

# Normandy Village Hall

## Terms and conditions of hire

1. For the purpose of this document the following will apply:

**Committee** - the Village Hall Management Committee.

**Hirer** - the person / persons / organisation making the application to hire the village hall. Must be aged 21 or over.

**Premises** - any part or the whole of the village hall being hired.

2. All applications to hire the hall must be made to and confirmed by the booking secretary. For some events the application may have to be put to the Committee for approval and may be declined, no reason is required to be given if the application is declined.

3) On receiving the booking confirmation email from the Booking Secretary payments are required as follows:

a) If the booking is more than 3 months ahead then one payment is required for 50% of the total cost of the hire as a deposit to secure the hire. The remaining hire charge to be paid 6 weeks prior to the date of hire **together** with a deposit in case of damage or loss to the halls.

b) If the booking is less than 6 weeks to the date of the hire then two payments are required as follows:

Full payment of the total cost of the hire **together** with a deposit in case of damage or loss to the halls. Payments should be made by bank transfer in accordance with the details given in the booking confirmation & invoice email from the Bookings Secretary.

c) **Deposit:** the deposit will be returned to you within 10 days providing the rules set out below are adhered to.

d) **Cancellation:** we regret that should you cancel your reservation within two months of the hire date your hire fee may be forfeited at the discretion of the committee. No compensation shall be payable by the Committee in the event of cancellation of any bookings owing to the premises being required or taken over due to National or Public emergencies or the like.

**3) The following rules must be adhered to – failure to comply may result in the deposit cheque being withheld and cashed.**

- Hire charges must be paid on time.
- Vacation of the premises must be by the pre-agreed time. Charges per hour will apply if not adhered to.
- The premises must be left in a clean and tidy state, all rubbish generated by the hirer must be removed from the premises. Should further cleaning be required after a hire, the deposit may be withheld and further costs may be liable by the hirer.
- All heating and lighting be turned off when exiting the building.
- The Village Hall is a No Smoking building
- The hirer is responsible for the preservation of order during a function held at the Hall and shall undertake to indemnify the Committee against any damage to any persons and to property owned by the Hall.
- At the discretion of the Committee an additional amount may be required to offset any damage to the premises and/or to cover the cost of any excess cleaning costs which may be required. **If it is found necessary to call the police to a disturbance the hirer will forfeit all their deposit.**
- All crockery, cutlery, kitchen appliances and equipment are available for use by the hirer and should be treated with respect and replaced where found.
- The Hall's collapsible tables and chairs, if used, should be cleaned and returned into their stacked positions in the designated store rooms on completion of the hire period.

- **Premises:** Where the Hall is hired for dances or such other event providing entertainment or music, such entertainment or music shall cease no later than 11.45pm. Music must be reduced to a level that is acceptable to the Hall's nearest neighbours by 11pm so as to not cause any disturbance.

The hiring shall be subject to the provisions and conditions of the Premises Licence granted to the Trustees by Guildford Borough Council as the Licensing Authority and to any rules and conditions of use of the premises which the Management Committee or Guildford Borough Council or any other competent authority may impose.

The hirer agrees that the hire of the Hall is subject to the renewal by Guildford Borough Council of the Premises Licence and that if, for any reason, the licence shall be revoked, suspended, the applicant shall not have, or make, any claim upon the Committee for compensation in respect of any loss or damage to which they may be put or which they may sustain by reason of this non-renewal or suspension of this licence.

- **Alcohol, Music and Public Performances:** Hirers should consult the Premises Licence Notes displayed in Normandy Village Hall and on the website [www.normandyvillagehall.org](http://www.normandyvillagehall.org) to determine whether their proposed activities require a '**Temporary Event Notice**' (TEN) from Guildford Borough Council. A TEN may only be obtained with the permission of the Committee. Failure to obtain permission prior to obtaining a TEN may result in the cancellation of the booking. A TEN approval certificate must be presented as a condition of hire and displayed prominently.
- **Performing Rights Society Ltd:** The hirer must not permit the performance of any dramatic, musical or other work where copyright exists without the consent of the owner of such copyright. The hirer is reminded that for any performance of copyright material, a licence must be obtained from the 'Performing Rights Society Ltd' whose address is Copyright House, 29-33 Berners Street, London, W1. Such licence application shall be made prior to holding such entertainment.
- **Phonographic Performance Ltd:** By law if you use recorded music during any of your sessions you may require a licence from Phonographic Licence Ltd (PPL). You are strongly advised to contact them by tel. 020 7534 1450, by e-mail [ppnb@ppluk.com](mailto:ppnb@ppluk.com) or visit their website [www.musicworksforyou.com](http://www.musicworksforyou.com).
- **Decorations:** Decoration of the Hall may be permitted only by prior agreement with the Committee. Such decoration includes posters, advertisements, bunting, flags and the like and shall be carefully removed at the end of the hire period. **NOTE:** Drawing pins, sellotape, blue tack or similar sticky substances must not be used to attach decorations to the walls as they damage and pull the paint off. Only hooks provided along the picture rail can be used to attach decorations. The hirer will be charged for any repairs to damaged walls deemed to be caused by the activities of the hirer or their guests.
- The Committee reserve the right to enter the Hall at any time and the hirer must advise his/her ticket collectors and/or other responsible persons.
- The hirer undertakes to keep the Committee indemnified against all claims, demands, actions, suits, proceedings, costs, damages and expenses made, brought or suffered by any persons admitted to the premises in the course of the hiring.
- All furniture and/or other equipment provided by the hirer and sent to the premises must be unloaded in the car park, placed into position and removed by the hirer at such times as are agreed with the Committee.
- Pyrotechnics (fireworks) and bonfires are **NOT** permitted within the Hall grounds.
- Barbeques may be allowed subject to prior permission of the Committee who will need to be satisfied that due diligence and care is taken to prevent a fire risk.
- Unauthorised use of the Hall for any purpose without prior booking is not allowed and as such will not be covered by Hall insurance. Persons so doing will become personally liable for any damage or accident following such unauthorised use.
- There is no fixed telephone in the Hall and it is recommended that the hirer or a nominated person has a mobile phone whilst in the Hall for emergency use all times. Hirers are advised to check network-operator coverage prior to their booking.
- The Committee reserves the right to alter and amend these conditions of hire and regulations at any time.