

**Marshfield Village Hall**  
**TERMS & CONDITIONS OF HIRE**

**Please keep this copy for your reference to the Terms & Conditions of Hire**

1. The person who makes the booking shall be considered the 'Hirer' and shall be responsible for carrying out the Terms and Conditions outlined below.
2. Any costs incurred by the Management Committee resulting from non-compliance with these conditions will be charged to the Hirer.
3. The time slot requested shall be the only time permitted for the Hirer to use the Hall. The Hall must be vacated at the end of the allocated time slot. Any excess time shall be charged for at the prevailing rate.
4. **Safety** : The Hirer is responsible for conducting a risk assessment prior to use to ensure the floor is dry and the Hall is suitable and safe for the intended hired purpose.
5. The opening hours of the Hall are Monday to Sunday 09.00 hours to 22.00 hours.
6. All areas of the Hall are strictly non-smoking areas.
7. Use of the kitchen, urn and crockery is permissible but all items must be left as found – washed, dried and put away ready for the next user.
8. It is the responsibility of the Hirer to lay out tables and chairs as required and to ensure they are cleaned and correctly replaced after use and stored safely.
9. The Hall must be swept of ALL rubbish and removed by the Hirer. Please ensure to bring your own refuse sacks. Brushes and mops are available for use in the entrance Hall cupboard.
10. Any property left in the Hall may be removed by the Management Committee. Costs associated with disposing of any such property will be charged to the Hirer.
11. No food products or perishable goods may be stored at the Hall.
12. No chemicals or hazardous materials can be stored at the Hall.
13. The Hall construction contains asbestos containing materials. In particular asbestos is contained within the textured ceilings, floor tiles and external ridge soffit boards. The Hirer is responsible for ensuring that users do not drill, damage or otherwise disturb these materials which, if left undisturbed, cause no risk to health.
14. Any damage to any equipment whilst in use during the time of hire is the responsibility of the Hirer and all damage must be reported to the Booking Secretary immediately. All cost of repairs incurred will be forwarded to the Hirer.
15. **Invoices** for use of Hall will be issued by the Treasurer each calendar month end via email or post (method to be agreed with Hirer and Treasurer after completion of Booking Form).
16. **Payment of invoices** will be required within 10 working days of invoice date. The Management Committee reserves the right to terminate the booking arrangement for users where payment is not received, and no communications made with Treasurer to grant an extension to payment timescales.
17. **Notice of cancellation** by the Hirer must be made in writing or via email to the Booking Secretary AND Treasurer at least 14 days prior to the date of proposed hire. Standard charges will still be payable for any cancellation by the Hirer less than 14 days from the date of hire. The Management Committee reserves the right to wave charges in exceptional circumstances.
18. **Heating** is controlled by a pre-set timer and should not be operated manually.
19. **External lights** are controlled by a timer and should not be operated manually.
20. A temporary licence must be obtained by the Hirer if alcohol is to be sold and all conditions strictly observed.
21. Activities shall be in strict accordance with the Premises Licence which authorises the carrying out of licensable activities between 12.00 hours and 21.00 hours :
  - a) Provision of facilities for dancing
  - b) Performance of live music
  - c) Playing of Recorded Music.
22. The use of fireworks or bringing fireworks to the premises is strictly forbidden.
23. **Vacating the Hall.** Please note when vacating the Hall that :
  - a) All internal lights, gas and electrical appliances must be switched off.
  - b) All rubbish to be removed from the Hall and surrounding area.
  - c) All occupants leaving the Hall are respectful to those who live in the proximity of the Hall by being as quiet as possible when leaving, especially if it is late at night.
24. The Hirer will be liable for a £50.00 charge as a contribution towards a replacement lock for the loss of keys.
25. The Management Committee reserves the right to change these Terms and Conditions of Hire at any time as its discretion.

**Useful Contacts**

Booking Secretary : [bookings@marshfieldvillagehall.org.uk](mailto:bookings@marshfieldvillagehall.org.uk)  
Treasurer : [treasurer@marshfieldvillagehall.org.uk](mailto:treasurer@marshfieldvillagehall.org.uk)