

FAILAND VILLAGE HALL

CHARITY NUMBER 304540

CONDITIONS OF HIRE

1. A booking form may be collected from Failand Post Office or downloaded from the website (Failand Village Hall) and returned to the booking secretary together with the correct deposit (including the bar extension fee and the holding deposit). The deposit is a booking fee for the date reserved and is not returnable should the booking be cancelled. (The bar extension fee and holding deposit will be returned). The holding deposit is to cover breakages, excessive cleaning requirements or retention of hall keys. The balance of the fee should be sent to the booking secretary 15 days before the date of hiring. Keys may be collected from Failand Post Office half an hour before booking unless the booking secretary has agreed a different time. All cheques should be made payable to Failand Village Hall.
2. **Please Note: All trustees (including the booking secretary and bar secretary) are volunteers and will return telephone calls / messages as soon as it is possible usually keeping to 'office hours'. All contact must be made through the hall mobile telephone 07814178937 (Office hours please).**
3. The Hall is licensed for music and dancing
4. **BAR DETAILS:**
 - a. A fully staffed bar can be provided for most functions by arrangement at the time of booking by completing the bar section of the booking form.
 - b. Hirers are not permitted to bring any drinks onto the Hall premises (including the grounds)
 - c. In event of unacceptable behaviour the bar staff, at his or her discretion has the authority to close the bar and clear the Hall without prior warning.**Staffing of the Bar is by unpaid volunteers and it is requested that courtesy should be shown to them at all times.**
5. **THE HIRER:**
 - a. will be held personally responsible for any damage to the Hall or contents.
 - b. is required to leave the Hall, hallways, committee room, toilets, stage and outside areas clean and tidy, this includes the kitchen even if caterers are employed it is the hirer's responsibility.
 - c. must ensure that all lightning and heating is switched off and that all windows are shut and doors locked before leaving the premises.
 - d. is responsible for obtaining a Theatre Act Licence if public performances are intended.
 - e. is responsible for the safety and conduct of the guests at the function as defined in the Public Entertainment Licence on display in the Hall foyer.
 - f. must read the additional notes as they form part of the 'conditions of hire' form.
 - g. If the waste bins are full it is the responsibility of the hirer to remove excess waste.
6. **THE MANAGEMENT COMMITTEE:**
 - a. reserves the right to refuse any application for the use of the Hall premises or grounds and shall not be required to give any reason for its decision. Its officers have the right of entry at all times.
 - b. cannot under any circumstances accept responsibility for injury sustained by any person, nor for loss of or damage to personal property, including motor vehicles and / or contents therein.
7. The Management Committee reserves the right to cancel any booking without prior notice. In the event of the Hall or part thereof being rendered unfit for the use for which it has been hired the Management Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
8. Please note that special stage lighting where the switching is not accessible from on the stage switches is the property of Failand Drama Club and is not part of the hired facility.
9. The igniting of fireworks, bonfires or Chinese lanterns or similar on the premises or grounds is strictly prohibited.

ADDITIONAL NOTES OF HIRE

Keys: are available from Failand Post Office prior to the booking by arrangement with the Booking Secretary.

Car Parking: Should the tarmac area prove to be insufficient please use only the grass area between the Hall and the main road. Land on the northern side of the Hall is unsuitable for vehicles. **Please do not block the fire exits doors. Access to the Main Entrance must be kept clear for the passage of emergency vehicles at all times.**

Access: Entry through the porch door and main double doors are by the silver keys

THE MAIN DOOR IS PROTECTED BY AN INTRUDER ALARM. PLEASE REMOVE THE KEY FROM THE LOCK BEFORE OPENING THE DOOR AND CLOSE THE DOOR BEFORE INSERTING THE KEY WHEN YOU LEAVE. DO NOT LOCK THE DOOR WHILST ANYONE IS INSIDE THE BUILDING AS THE ALARM WILL BE TRIGGERED BY MOVEMENT.

FIRE EXITS DOORS MUST BE KEPT CLEAR AT ALL TIMES – PLEASE DO NOT PUT TABLES OR CHAIRS ACROSS THEM.

Electric's: Switches are located on a board in the kitchen. Before operating any switches turn the main switch-key located immediately below the switchboard to the 'on' position. External lighting is on a delay switch – make sure the switches in the Foyer area are in the off position before you leave.

Tables and Chairs: These are located in a store towards the rear of the main hall behind the folding doors. Please return to store after function.

Bar Facilities: The Hall Management Committee holds a license with conditions. Please note no drinks may be brought onto hall premises (including the grounds).

Clearing up: Hirers are required to wipe tabletops and put away the tables and chairs in the store. Remove all rubbish (including balloon's etc.) immediately after the function / next morning clear up. All rubbish must be place in the dustbins in front of the Hall, if full the hirer must remove the excess waste. Please leave kitchen clean and tidy. Please leave the toilets clean and tidy. Sweep or vacuum all areas of the hall that was used. Brooms etc., are located in a store off the Foyer.

Candle's/nightlights: If wanting to use candles/nightlights please provide safety mats under each candle/nightlight.

Cooking of food: Only the kitchen may be use to cook food – if having a 'pig roast' or 'barbecue' these must be located outside the Hall and not near any fire exits or doors.

ON VACATING THE HALL

Please ensure that the Hall is left clean and tidy and that all candles/nightlights etc., are extinguished. Please check that all windows and doors are closed, including Fire Exits doors.

Please note – Emergency signs remain on at all times

Return keys to Failand Post Office if closed put through the letter box.