



BROCKENHURST VILLAGE TRUST

Registered Office:

Brockenhurst Village Hall Highwood Road, Brockenhurst SO42 7RY Tel. 01590 622580

TERMS & CONDITIONS OF HIRE - 2026

(PARTIES & LARGE EVENTS)

These additional terms apply specifically to large events and parties and must be understood by all hirers.

This notice highlights key points from the Standard Conditions of Hire. Use of the facilities is often unsupervised, and as such there is a duty of care on each individual hirer to ensure the facilities are used responsibly and safely.

WASTE, RUBBISH & RECYCLING

Any rubbish that cannot be safely stored in the bins within the room hired must be taken away with you. This includes Glass

All additional waste must be taken away with you — do not leave bags inside or beside the hall.

- Please bring enough bin bags for your event.
- Recycling must be separated appropriately.
- Items (included cardboard should not be left if it cannot be stored in the bins. The Trust reserve the right to make an additional charge of £25 an hour if further cleaning and disposal of waste is required.
- You are responsible for leaving the premises clean and tidy and for removing all rubbish, as required in the Standard Conditions.

ADDITIONAL FEES

- A £200 refundable damage deposit applies to: Any booking where alcohol is on site
- A £50 After party cleaning charge when alcohol will be on site. This is to mitigate time our team take to re set facilities.
This does not cover standard cleaning, and we still ask the Hirer **to leave the facility in a clean and tidy state at the end of their booking** (unless specified you require caretaker support.)
- Alcohol Licence £15.00.
Sale of Alcohol – The Trust can grant permission to serve and sell alcohol. The permission to sell alcohol **MUST** be agreed with the Trusts representative no later than

28 days prior to the event. No retail sale of alcohol may be undertaken by the HIRER except with written permission. The licence covers a period from noon to 23.00pm.

This policy requires that the HIRER as the 'responsible person' must take certain measures as detailed in these Conditions to prevent the serving of alcohol to anyone under the age of eighteen.

NOISE/ MUSIC-Always take reasonable care, especially when people are arriving at or leaving the Hall, to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like. ALL MUSIC MUST be at a reasonable volume. **Live performances and DJs must CEASE BY 23:00 HRS AT THE LATEST.**

Smoking (including electronic smoking devices) – ensure that no person's smoke on the premises or in doorways. It is against the law to smoke in the facilities and could incur a fine of up to £200 to the hirer.

Vacating Premises -Leave the premises and surrounds in a clean and tidy condition and put back contents temporarily removed. All lights and appliances must be turned off. (Including Fairy lights if you have the decoration package) Windows opened should be closed and locked, as found. Furniture used is to be put back from where it was removed from and left in a clean and orderly state unless the Caretaker's services for this have been purchased (in advance).

Car Parking – The Hirer is responsible for ensuring that there is no obstruction of the road and footpaths and that economical use is made of the car park. Should parking be necessary in Highwood Road this must be in the allocated parking spaces. Access to Emergency Exits must be kept clear at all times. Booking a room within the facility does not give the hirer the rights to use the car park for any other use other than parking of cars for themselves or persons attending their event. No food/catering or other commercial vehicles or market stalls etc. are to be parked unless written permission is given by the BVH.

Pre - Event Visits - and deliveries must be arranged with the office in advance of a function. Deliveries made without warning may not be accepted.

Please read our Full Terms and Conditions. Full details can be found on your original booking confirmation and our website.