

## **TERMS AND CONDITIONS FOR FUNCTION AT**

### **CLAYTON VILLAGE HALL**

#### **1)To make a booking:-**

All queries relating to the booking in the first instance should be directed to the Booking Co-ordinator. Clayton Village Hall is run by the registered charity Clayton Community Association. The objects of the charity stipulate it is for the use of the residents of Clayton and the surrounding areas without distinction of political, religious or other opinions. The Association has the right to refuse any application without giving a reason.

#### **2)Deposit**

A non-returnable deposit of £20 is required with all bookings. The balance is due when access to the hall is given, for the function.

#### **3)Setting Up and Clearing Up:**

A maximum of 2 hours, before the event, is allowed for setting up the room/food etc. If longer than 2 hours is required, this will incur a charge at the full hourly rate. At the end of the booking please leave the premises in a clean and tidy manner, putting all waste in the bins and furniture and equipment returned to the correct places as at the beginning of the letting. The kitchen must also be left clean and tidy.

#### **4)Drink:-**

In line with the liquor licence, no alcohol can be brought on to the premises. All wines, beers and soft drinks must be purchased from the bar for functions requiring bar service. In the event of the hirer supplying his/her own drink for toast purposes, a corkage charge will be levied. This is currently (2017) £1.50 per bottle. Any one wishing to apply for an extension to the licensing hours must give us 8 weeks notice.

**5)Loss, damage and safety:-** A £100 cash refundable bond is payable for events for over 50 people and £200 if there are over 100. The hall shall only be used for the purpose stated at the time of booking and the number of people admitted shall be in line with police and fire regulations

Should there be any damage to the building, furniture, equipment etc, this is the responsibility of the hirer and the cost of making good the damage will be deducted from the bond.

Clayton Village Hall, on behalf of Clayton Community Association, will not be responsible for the safe custody of the hirer's property.

No electrical fittings or appliances may be altered or removed. Any additional fittings can only be used with the agreement of the Bookings Co-ordinator.

The hirer is responsible for making any insurance arrangements necessary for their particular activity.

#### **6)Signing in and out:-**

The organiser of the function needs to sign in and out using the book in the entrance hall. They also need to identify 2 people who can check the toilets in the event of the fire alarm sounding. If the function is upstairs and there are members with poor mobility ,they need to ensure there is a buddy to assist that person in the use of the Evac Chair.

#### **7)Risk Assessments:-**

All hirers must undertake a risk assessment, of the rooms they are hiring, at the start of any letting. They need to alert the booking co-ordinator, or a member of the Management Committee, to any perceived risks.

#### **8)First Aid Box and Accident Book:-**

There is a First Aid box in the downstairs toilet (and the kitchen and bar, if these are available during the function). Inside the box there are forms taken from the accident book. Please complete these in the event of an accident. If supplies from the box, or the forms are used, please notify the Bookings Co-ordinator. (tel 07734 513652)

#### **9)Security:-**

It is the responsibility of the hirers to ensure the front door is locked from the inside when evening meetings are in progress, to prevent unauthorised visitors, and that all outside doors are securely locked when the premises are vacated.

#### **10)Smoking**

Smoking is not allowed anywhere in the Village Hall.

#### **11)Bouncy Castle**

You are welcome to use a bouncy castle so long as it is not higher than 8 feet .Please make sure the Bookings Co-ordinator is aware of this. You will be asked to sign a form giving specific instructions about using a bouncy castle. This is on the advice of our insurers .

#### **12)Parking**

The Village Hall is located in a residential area surrounded by private houses. Hirers are asked to consider the local residents when they choose their parking arrangements. Attached to these Terms and Condition is a map showing the best and worst places to park.

#### **13)Comments :-**

We want to improve the quality of the service we provide. We would therefore be grateful if you could give us any information about ways we could do things better. Comments can be made on the enclosed Customer Satisfaction form, to the Booking Co-ordinator at the time of payment or Celia Waller, tel 01274 815177 or celiawaller2748@outlook.com.

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