



Medstead Village Hall

www.villagehall.medstead.org

Conditions of Hire with effect from 1st June 2007

1. Medstead Village Hall accepts no liability for damage or injury to persons or property arising from the use of the Hall. Furthermore any equipment or apparatus brought in by the hirer is not the responsibility or liability of the Village Hall.
2. Medstead Village Hall is a non smoking venue.
3. Access to the Hall will not normally be permitted before the time booked on the application. (Please advise any caterers etc). Therefore, setting up and clearing up time needs to be allowed for in the booking. Any exceptions to this need to be agreed in advance with the Medstead Village Hall Management Committee.
4. Hire of the Main Hall and Wiltshire Room will include the use of the kitchen only for tea and coffee facilities. Use of the other kitchen equipment requires specific reservation.
5. The individual/group hiring the Hall will receive the key for the front door. All internal room doors remain unlocked but closed. Please leave the Hall in this manner after the hire. Please request specific cupboard keys at the time of hiring.
6. A deposit of £100, or such a sum as agreed will be charged at the time of the Hall booking. For Member Organisations, a deposit of £50 will be held on account.
7. Deposits will be held for extra time used beyond booked times.
8. Hiring of the Medstead Village Hall for commercial purposes is not permitted.
9. The officers of Medstead Village Hall will not be able to set out tables and chairs etc., unless by prior arrangement.
10. Medstead Village Hall has the facility to sell or serve alcohol on the premises. However, hirers running a function requiring the serving of alcohol must first receive permission from the Hall committee, then apply for a 'Temporary Event Notice' from East Hampshire District Council.
11. Users of the Hall can only bring their own alcohol onto the premises by prior arrangement.
12. The Hall should be vacated by midnight unless otherwise agreed in the Hall hire. All licensed bars should be closed by 11.30pm leaving time to clear up before midnight. Any deviation from this must be agreed when hiring the Hall.
13. It is an offence to sell alcohol that has not had the UK duty paid.
14. No alcohol or valuables should be stored on the premises overnight.
15. Any booking having amplified music is required to ensure that noise is limited to avoid nuisance to residents in nearby properties.
16. Emergency exit doors must not be used for general entry to the Hall. If these doors are opened during a function, then it is the hirer's responsibility to ensure that these doors are locked prior to leaving the Hall.
17. The hirer, will during the period of hiring, be responsible for the supervision of the premises and the behaviour of persons using the premises.
18. Chairs and tables should be cleaned and stacked in the storage areas provided.
19. All rubbish should be bagged and put in the bins provided. Please, note bottles should only be put in the bottle bank between 8.00am and 9.00pm - in order to minimise disturbance to nearby residents.
20. Deposits are returned on condition that no unreasonable damage or un-cleanliness occurs in the Hall.
21. Deposits will be withheld in respect of the following: damage caused, rooms left in a dirty condition, time is taken that is not pre-booked, the property is not secured properly after any function. Lost keys must be replaced.
22. Hirers are expected to take all reasonable measures to ensure that guests leave promptly and quietly and avoid nuisance to local residents.
23. The hirer shall indemnify Medstead Village Hall for the cost of any malicious damage to the premises, the fabric or contents, in excess of the value of the deposit.
24. Hall Capacity must not exceed: Main hall 220 persons - Wiltshire room: 50 persons.
25. Hirers must be 21 years old or over.