MARSHFIELD VILLAGE HALL TERMS AND CONDITIONS OF HIRE

1. The hirer is the person who made the booking and is responsible for the hall and its contents during the period hired.

2. Any costs incurred by the management committee resulting from non-compliance with these conditions will be charged to the hirer.

3. Admittance into the hall is only permitted within the hired hours and the hall must be vacated at the end of this time. Any excess time shall be charged at the hourly rate.

4. It is also the hirer's responsibility to conduct a risk assessment prior to use to ensure the floor is dry, the hall is suitable for the intended hire purpose and that they are familiar with fire exits and location of extinguishers/blankets.

5. The hall's opening ours are between 9am and 9pm 7 days a week. Any additional hours requested outside of these hours are considered on an individual basis.

6. The hall is strictly non-smoking in all areas.

7. Toilets for Saturday bookings - When Marshfield AFC have a home game both teams will be using the male toilets. They will enter via the changing rooms and will not come into the lobby or any other part of the hall. Private hire bookings will have use of the female and disabled toilets. We will try to notify those bookings affected in advance, however, games can be rescheduled at late notice due to weather and pitch conditions.

8. Please feel free to use the kitchen utensils and crockery but ensure it is all washed, dried and put away ready for the next user. Please unplug all appliances **with the exception of the fridge.**

9. The hall provides tables and chairs to use but please make sure they are wiped clean and tidied away appropriately in the store cupboard. Please do not overstack the chairs. The tables should be stacked according to the instructions on the rack.

10. The hall does have a cleaner, but they do not come daily so please sweep the hall (mop if necessary – broom/mop/hoover are to be found in cleaning cupboard in the kitchen) and remove all your rubbish from the premises at the end of your event. Do not leave any perishables in the fridge or on surfaces.

11. Please remove all your belongings at the end of your event, no equipment should be left behind.

12. For events wishing to serve alcohol, the hirer will need to contact Newport County council to obtain a temporary alcohol licence as the hall does not have one. We do have licence for music and dancing within regular hall opening hours (up until 9pm).

13. Please report any damages to the bookings secretary. If repairs are needed it is likely the hirer will be liable to pay for them.

14. Please do not store chemicals/hazardous materials in the hall.

15. If the Hirer cancels the booking more than 14 days before the date of the event, the Village Hall will return in full the hire fees paid. If the Hirer cancels the booking less than two weeks before the date of the event or fails to proceed with the booking thereafter, the Village Hall will retain any hire fees already paid. Cancellations must be made via email: bookings@marshfieldvillagehall.org.uk

16. The car park is free for all users. It is often used by more than one group at any time so please park sensibly. It is not monitored so parking is at the owner's risk.

17. Heating and external lights are controlled by preset timer off-site, so any tampering will result in their malfunction. **PLEASE DO NOT TRY TO OVERRIDE THESE CONTROLS**.

18. Smoke machines are NOT allowed as they set off the smoke alarms.

19. Bouncy Castles are permitted in the main hall. Please ensure that you have sufficient public liability insurance.

20. The use of fireworks or bringing fireworks to the premises is strictly forbidden.

21. BBQs are at the discretion of the Marshfield Village Hall Trustees.

22. Do not obstruct fire exits at any time. In the event of a fire, leave the hall immediately. It is the hirer's responsibility to ensure everyone has vacated the building via the fire exits, assembling in the carpark. Please ring 999 straight away. The fire exits are checked regularly but it is also the hirers responsibility to check that the fire exits are not blocked upon arrival at the hall.

23. There is a first aid kit located in the kitchen and defibrillator on site (external wall by entrance) for use in an emergency.

24. All electrical appliances are tested annually under PAT regulations but if you observe any faults, please report them to the bookings secretary.

25. Finally, on leaving the hall please turn off all internal lights, unplug electrical appliances and shut internal doors. Please set the alarm and leave the door locked. Return the key to keysafe.

26. The hirer will be liable for a charge of £50 as a contribution towards replacement lock for loss of keys.

27. The Management Committee reserves the right to change these Terms & Conditions of Hire at any time.

I confirm that I have read and accept the terms and conditions

Name : _____

Date : _____

Updated 17th October 2023