

Orsett Village Hall

Please read for your own information;

Thank you for your interest in Orsett Village Hall. The Hall is maintained by a small group of local volunteer trustees and helpers. Our Conditions of Hire are designed to help us to keep the Hall in a good condition for the benefit of other users and our hire charges are designed to help us to cover the cost of doing so ensuring its sustainability. All Conditions within this document form part of the Hiring Agreement for the village hall. You must read the entire document when hiring the hall. By booking the hall, you accept the terms and conditions defined within this document. If you are unclear on any part of this agreement, please discuss them with the Management Committee. We hope that you and your guests have an enjoyable time at our village hall, and respect it as if it were your home.

DETAILS OF FACILITIES

The maximum capacity of the hall is **150** persons and seats up to **130** people comfortably.

Facilities include:

- Large main hall area with stage and curtains
- Fitted kitchen with two sinks, a double oven, gas hob, two fridges (both with small freezer compartments) and a microwave
- Limited amount of crockery and cutlery available for approx. 70 persons. Larger functions would need to arrange their own hire of extra items as required
- Small bar area with two small fridges and a freezer. Please note that if you intend to use these appliances, they are not switched on and your hire time must be sufficient to allow you to connect them and get them to operating temperature. You must also provide your own extension cable to do this.
- Approx 22 x 6ft L x 2ft 3inches W tables, 4 x 4ft L tables and 180 chairs stored in the cloakroom off the hallway

BOOKINGS, PAYMENTS AND KEYS

Bookings are made on a strictly first come, first served basis. The Hirer must be at least **21** years old.

To book please come along to the hall on Monday evenings between 7.45pm and 8.30pm. Please bring along your £30 deposit to secure your booking. Please note the hall will NOT be open for bookings on Bank Holiday Mondays.

When booking the hall, you need to allow sufficient time for setting up before your event and cleaning up after the event. This time is part of the hire duration. All setting up and clearing up **must** be done **within the hire period**.

For larger functions such as weddings, the possibility of booking extra time before and after your function day **must** be discussed at the **time of booking**, as the hall may not be free. Any extra time booked will incur **additional hire fees**.

A **non-refundable deposit** of **£30** is required for every function, payable at the time of booking.

A **Security Deposit** of **£150** is collected in **CASH** and will be **FORFEITED** in the event of breakages, damage (including accidental damage and if any obstructions are left underneath the shutters (please refer to the "Clearing Up" section)), loss of contents, excessive noise/disturbance, abuse to the premises, or if the premises is left in an unsanitary condition. The money will be returned if all conditions have been met, within **7 days via Bacs**. You will need to leave your bank details with booking ladies which will be kept in a sealed envelope and destroyed once payment has been made.

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Conditions of Hire (cont'd)

The **Balance** and **Security Deposit** are to be paid at least **6 weeks** prior to the event; otherwise you may lose your booking. We do not usually send out a reminder, so please make a note in your diary/phone.

ALL **CHEQUES** SHOULD BE MADE PAYABLE TO **ORSETT VILLAGE HALL**.

Keys: The keyholder will contact you regarding key collection/opening the hall during the week of your booking. (Note: If the keyholder has NOT contacted you **by the date of your event** you may contact them direct on **07954 116707**. (Please note that this is an emergency number only. It **MUST ONLY** be used in the situation described above).

Unless by prior arrangement with the keyholder, the keys will be given at the **start of the hire time** and **must** be returned as soon as the event is finished. The keyholder will make the necessary arrangements with you. He/she will also run through a final check list with you on the day that both you and that person will sign.

The Management Committee reserves the right to decline any booking application. If conditions are not met, the Management Committee will reserve the right to not accept any future bookings.

The Management Committee reserves the right to amend hiring charges and conditions of hire at any time.

WE REGRET THAT WE DO NOT ALLOW TEENAGE PARTIES IN THE HALL (13TH, 16TH, 18TH ETC). 21ST PARTIES ARE AT THE DISCRETION OF THE COMMITTEE. VIOLATION OF THIS RULE WILL RESULT IN THE KEY DEPOSIT BEING FORFEITED.

CANCELLATIONS

If the Hirer wishes to cancel the booking before the date of the event and the Village Hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Management Committee. The Management Committee reserves the right to cancel ANY booking at any time without notice or explanation, in which case the Hirer would receive the full amount paid. The Management Committee will **NOT** be responsible for any loss of estimated income or any other expenses incurred by the hirer resulting from such cancellation.

INDEMNITY, INSURANCE AND YOUR DEPOSIT

The person named in the Hiring Agreement is ultimately responsible for ensuring that everyone using the premises complies with the Conditions of Hire and are accountable for any breaches of the Conditions of Hire. If you place a booking on behalf of a **company**, the liability rests with the **company**.

The Hirer is responsible for ensuring that the premises (including the building, contents, fixtures and fittings and the surrounding area) are not defaced, damaged, broken or removed.

In the event of breakages, damage (including accidental damage), loss of contents, excessive noise/disturbance, abuse to the premises, or if the premises is left in an unsanitary condition, the **SECURITY DEPOSIT WILL BE FORFEITED AND THE HIRER WILL BE HELD LIABLE FOR THE EXCESS**.

Please be aware that fixtures, fittings and contents including the tables and chairs are checked and counted as appropriate by the hall staff after functions.

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Conditions of Hire (cont'd)

Hirers are liable on a Public Liability basis for any loss, damage, theft or injury caused as a result of their hire, or by the use of any third parties or equipment they introduce. No responsibility will be carried by Orsett Village Hall Management Committee. In particular the hirer is responsible for ensuring that any third party they employ at their event is appropriately insured and is compliant with current regulations and the hall Conditions of Hire. Examples of third parties include bouncy castle, professional caterers, event management, entertainers and wedding supplier companies.

SAFETY/LEGAL

It is the primary responsibility of the Hirer to ensure the health and safety of users of the Hall. Nothing may be done by the **Hirer**, their guests or third parties, which will endanger the users of the building or invalidate the insurance policies relating to the premises or its contents. In particular the Hirer must ensure that:

- They remain on the premises for the full duration of the function, they are wholly responsible for their event and will therefore remain in control of activities both inside and in the surrounds of the hall
- The Hall is not used for any unlawful purpose and only used for the purpose specified in the Hiring Agreement
- Wall hooks are used for light decorations only such as balloons and all decorations are removed after functions
- All safety notices in the Hall including the **FIRE NOTICE** are read and observed. It is the Hirer's responsibility to ensure that everyone in the hall knows how to evacuate the hall in an emergency and that fire exits are not obstructed or tampered with. The Hirer should nominate a person/persons within their party to implement fire safety measures as required e.g. using the fire blanket in the event of a contained kitchen fire
- Fire doors are not opened except in an emergency
- Highly flammable substances are not brought into any part of the premises. In particular CANDLEs are not permitted inside the premises
- Flammable items are not positioned near lighting or heaters
- No unauthorised heating or cooling appliances are used, including barbeques
- The kitchen cooker is operated in accordance with the instruction manual located in the kitchen area
- All equipment brought onto the premises is in safe and good working order and is only used in the intended purposes for which it was designed
- Fireworks are not used inside or outside the premises
- Car parking is appropriately supervised and guests do not obstruct access to Mill Lane when parking. The main entrance/exit must be kept clear for emergency vehicles at all times
- No one smokes inside the premises and that all cigarette butts are suitably disposed in the outside cigarette bins provided. Please be aware that smoking inside is prohibited by law
- No animals except guide dogs are brought into the premises
- The children's play area outside is respected and not abused and the area must be left clean and tidy i.e. **NO** rubbish or cigarette butts. This will incur a forfeit with your £150 security deposit if this area is not respected.

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Conditions of Hire (cont'd)

NOISE, DRUNK, DISORDERLY AND NUISANCE BEHAVIOUR

The Hirer shall ensure that in order to avoid disturbing neighbours of the Village Hall and local residents and to avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol.

Drunk, disorderly, nuisance, violent and criminal behaviour shall not be permitted either on the premises or surrounding areas such as Mill Lane and the car park area.

Alcohol shall not be served to any person suspected of being drunk or to any person under the age of 18.

Any person suspected of being under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

The Hirer must ensure that DJs conform to the noise limiter instructions. (This is to ensure that the noise level is not going to disturb the neighbours who live in close proximity to the hall) You could forfeit your £150 security deposit if you do not keep within this noise limitation.

Hirers shall ensure that the minimum of noise is made on arrival and departure, **particularly** late at night and early in the morning.

CLEARING UP

All music and serving of drink should be stopped at **11.30pm** (please note that the power supply to all sockets will cut out at this time). All evening events in the Hall should be planned so as to ensure that everyone has left the Hall, with the Hall left in a clean and tidy condition by **midnight**. For **Sunday** evening events, the hall should be vacated by **9.30pm** (bank holiday weekends 10.30pm).

Please ensure all areas including the toilets, kitchen (and stage area and outside if used) are left in a clean and tidy condition. In particular please ensure that:

- Decorations are taken down
- Floor spillages are cleaned up as soon as possible to prevent floor damage
- Kitchen crockery, utensils, equipment etc are washed and returned to their original places
- Food and drink debris is cleaned and cleared away
- Used tables are cleared and cleaned to remove food and drink spillages
- Used chairs are cleaned if drink/food has been spilt on them
- Chair and tables are returned to the cloakroom and properly stacked Floors are swept
- Nappies are not left in the toilet areas
- Bottles and cans etc are not left outside

Litter/Rubbish: please bring a supply of bin bags with you so that you can leave the hall clean and tidy for other users. The Hall does not supply bin bags. Please remove all rubbish from the hall, toilets and kitchen and place bin bags into the large council bins outside in the car park. If these bins are full please take your rubbish home with you. Please do not leave bin bags outside next to the bins as this will attract vermin.

Stored Equipment: Unless by prior arrangement, all equipment and other property must be removed at the end of the hiring period. The Hall Management Committee accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss and damage is hereby excluded.

Return of keys: After your event, please ensure that **all windows and doors in the Hall are securely closed and locked**. The keys must be returned as soon as you leave the premises.