



Stawell & Sutton Mallet Village Hall  
Stawell Road, Stawell TA7 9AD  
Registered Charity Number 304635

## **Terms and Conditions of Hire**

### **Booking Agreement**

**\*\* By proceeding with your booking you are deemed to have accepted the following terms and conditions for the hire of Stawell & Sutton Mallet Village Hall. \*\***

### **Responsibility of Hirer**

- *Whilst functions are taking place, the door to the storeroom shall be kept locked at all times to prevent unauthorised access to equipment stored therein.*
- *The use of bubble machines or similar apparatus is NOT PERMITTED.*
- *All glasses, crockery are to be cleaned and put away as found.*
- *Tables and chairs are to be cleaned and stored away as found.*
- *All rubbish, bottles, soiled nappies and especially food waste must be removed from the hall at end of the function and placed in the appropriate bins outside.*
- *Bottles and cans ONLY may be left in the bar area.*
- *Ensure that the hall and all equipment are used in a proper manner, and shall pay for any damage caused. This would include serious blockage to toilets/drains from the deposit in the first instance.*
- *All kitchen and other electrical appliances must be switched off after function.*
- *The premises are to be left in a clean and tidy condition.*
- *Before leaving the hall, check all doors and windows must still be closed and secured.*
- *All lights and car park lights must be switched off after the function (security lights by the three doors may remain on for a short period).*

### **Fire Regulations**

The Hirer shall:

- *Prior to the start of an event indicate the fire exits and evacuation meeting place to the persons attending the event.*
- Fire exits and emergency safety lights MUST NOT be covered or tampered with.
- Fire exit doors are not blocked or locked.
- In the event of a fire the emergency services MUST be notified using the 999 system.
- In the event of an emergency, DO NOT remove your vehicle from car park.
- Fire assembly point has been designated at 'Manor Court' (explain where)
- No person may re-enter the hall without the permission of the Emergency Services.

### Car parking

Vehicles are parked at owner's risk. Two disabled car parking spaces are available for blue badge holders only. Stawell & Sutton Mallet Village Hall accept no responsibility or liability to damage or loss of property to vehicles whilst parked in the grounds of the village hall.

### Capacity

The hall can comfortably accommodate up to 120 people seated and 150 people standing.

### Good Neighbour Policy

Hirers are asked to respect the fact that the hall is in a residential area and noise/music volume should be kept to a respectable level and cease no later than 11.00pm. To ensure that attendees leaving the hall have been informed that they are departing into a residential area and to keep any noise to an absolute minimum whilst outside the hall and surrounding area. Please do not block access to neighbouring properties.

### Premises Licence and other relevant Legislation

The Hirer is responsible for:

- Conforming to the terms of the **Premises Licence** granted to Stawell & Sutton Mallet Village Hall, including, but not limited to, permitted hours for licensable activities (serving alcohol, playing live or recorded music and showing pre-recorded films/dvds etc.)
- Sale of alcohol by hirers **STRICTLY PROHIBITED**
- Alcohol may not be served to any person under the age of 18 years' old.
- No persons under the age of 18 are permitted behind the bar.

### Gambling

(For private gaming **only** to be concluded on the same day)

### Accidents and Dangerous Occurrences

The Hirer must report all accidents sustained in the hall by recording in Accident Report Book.

Any damage caused to the village hall or equipment must be reported.

### **Interruption of Regular Bookings**

If a Hirer is a regular weekly user, Stawell & Sutton Mallet Village Hall reserves the right to cancel all, or part of, certain bookings in favour of one-off bookings. Such cancellations shall not occur more than once a month and at least one weeks' notice shall be given of such cancellation.

Stawell & Sutton Mallet Village Hall reserves the right to nominate a specified weekday evening as not being available for regular weekly bookings, so that priority can be given to monthly or less frequent bookings.

### **Cancellation by Stawell & Sutton Mallet Village Hall**

The Village Hall reserves the right to cancel a hiring by written notice to the Hirer in the event of the Premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or referendum or if the Village Hall reasonably considers that: