

CONDITIONS OF HIRE

1. A down-payment must be made at the time of booking and the balance paid not later than 1 month before the event.
2. The maximum number of people to be admitted to the Hall at any one time is limited to 150, and the hirer shall ensure that this number is not exceeded. Please ensure that noise levels are not excessive in the Hall and when leaving due to the proximity of neighbouring houses. All music must finish and the hall be vacated by midnight.
3. Fire regulations require that when the Hall is in use all exits must remain clear at all times. The side door of the main hall must not be opened except in an emergency. Fire appliances must not be removed or tampered with in any way. **In the event of fire** the Halls should be evacuated ensuring that both Halls, kitchen and toilets are clear. Assembly points are on the opposite side of Main Street and in the Bradgate car park. The Fire Brigade should be called by dialling 999 . The caretaker Martyn Wormleighton (07816219834) or the Booking Secretary Pat Wood (01530 242251) should be informed.
4. **THERE MUST BE NO SMOKING WITHIN THE BUILDING.**
5. The hirer is responsible for all damage to the Hall and to any property in the Hall occurring during the period of the hiring or while persons are entering or leaving the Hall. No fixtures, pins, Blu Tack, Sellotape etc. shall be fastened to any part of the Hall Any damage or breakages must be reported to the Booking Secretary as soon as possible after the incident and the cost of making good such damage or breakages is the responsibility of the hirer.
6. At the end of any period for which the Hall is hired, the Hirer shall clear it of all equipment, which has been brought in. The tables and chairs should be returned to their original places. All lights must be turned off and the Hall left in a clean and tidy condition. By agreement with the Booking Secretary it may be possible after Saturday evening events for Hirers to return to the Hall on Sunday mornings to finish tidying if required. The Hirer shall ensure that all crockery and cutlery if used as part of the hire is replaced in a clean and dry condition with any loss or breakage reported to the Booking Secretary.
7. The adjacent car park is the property of the Bradgate Inn, and users of the Village Hall do not have rights to park there. The gate to the Car Park is liable to be closed and locked without notice. Parking outside the door to the Village Hall kitchen is for loading and unloading only and must be kept clear for emergency services. Tickets for events should indicate "On Street Parking Only".
8. The caretaker will only be responsible for setting out chairs, tables or other equipment, which the Hall Management Committee is providing for the particular hire. Any further services required of the caretaker by the hirers shall be a matter of private arrangement between the caretaker and the hirer.
9. As a condition of the Village Hall lease, all beer, wine, mineral waters and spirits consumed on the premises must be purchased from Everards Brewery Ltd.
10. The Management Committee shall not be liable for: (a) any loss, damage or injury to persons or property arising from the use of the Village Hall by the Hirer; (b) any loss due to a breakdown or interruption in the electricity or water supply, or due to any other matter outside the control of the Management Committee, which may result in the temporary closure of the Village Hall, or the interruption or cancellation of the hiring.
- 11 The Hirer shall indemnify the Village Hall Committee against any claims which may be made in respect of any such loss, injury or damage set out in clause 10 above.

August 2019