

To the Booking clerk - Sandon Village Hall

I wish to hire Sandon Village Hall on (Day)..... (Date).....
Time from..... Time to.....

I have read and understood the terms & conditions for hiring Sandon Village Hall, SG9 0QU, and I agree to abide by them.

Signed:..... Date:.....

Name of Hirer:..... Organisation.....
(if applicable)

Address:.....

.....

.....

Telephone Number.....

Email:.....

Please complete and sign

White copy – please retain. Yellow highlighted copy - please return this physical copy, along with your payment to the booking clerk.

Special term. The Village Hall Committee reserve the right to cancel any hiring in the event of the Hall being required for use as a Polling Station. In which case the Hirer will receive any refund due.

Charges – payable in advance at the time of booking.

Hourly Rate £12.00 per hour

Day Rate £100

Functions for the Village F.O.C.

NB: Any damage and breakages will be chargeable.

Terms and conditions of Hire.

GENERAL

1. Please respect and look after Sandon Village Hall.
2. The Hall is licenced for 80 persons seated or 100 standing.
3. Only Blu Tak (or equivalent) can be used to attach anything to the plastered walls.
4. Items of Hall equipment (eg: tables & chairs) may only be used outside in close proximity to the Hall.
5. The Hall only supplies crockery, glassware and cutlery for hirers use. All should be left in a clean and dry condition, and returned to the cupboards and drawers where they were found, on exit.
6. The attendance register must be completed in full.

SAFETY

1. All exit signs must always remain visible.
2. All Emergency exit points must be kept unlocked and clear, both inside and outside.
3. Sufficient lighting must be used to allow safe movement around the building.
4. The use of open candles is not allowed. Tea lights may be used when placed in suitable container (eg: jars, specialised holders etc).
5. Any equipment brought into the Hall is at the hirer's own responsibility.
6. Bouncy castles are not permitted within the Village Hall.

MUSIC, NOISE, DANCES and DISCOS.

1. The village hall has a premises licence allowing live and recorded music and dancing up to mid night Monday to Saturday and until 10-30pm on Sunday's.
2. If a Disco is to be held, the Hirer must not sell ticket entry at the door. The Hirer is responsible for the behaviour of those attending.
3. For all events please be considerate to the local residents. The Volume of music should be reduced after 11pm and noise should be kept to a minimum when leaving.

ALCOHOL

1. If the hirer intends to have a pay-bar, or alcoholic drinks are included within the entrance cost or if a bar is available with suggested donations, the Hirer **MUST** apply and receive a Temporary Events Notice (TENS) from North Herts District Council (NHDC) licencing department. NHDC require at least 10 working days to process an application. It is entirely the responsibility of the Hirer to ensure the licence has been obtained and that all conditions within the licence are adhered to.
2. Before the event the Hirer must be able to show a copy of the licence issued by the NHDC to confirm they have received this permission. If this licence cannot be produced on request by a member of the Village Hall Committee, the Village Hall committee will cancel the booking, and the deposit will not be refunded.
3. No person under the age of 18 years may consume alcohol within the premises of the Hall.
4. For further information on applying for an alcohol licence please see: www.north-herts.gov.uk/home/licencing/alcohol-licencing/temporary-events-notice

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