

TERMS AND CONDITIONS OF HIRE

**Maximum capacity of the hall: functions with tables and chairs – 80 people
functions with standing audience – 100 people**

Who is the hirer?

The hirer is the responsible person who has made the booking. This person must be at least 21 years old and must be present throughout the hire period.

This responsible person (referred to as 'the hirer') is responsible for all the fire and safety of the event. The hirer must ensure that, prior to the event starting, all relevant fire safety equipment is in position and all fire escapes are clear of obstructions.

The hirer shall appoint safety stewards (number dependent on number attending the event, a minimum of two). The hirer shall ensure that, prior to the event, these stewards are made familiar with the relevant fire escape routes and safety procedures. If the event has a large proportion of children as attendees, then the minimum number of stewards must be the same as the number of fire exits. At the start of the event the hirer must announce all the fire exit routes and fire procedures to all in attendance.

The hirer :

- must ensure that the Entrance hall is always kept completely clear.
- is responsible for ensuring that the maximum capacity of the hall is not exceeded.
- should know how many persons are in the hall.
- must ensure that, during the hire, (arriving, during and on leaving) there is a maximum 5mph speed limit in the car park and disabled access and parking must be available at all times. There is NO parking on the recreation ground. Attendees must not cause nuisance to the neighbourhood either by excessive noise or by anti-social behaviour.
- shall ensure that the electrical equipment and points are used properly and not overloaded.
- shall ensure that any decorations, notices, pictures or any other materials are affixed to the walls with white tack only. The hirer must also ensure that any such items are removed at the end of hire.

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- shall ensure that, at the end of the hire period, any chairs, tables, cookers, crockery etc that have been used are cleaned and returned to the correct place in the hall.
- shall ensure that all instructions issued as part of booking for collection, return and security of keys are adhered to. Also, the key must be returned to the keyholder immediately at the end of the hiring period, with no exceptions.
- must report any damage to the hall or any of its equipment, or any breakages to the keyholder. The hirer may be charged for any damage or breakages.

The Milton Lilbourne Village Hall management committee reserves the right for any committee member to enter the hall during any hiring, without explanation, for the purpose of ensuring on behalf of the management committee that the regulations are in place and working correctly.

The sale of alcohol is not permitted except for MLVH committee-led events or a committee run bar for a private event.

The hall is strictly a NO SMOKING area

BOUNCY CASTLES, OTHER LAND-BASED INFLATABLES OR TRAMPOLINES:

The hirer agrees to the following rules as set out by the hall's insurance company:

1. The bouncy castle/inflatable is to be supervised by responsible adults at all times when in use or inflated.
2. When used outside, it is to be securely anchored to the ground at each anchor point.
3. Each anchor point is to be signposted or otherwise marked to be made easily visible and must be wrapped to prevent injury.
4. Indoor and outdoor use – soft matting must be used to cover the hard surfaces adjacent to the front or any open sides where there is risk of injury from falling from the inflatable.
5. It is not to be used by children under two years old.
6. It is to be restricted to use by the age groups 2 to 5, 6 to 12 and over 12s. Age groups must not be mixed.