

WILLAND VILLAGE HALL COMMITTEE

Registered Charity Number 301015

Chairman: Mr. Michael Hollings, Old Jaycroft Farm, Willand, Cullompton, EX15 2RE ☎ 07778 592889

Booking Secretary: Mrs Frances Wilcox, 35 Fir Close, Willand, Cullompton, EX15 2PZ

E-mail: bookings@willandvillagehall.org.uk

Treasurer: Mrs C. B. Allan 4 Orchard Way, Willand, Cullompton, EX15 2SG. ☎ 01884 33828

Website – www.willandvillagehall.org.uk

CONDITIONS OF HIRE GOVERNING THE USE OF THE HALL

1. **Applications for hire** of premises shall be made to the Booking Secretary. Variations in charges are at the discretion of the Hall Committee.
 2. **Payment for hire** of premises shall be made to the Treasurer or Booking Secretary. The Booking Secretary will issue a confirmation / receipt once a booking form and deposit have been received. **All lettings**, except for block bookings, should, where possible, be **paid** via cheque which can be placed at the post box at the hall at the **conclusion of the function** for which the Hall has been hired. We also accept payment by Bacs but are unable to accept cash payments.
 3. **Any person or persons to whom the premises are let** shall be responsible for laying out tables and chairs, and for ensuring their proper and orderly use. It is also the hirer's responsibility for **leaving them in a clean and tidy condition**, replacing tables and chairs where found. They will be liable for any damage done to premises or contents. **Any breakages or losses must be reported. Dustpan and Brooms are available for use in each room.**
- THE HALL MUST BE CLEANED AND VACATED BY THE END OF THE HIRE PERIOD. FAILURE TO CLEAR THE ROOM(S) MAY RESULT IN FURTHER HIRE CHARGES. DOORS AND WINDOWS TO BE LEFT CLOSED.**
- Where more than 100 chairs are used in rows, **THEY MUST BE CLIPPED TOGETHER (Fire Regulations)**
4. **The Committee** reserves the right to **refuse any application** for the hire of the premises or to **refuse admission** to any individual without assigning any reason. **18th & 21st Birthday Parties are considered at the discretion of the hall committee and extra rules will apply please consult with the Booking Secretary for more information.**
 5. **The Committee** reserves the right for a committee member or appointed representative to be **present at any function** for which the Hall is hired.
 6. **Fire appliances** must be kept in their proper places and not misused. **In case of Fire**, all exits should be manned during the evacuation of the building. **Make sure all hall users know where the assembly point is located by the flagpole.**
 7. **All accidents or personal injuries** must be recorded in the accident book (in kitchen) and reported to the booking secretary at the end of the booking.
 8. **No intoxicating liquors** are permitted to be bought, sold or consumed on the premises without the express permission of the Committee. A written application must be made to the booking secretary, stating the name and address of the Licensee responsible for operating the bar, at least 6 weeks before the booked date. The person or organisation arranging the function is responsible for obtaining the Temporary Event Notice (TEN).
 9. **IF A LICENSED BAR IS REQUIRED, A TEMPORARY EVENT NOTICE (TEN) MUST BE OBTAINED FROM MID DEVON DISTRICT COUNCIL, or A PUBLICAN MUST BE APPROACHED TO PROVIDE THE BAR FOR YOU.** In either event a copy of the TEN must be given to the Hall Secretary or the Secretary **MUST** be given sight of it at least one week before the event it refers to.
 10. **In the event of a licensed bar** being in operation, **ALL GOODS, EMPTIES, ETC.,** are to be **REMOVED** at the close of the function and the room left clean and tidy or further charges may be applicable. **No rubbish is to be left at the hall for disposal. All bottles and cans must be taken by the hirer for recycling.**
 11. **Cars** may not be parked to cause an obstruction to any Exits, gates, or doors to the premises the parking spaces must be used.
 12. **Litter shall not be left about the premises.**
 13. **Dogs** shall not be brought into the premises unless kept under proper control.
 14. **The booking fee** (£30.00 or full amount if less than £30) is not refundable in the case of cancellation.
 15. **NO STILETTO HEELS ARE ALLOWED IN THE MAIN HALL.**
 16. **BY LAW, SMOKING IS NOT ALLOWED ANYWHERE ON VILLAGE HALL PREMISES.**
 17. **Loud Music** - due to the impracticality of letting adjoining rooms during disco/dance sessions, **hirers using loud music will be charged for the Hall, Committee and Club Room at their combined rate.** If requiring the use of the hall PA system, please request a demonstration.

TO ALL HIRERS WHERE MUSIC IS PLAYED

The noise level within the hall must be kept at an acceptable level, (85 decibels near the stage is recommended by the Environmental Health Dept.). Base in discos must be filtered if possible.

It is also your responsibility to ensure that outside doors and windows are always kept closed whilst music is being played.

FOR HIRERS HAVING A BAR/EXTERNAL CATERERS

PLEASE KEEP THE OUTSIDE DOORS AND WINDOWS FIRMLY CLOSED WHILST MUSIC IS PLAYING.

PLEASE TRY AND LOAD/UNLOAD EQUIPMENT WHILST THE MUSIC IS NOT PLAYING.

IF YOU WISH TO HIRE THE HALL, PLEASE COMPLETE THE ATTACHED BOOKING FORM
AND SEND WITH THE BOOKING FEE (non-refundable) TO THE BOOKING SECRETARY.

Please Note: - Provisional Bookings Will Only Be Held for One Month