



Standard Conditions of Hire

1. The committee, or the chairman on behalf of the committee, reserve the right to refuse reservations without reasons, and to apply special conditions if deemed necessary.
2. No responsibility is accepted by the Management Committee for any loss or damage to personal property while on the Hall premises, or for injury caused in any respect other than through the negligence of the committee.
3. The Hirer shall indemnify the Committee for the cost of replacement or repair of any damage caused to any part of the property, during or as a result of the Hiring. Damage noted prior to the booking will be annotated on the hire agreement.
4. A deposit of 20% of the hiring fee, which is non-refundable, is due on confirmation of the hiring.
5. The committee reserve the right to charge a further returnable 'servicing deposit' when deemed necessary to protect the hall from damage following certain events. This is currently set at £200 as of 7th May 2025.
6. Stewards at Disco dances are to be provided at the rate of 1 steward per 25 public attendees.
7. The Hall is subject to a minimum hiring of 3 hours.
8. The hirer must allow adequate time for preparation and clearing up within the period of hire, and undertake to leave the Hall in a clean and tidy condition, with all crockery washed, dried and stored, and the surrounds of the property cleared of all debris. Failure to do so will result in the relevant charges being deducted from the refundable servicing deposit for the work undertaken.
9. Hours in excess of those booked on the hiring agreement will be charged for at the appropriate hourly rate.
10. The Hirer shall not sub-let the premises or cause them to be used for any unlawful purpose, nor do anything, or bring onto the premises anything which may endanger the premises or patrons, or invalidate any insurance policy.
11. The Hall is licensed for entertainment with Boston Borough Council for restricted hours. Details are available upon request. It is the responsibility of the hirer to ensure they comply with the licencing conditions and/or acquire relevant further licencing as required for their hire period, including (but not limited to) alcohol and gambling licences.
12. The hall is licensed with the Performing Rights society for the Public Performance of Copyrighted Music.

13. Use of any equipment or property of Swineshead Village Hall is to be specified on the application and must be left cleaned and ready for re-use. Failure to do so will result in the cost of cleaning or replacement being deducted from the servicing deposit.
14. All bookings are to be confirmed with the Authorised Representative, as shown in this policy.
15. Failure to pay the balance at least 7 days before booking will result in immediate cancellation.
16. Fire Rate limit is 250 persons. No responsibility is accepted by The Committee for non-compliance by the Hirer at any time. If it is found during the hire that the limit has been exceeded, the Management Committee reserve the right to stop said hire at which point the hirer will forfeit all hire costs and deposits.
17. The Committee reserve the right to charge additional fees for non-compliance with any of the above Standard Conditions of Hire.
18. The Hirer will need to provide their own cleaning materials, bin bags, and dispose of rubbish in relevant refuse bins available outside the Village Hall.
19. Failure to comply with any condition set herein may result in the hire being cancelled at any time up to the end of the hire period. This decision is at the sole discretion of the Village Hall Management Committee and their representative(s).
20. No French chalk is to be used on the dancefloor at any time. Use of such substance may result in the forfeiture of all deposits.

Authorised Representative:-

Mrs Sharon Ealham (Bookings Secretary)
Broad View
North End
Swineshead
PE20 3LZ
Tel: 07761117890
E-mail: bookings@swinesheadvh.co.uk