

Conditions of hire for Denstone Village Hall

College Road, Denstone ST14 5HR

Website: <https://denstonevillagehall.weebly.com>



Booking the Hall

1. **Bookings for the Hall** can be made by adults (over 18) using the Booking Form which is part of the Booking Pack and is available on the website. Nominate at least two adults who will be present throughout the event and provide full contact details at the time of booking.
2. **Check availability on the calendar** before contacting the Bookings Secretary: Lynn Shooter, Ashfield, 5a The Weavers, Denstone, ST14 5DP, denstonevillagehall21@gmail.com Tel: 07980051282. We do our best to honour regular bookings.
3. **View the Hall** - Arrange a viewing with the Mr John Etherington (Hall Manager, tel 01889 590750)
4. **Booking form.** Make your booking requirement clear on the form as this will be used to calculate your final invoice. Please show the length of time and at what time you will set up and tidy up in the relevant section. Half an hour set up and half an hour tidying up time is free of charge. For bookings of only 1hr, free set up and tidy up time is reduced to ¼ hr either side.
5. **Bookings involving sale of alcohol** – you are required to obtain the relevant alcohol licence. Temporary Events Licence access is [here](#).
6. **Hirers activities** – Anyone bringing in a bouncy castle will need to adhere to the terms and conditions of the Hall's insurance policy.
7. **Premises licence.** The Hall is licensed for plays, dancing, films, live music, recorded music, indoor sports between 1100 and 2300 (Monday to Thursday), 1100 and 2400 (Friday & Saturday) and 1200 and 2245 on Sunday.
8. **Deposits.** We will charge a £20 non-refundable deposit at the time of booking. In addition we may require a damage deposit of up to £250, which will be returned if the Hall has been left in a good and clean condition, with no damages or losses.
9. **Payment.** Please pay hire fees monthly for regular bookings. Other booking fees should be promptly paid to the Treasurer, Lynn Shooter, Ashfield, 5a The Weavers, Denstone, ST14 5DP on receipt of the invoice. Please pay by BACS to Denstone Village Hall, sort code 20-81-00, account number 70028665. **Please use your surname and booking date as a reference.** If necessary, send a cheque made payable to Denstone Village Hall to Lynn Shooter at the address above.
10. **Refusal of booking.** The committee reserves the right to refuse a booking that is not in the interests of the Hall or the local community.
11. **Cancellation policy.** Bookings are subject to the acceptance of the terms of our Cancellation Policy which is part of the booking pack and available on the website.

While at the Hall

- **Health and safety.** The Hall has a maximum occupancy of 160 standing. (No more than 120 is recommended for a seated hire). Please do not exceed this number. If the fire alarm sounds in an emergency, please dial 999 and evacuate the building immediately.

- Ensure all emergency lights over the exit doors are switched on for your function and keep these doors clear.
 - Inform your attendees of the location of emergency exits at the start of a function.
 - Positions of fire extinguishers and fire blankets are shown on the premises map displayed in the kitchen
 - In the event of a fire, the lead hirer is responsible for checking everyone has evacuated the building
 - Children are not allowed in the kitchen areas when food and drinks are being prepared. In common with other public places, there is no smoking within the Hall.
 - The kitchen is not adapted for disabled persons.
 - There is a first aid box and an accident report book in the kitchen.
12. **Key.** You will be provided with, or collect, a key from the Hall Manager by arrangement, and return it **immediately** after the event.
 13. **Consideration for neighbours.** Please ensure that you and your guests show consideration for our neighbours. Keep noise, especially amplified music, to a reasonable level and keep windows and both the inside and outside door closed in the Main Hall when amplified music is being played. Also avoid making excessive noise outside the Hall. The Hall is in a residential area, and we want to ensure our neighbours are not disturbed, especially after 11pm.
 14. **What's included.** - reasonable use of heating and lighting, use of tables, chairs, crockery, cutlery and cooking equipment. Please bring your own tea towels and tablecloths.
 15. **How to use equipment.** Instructions for use of kitchen equipment are in the first drawer on the right hand side of the kitchen, or ask at your show-round visit. If you use equipment such as the dishwasher, make sure you **and your helpers** know how to use it. It must be drained after use and before you leave the Hall. Please read the full instructions on the wall near the dishwasher.
 16. **Attachments to surfaces** - Please do not use Blu Tack, Sellotape or nails on the walls. You can hang decorations from the nails already in position on the picture rails. Do not remove the pictures from the walls. Please remove decorations at the end of your hire.
 17. **Parking.** Park considerately and encourage local people to walk as parking spaces are limited for large events. Ensure that attendees' vehicles do not obstruct any fire exits.
 18. **Security of the hall.** Ensure the Hall is left safe and secure after your event, even if you have booked a tidy-up slot next day. Leave the Hall securely locked with all lights, heating and appliances switched off, with the exception of the fridges and the under-sink water heater. There is an Exit check list in the foyer to help you complete all the necessary actions. **Hirers and guests are not permitted to stay overnight under any circumstances.**

End of Hire

19. **Clearing away and recycling.** The Hall must be left clean and tidy inside and out after bookings. Clearing up may take place on the morning after an event if requested on the booking form and authorised by the Booking Secretary. Mop up any spillages immediately. Please take away recyclable items - glass bottles, cans and cardboard. General waste can be placed in the kitchen waste bin. If rubbish is left outside the Hall, the cost of removal will be deducted from the damage deposit. Empty all fridges and freezers.
20. **Damage and breakages.** Please report these to the Bookings Secretary. Any damage that is considered to be beyond normal wear and tear or if the Hall requires extra cleaning charges will apply.

BY SIGNING THE BOOKING FORM YOU ARE ACCEPTING THESE CONDITIONS OF HIRE. ANY BREACH OF THESE CONDITIONS COULD RESULT IN YOUR DAMAGE DEPOSIT BEING WITHHELD.