

YOXFORD VILLAGE HALL

Conditions of Hire

1. All fees (including refundable cash deposit where applicable) to be paid at least 4 weeks prior to hire date (no deposit, no hire).
2. The hirer shall enforce the no smoking law within village hall premises and shall be responsible for settlement of any fines or other judicial proceedings arising from a breach of this law occurred during the period of hire.
3. The Hall shall be used in all respects in a lawful manner, and nothing shall be done to offend any statute.
4. The Hirer shall be responsible that good order is kept in all the buildings and in all the grounds of the Hall. Loss of damage to any property within these boundaries shall be the responsibility of the Hirer, who will indemnify the committee against any claim for loss, injury or damage.
5. Your attention is drawn to the County Fire Officers Regulations which are on display in the Hall, and you are reminded that all fire exits are to be kept clear at all times.
6. Reference to "the Hall" includes all rooms in the building.
7. The Committee reserves the right to refuse any booking and may, at any time without notice, cancel any booking without penalty. The Committee's decision shall be final.
8. If alcohol is to be sold on the premises a Temporary Events Notice (TENS) must be applied for. One month's notice is required for the license to be obtained. A TENS application must be sent by the hirer along with relevant fee to the Licensing Team, Suffolk Coastal District Council, Council Offices, Melton Hill, Woodbridge IP12 1AU. Village Halls only have an annual allowance of 12 TENS. Prior request to the Hall Committee must be made to ensure sufficient TENS remain to support your application. Without a valid TENS, it is against the law to sell alcohol on these premises.
9. The Hall must be left in a clean and dry condition. All outside doors and windows **MUST** be closed and made secure. All lights, heaters and cookers (if used) must be turned off. Floors, sinks, basins and W.C.'s in all rooms to which Hirer has had access must be left clean and tidy. All or part of any deposit will be withheld to pay for any damage or necessary cleaning or tidying up. *Both before and after hire, inspection must take place with the Hirer and a Committee member.*
10. All entertainment must cease at 11.45 pm. The Hall must be vacated by midnight, except for those clearing up.

SMOKING WITHIN VILLAGE HALL PREMISES IS AGAINST THE LAW

FOR YOUR INFORMATION:

- a. *Lighting in the Hall is free (lighting in small hall is switched on at master control board in kitchen of main hall)*
- b. *Electricity is by £1 coin slot meters for heaters and other apparatus*
- c. *Tea Towels are not supplied*
- d. *A deposit per booking is required; amount will vary depending on nature of hire.*
- e. *A cancellation fee of 50% of the hire charge will be made for cancellation with 10 days of the booking date.*
- f. *Alcoholic drinks can be served only from the purpose built bar off the main hall (health regulations) and kitchens to be used only for the preparation of food.*

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AT ALL TIMES**