

Overton Village Hall Management Committee Hiring Terms and Conditions

Overton Village Hall Management Committee have worked very hard to provide a safe, warm, and clean facility suitable to accommodate a wide range of hirers but there are conditions of booking that must be noted and accepted by the *Temporary Responsible Person (TRP)*. This is the person who makes the booking.

Please note that:

- Payment of a £10.00 deposit will secure your booking (returnable following event if centre vacated on time, no damages, facility left clean and tidy and no noise infractions).
- If you cancel less than 14 days before your event, you will not receive a refund for your deposit. Payment of both the deposit and the booking fee must use the same payment method and the payee's name must match the name on your booking.
- The maximum number of persons in the hall is 200.
- The hire period must include for all set up and clean down time.
- Please familiarise yourself with the location of the emergency exits.
- Please familiarise yourself with the location of the push button fire alarms and what action to take if the fire alarm sounds
- As **TRP** you are personally responsible for the number of persons/children in the Hall, Parish Room, Garden and for their overall safety/behaviour whilst attending your function.
- The Village Hall holds a current entertainment/PRS licence. Entertainment/music must end at 11:30pm and premises vacated by 12:30am.
- All alcohol sales are from the Bar with the prior arrangement/agreement of the Management Committee. There may be a charge depending on the numbers of adults present.
- The hirer shall leave all areas clean, or the committee reserves the right to levy an extra charge for damage or extra cleaning after an event.
- An extra £25 will be payable for the caretaker locking up after 12:30am.
- Any portable electrical goods or equipment brought onto the premises must be PAT tested by the owner before connecting to the village hall electrical supply.
- Any equipment brought onto the premises is at the hirer or owner's risk.
- The kitchen is not registered with the Food Standards Agency (FSA) as a food preparation area, but we do provide a fridge, microwave, and range cooker for your own use. If you, the hirer, wants to prepare food you must meet basic hygiene standards that apply. We are not insured for the frying or deep fat frying of any foodstuffs these actions are not permitted.
- The kitchen has enough crockery and cutlery to cater for 150. All hired items must be washed, dried, and returned to the cupboards within the hire period (failure to comply with this requirement, will result in a £30 post event charge).
- The Hirer shall ensure that all caterers, contractors, and others supplying or serving refreshments or providing decorations comply with the legislation covering food hygiene, health safety and welfare.
- The backstage area is "out of bounds" and does not form any part of this hire agreement. Access is by prior agreement only.
- The garden area can now be hired. It has been fenced but adult supervision is expected. All conditions apply equally to the lawned area with additional respect for our neighbours. Outside events must finish by 9:30pm.
- BBQ's must be supervised, and the hirer must have water and a fire extinguisher to hand.
- The Hall carries Public Liability Insurance to cover all normal risks, but Disco's/owners of bouncy castles, face painting, or other unusual activities must carry their own public liability insurance.
- No glassware to be used in the hall. Plastic, polypropylene, or polycarbonate glasses must be used to serve drinks as the building is a multi-use community hall.
- Hirers are responsible for familiarising themselves with the location of all fire exits and alarms, as well as the locations of the fire extinguishers.
- All fire exits must be always kept clear.
- Fire doors must not be wedged open.
- In the case of a fire emergency, hirers must arrange evacuation of the building and must contact the emergency services by dialling 999.
- The two front entrances outside the Hall must be kept clear of vehicles sufficient to enable access and egress of people with disabilities and the emergency services.
- Sellotape and Bluetac must not be affixed to the walls.