

Terms and Conditions of Hire

All party bookings require a £100 damage/security deposit at the time of the hire. This will be returned upon exit of the building if all terms and conditions are adhered to (unless agreed)

1. All applications for the hire of Rettendon Village Hall must be confirmed in writing using this booking form.
2. It is a condition that the hirer agrees to abide by these terms and conditions of hire.
3. The person responsible for hiring the premises must be 18 years of age or over and shall be the person who has signed the confirmation of booking form. This person is responsible for the payment of fees due in respect of the hiring and for the observance of all conditions of hire as herein stated.
4. All fees are VAT exempt and are to be paid seven days prior to your date of hire.
5. Rettendon Village Hall reserves the right to refuse any application for hire, as it shall in its absolute discretion think fit, and without being required to give any reason for such refusal.
6. Rettendon Village Hall reserves the right to refuse permission to hire premises or to cancel any hiring without notice should it have reason to believe that the activities of the hirer will bring the good name of the building or Rettendon Village Hall into disrepute.
7. **A one-hour deposit must be paid within the booking form.**
8. All cancellations must be confirmed in writing.
9. Booking times to including setting up and clearing up time.
10. The right is reserved to Rettendon Village Hall to cancel any hiring without notice where Rettendon Village Hall considers it necessary, for any cause outside of its control.
11. In the unusual event of any hiring being cancelled by Rettendon Village Hall, any fee paid hereunder will be refunded to the hirer, but Rettendon Village Hall shall not be held liable or required to pay compensation for any loss sustained as a result of, or in any way arising out of the cancellation of the hiring.
12. Rettendon Village Hall shall not be liable for any loss due to breakdown of machinery, fire, failure to supply of electricity, leakage of water or gas, Government restrictions or other external events beyond its control which may cause either the building or the hired premises to be temporarily closed, or the hiring to be interrupted or cancelled.
13. The hirer shall, during the hiring be responsible for:
 - a) The efficient supervision of the hired premises, including effective control of children, the orderly and safe admission and departure of persons to and from the premises, and the orderly and safe clearance of the hire premises in case of emergency.
 - b) The safety of hired premises and the preservation of good order.
 - c) Ensuring that all the users of the hired premises are aware of emergency exit routes from the building and that all doors giving egress from the hired premises should be kept unobstructed and immediately available for use during the

- whole time the premises are in use and no obstruction shall be placed or allowed to remain in any corridor giving access to the hired premises.
- d) Ensuring all fixtures and fittings and portable equipment provided by Rettendon Village Hall are used correctly and that any faults or damage occurring during the hire is reported. Where equipment fixtures or fittings are damaged by the hirer or persons invited into the building by the hirer, the hirer will be charged the full costs of repair or replacement.
 - e) Complying with the access and security arrangements when using the hired premises and not allowing or permitting unauthorised entry at any time.
 - f) Ensuring that any technical equipment being used is operated by an approved person.
14. The hirer will be responsible for paying the security call out fee if the security alarm is triggered due to unauthorised use, access or egress in any part of the premise, by negligence or deliberate misuse.
 15. No animals are allowed in the building, with the exception of guide dogs for the blind/working dogs; without pre-arranged permission from Rettendon Village Hall.
 16. No smoking is permitted in any part of the building, including the gardens and outside of any of the entrance doors.
 17. Where applicable, Rettendon Village Hall requires with the booking form:
 - a) A copy of hirers certificate of Public Liability
 - b) Safeguarding policy for children and vulnerable adults
 18. The serving and consumption of alcohol is only allowed on the premises when prior written permission has been obtained from Rettendon Village Hall.
 19. Rettendon Village Hall reserves the right to amend the quoted total costs given on confirmation of a booking should said event overrun or additions to the booking detail be made.
 20. No flags, emblems, placards, posters or other decorations shall be displayed outside of the building without the previous consent in writing of Rettendon Village Hall.
 21. The hirer shall, at the expiration of the period of the hiring, leave the hired premises in a clear and stately order, taking **ALL RUBBISH AWAY WITH YOU.**
 22. Where exclusive access to the building is granted, the hirer shall ensure that building security and safety procedures are complied with.
 23. Rettendon Village Hall will not be liable for the theft, loss or damage to any property brought onto the premises by the hirer or any third party. This includes vehicles and possessions left in the car park and garden.
 24. Rettendon Village Hall will provide a contact number for emergencies.
 25. Hirer will not obstruct the neighbour's access and shall observe the general safety of other road users when accessing or leaving the premises.
 26. **ALL HIRE FEES MUST BE PAID SEVEN DAYS PRIOR TO YOUR HIRE. NON-PAYMENT WILL MEAN THAT YOUR HIRE WILL NOT TAKE PLACE**