

## **Terms of agreement and conditions for use for Framsdon Village Hall**

1. The hirer must be aged 21 or over.
2. The number of people in the village hall is limited, by fire regulations, to the following which must not be exceeded:
  - 50 at exhibitions (i.e. art or craft displays)
  - 80 seated at tables (i.e. meetings, events or dining)
  - 100 mixed standing/seated or closely seated
  - 160 without seating (i.e. standing or dancing)
3. Please be considerate to the neighbouring residents when parking and with noise levels, especially with evening events.
4. The selling of alcohol and some forms of entertainment require a Temporary Event Notice, it is the hirers responsibility to obtain a notice if required.
5. Functions must end by 23.30 hrs Mon-Sat and 23.00 hrs on a Sunday. To comply with licensing regulations, musical entertainment, either recorded or live, must finish at 23.00 hrs. Functions must not disturb or interfere with worship or other activities in the church or churchyard.
6. No dangerous, inflammable or offensive substances or apparatus are allowed on the premises. This includes candles.
7. Decorations, balloons, posters, pictures or other such items are not to be fixed to the walls, doors or ceilings with adhesive tape or other fixings which leave a sticky residue, permanent mark or damage the paintwork in any way.
8. If the key to the hall is lost while in your keeping, there will be a charge of £50.
9. The hirer must also adhere to any special conditions which may arise, e.g. Covid 19 conditions, which will be provided separately.
10. End of hire responsibility

The hirer must ensure at the end of the hiring that:

  - a) The hall is left in as clean and tidy a condition as it was found (cleaning equipment is provided); please provide your own refuse sacks and place rubbish in the outside bins or if full take home for disposal; glass bottles should be taken home or to a convenient bottle bank

- b) All furniture and contents are returned to the positions they were in at the start of hire
  - c) A note is made of any damage or breakages at the start and end of hire and sent to the Booking Clerk ([framsdenvillagehallbookings@gmail.com](mailto:framsdenvillagehallbookings@gmail.com)) at the earliest opportunity
  - d) The hall is locked and all fire exits, windows and roof vents are properly closed.
11. The hirer is responsible for the cost of any extra cleaning required, making good any damage to the village hall and contents and for replacing any items broken or lost during the period of hire.

Signed by the hirer..... Date.....