

Terms of agreement and conditions of using Charsfield Village Hall

Please keep within the capacity of the hall

For **safety and** fire regulation purposes please keep fire exits clear and do not exceed these limits;

	With stage	Without Stage	Meeting Room
Seated at Tables	80	100	30
Dancing & Tables	106	135	40
Dancing Only	160	200	50
Closely Seated	106	135	40

Hiring and End times Please adhere to the hire times and normal end is no later than 11pm.

No selling of alcohol, but we can provide a bar

It is not permitted to sell alcohol on the premises. A licenced bar can be provided by the Village Hall Committee and can be requested on the booking form.

Take care of the hall

Please don't use tape or any other fixings to hang things on the wall as these damages the paintwork.

Please leave the hall clean and tidy. Put all the chairs and tables away. Please don't move the stage – any alteration can be requested as part of your hire. Put any rubbish in the bins outside and take any glass bottles with you.

Switch off any water heaters. Please don't adjust the radiators. If you do, please return to the original setting. The Hall temperature can be adjusted by the thermostat on the wall between the door to the kitchen and the kitchen shutter. The Committee Room has its own thermostat on the wall.

On exit, please turn off all lights, lock the doors and windows. Return the key to the key store.

Any damage or cleaning where the hall has been left excessively dirty will be charged to the hirer. A deposit against damages and excessive cleaning may be charged.

No Subletting or unlawful activities

Hirer shall not sublet the hiring or use the premises for any unlawful purpose or in any unlawful way do anything or bring in anything that might endanger the property or public or may in any way invalidate the insurance policy held by the Village Hall committee.

Please consider others - there are people's homes nearby, so please do not make too much noise.

Car Park – Cars are parked at the owner's risk.

Personnel Injury - The Village Hall Committee accepts no liability for personnel injury caused by any person on the premises that is outside the scope of its Property Owners Liability Insurance.

Age of the hirer – the hirer must be over the age of 21.