bags for the kitchen. The hirer will need to provide tea-towels and any other additional items.
25. All doors and windows are to be closed, blinds put back as they were found and lights to be switched off when vacating the Hall.
26. The permission of the Village Hall Management Committee MUST be obtained in advance should the Hirer wish to use any special equipment.
27. Companies providing entertainment must have their own relevant insurance and have their equipment PAT tested – certificates will need to be provided in advance of the booking.

***Failure to comply with any of these requirements may incur additional charges and / or your deposit not being returned.***

***Thank you for your cooperation.***  
**Mulbarton Village Hall Management Committee**

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### SET UP OF THE VILLAGE HALL AND PUTTING AWAY

#### TABLES

Tables are stored under the stage. The key (with a yellow handle) can be found in the kitchen drawer which you will be shown on arrival.

The white stage panels are unlocked using the key at both ends of the two panels directly under the stage. The panels must be lifted to the side of the stage when taken off and must not be dragged across the floor.

There is a trolley in each panel that must be pulled out fully to enable the tables to be lifted out.

After taking out all the tables you require the trolley needs to be pushed right back in to allow you to put the panels back on and locked again.

After your event, all tables MUST be wiped down and returned to under the stage.

#### CHAIRS

Chairs can be lifted off the stage with care and put out using the chair trolley. Please do not drag chairs across the floor.

Chairs must be stacked back on the stage no more than 10 high.

Please take care when moving and stacking the chairs.

We kindly ask that you leave the room as you found it and that any spillages are cleaned up.

