

Awliscombe Village Hall

Conditions of Hire

1. General

The hirer is the person named on the booking confirmation (the **Hirer**) and must be 18 years or older except if alcohol is to be sold, when the hirer must be 21 years or older. The Hirer is responsible for the behaviour of all persons using the Hall during the hire period. The Hall must only be used for the purpose stated in the booking confirmation.

2. Booking & Payment

Full payment of hire fees and any deposit must be made by the date specified on the booking confirmation. The Hirer is responsible for ensuring the booking times include set-up and clear-up.

3. Cancellation

Cancellations must be made in writing (including electronic). If the cancellation is within seven days of the event, any hire fees are usually non-refundable. The Hall Management Committee (the **Committee**) may cancel a booking (e.g. due to safety, emergencies or unfit conditions or if required by law or for polling events). If so, a refund of any hire fees paid will be given but the Committee will not be liable for any other losses or compensation.

4. Access & Security

The Hirer must ensure the Hall is locked and secure at the end of the hire. Please comply with the exit checklist attached to the key and or clearly marked on the exit door. Keys must be returned promptly as agreed.

5. Capacity & Safety

Maximum capacity must not be exceeded (100 people seated or 150 people standing).

Fire exits must remain clear at all times. The Hirer must familiarise themselves and guests with the fire safety procedures with special emphasis on the location of fire exits including

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those available for wheelchair users. In the event of fire, all occupants should evacuate immediately and assemble in the car park in the designated area.

Unless formally trained in the use of firefighting equipment, do not attempt to fight the fire. Call 999 immediately even if the fire is believed to out. **Awliscombe Parish Hall, EX14 3PJ**

6. Alcohol & Licensing

In the event that the committee agrees to the hirer who must be 21 years or older using our Premises License, the hirer agrees to adhere to both the license itself and the Hall's Alcohol Sale Policy in full.

7. Restricted and Prohibited Activities

7.1 No illegal betting, gaming or lotteries.

7.2 No smoking or vaping indoors.

7.3 No flammable or unsafe materials or decorations.

8. Hall Facilities

8.1 **Wi-Fi:** The Hall has Wi-Fi (although it is not guaranteed.). Wi-Fi must not be used for illegal, offensive or disruptive purposes.

8.2 **Music and film:** The Hall has licenses (PRS/PPL/MPLS/TV) however, the Hirer must ensure that the event is covered by the relevant license and must follow film age ratings.

8.3 **Heating:** The heating is pre-set remotely. The Hirer may boost it using the thermostat to the left of the bar hatch but may not override the control and **never set the system to manual.**

8.4. **Lighting:** The foyer light can be found inside the main door on the right-hand side where there is also a button to allow timed illumination when exiting the building. The main hall lights are located on the left-hand side when entering the main hall. Press once to turn on / off or press and hold to dim / brighten the light level.

8.5 **Audio Visual:** facilities are available in the main hall including hearing loop. Instructions should be closely followed and the hirer must allow time to familiarise themselves with the equipment.

9. Noise & Nuisance

Noise must be kept to a reasonable level, especially after 11:00 pm. The Hirer must ensure guests leave quietly to avoid disturbing neighbours. No disorderly behaviour, underage drinking or use of illegal drugs.

10. Damage & Cleaning

The Hirer is responsible and liable for any damage to the Hall, furniture, or equipment and the committee must be notified immediately. The Hall must be left clean and tidy; chairs and tables stacked; all rubbish must be removed or placed in designated bins outside the hall.

Light weight items may be hung from the hooks provided close to the ceiling.

Do not attempt to use the ceiling grid or projector for support.

Sellotape and Blu Tac must not be used.

11. Animals

No animals except guide/assistance dogs, unless agreed by the Committee.

12. Equipment & Electrical Safety

Any electrical equipment brought in must be safe and in good working order. The Hirer must not interfere with Hall fixtures or fittings.

13. Insurance & Liability

The Hirer is responsible for any loss, damage, or injury arising during the hire.

The Hirer needs to obtain insurance or otherwise satisfy themselves of cover for the following:

Liability arising from food or drink supplied by a professional caterer.

Liability arising out of the use of bouncy castles or other inflatables, fly walls, bungee equipment or any other similar activity equipment.

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Liability arising out of any organised contact sports (including martial arts) activities.

Liability arising out of the use of the premises for any political groups/meetings or business activities by commercial organisations.

The Committee accepts no liability for personal property, including items left in the Hall. Vehicles and their contents are left in the Hall car park at their owner's risk.

14. Children & Vulnerable Adults

The Hirer must always ensure appropriate supervision of children and vulnerable adults.

15. Compliance

The Hirer must comply with all relevant laws, including health and safety, food hygiene, and safeguarding regulations.

16. Storage

The Management Committee accepts no responsibility for any stored equipment or other property brought on to or left at the premises.

17. Disclaimer

The Village Hall Management Committee will not be liable in the event of any Village Hall equipment failing in use; The Trustees undertake to repair or replace failed equipment as soon as practically possible but cannot be held responsible for any consequential liability.

Version	Date	Approved
5	08 February 2026	K. Coxon