

# Terms and conditions for booking the hall

1. The Hirer is responsible for any loss or damage to the Hall, fixtures, fittings or surroundings occurring during the period of the letting. No sub-letting of any part of the hall shall be allowed.
2. The Hirer is responsible for opening and locking the Hall, switching off electric lights and power, checking that the gas cooker has been left in a safe condition, for general supervision and arranging for payment of the hire charges.
3. The Hirer is responsible for reporting accidents and problems with the hall. They must be notified using the forms under Contact Us tab on the Woodbury Community Hall website [www.woodburycommunityhall.co.uk](http://www.woodburycommunityhall.co.uk)
4. Organisations or individuals hiring the hall for the purposes of holding activities involving children or vulnerable adults are confirming by accepting these terms and conditions of booking that they have appropriate safeguarding policies in place. Woodbury Community Hall Safeguarding policy.
5. The Hirer is responsible for removing all rubbish, leaving the hall & vicinity clean and tidy. A further payment may be required if further cleaning has to be carried out.
6. No excisable liquor shall be sold unless a Temporary Event Notice has been submitted to East Devon District Council (EDDC) at least two weeks in advance on the correct form and with the permission of the Hall Committee. The application forms and full conditions are available on:- [East Devon Temporary Events Notice site](#). There is a helpline to EDDC on 01395 517410
7. The seating capacity of 100 and an overall capacity of 100 are the maximum allowed and these limits must not be exceeded.
8. There shall be at least 3 responsible adults supervising any event involving children and young adults under 21 years of age.
9. " Public" discos are not acceptable to the committee and bookings for these will not be taken.
10. A member of the Management Committee or an agent of the Committee shall have

the right of entry at all times and may inspect the premises after each letting.

11. Under the terms and conditions of the Entertainment Licence the Hall may only be used from 10.30 a.m. to 11.30 p.m. and the hall must be vacated by midnight after clearing up.
12. Nails, pins or other objects shall not be driven into any part of the Hall and decorations, placards, posters, pictures or signs shall not be affixed by any means whatsoever other than on the fitted notice boards; in particular, nothing may be fixed to the ceiling or walls because of the damage caused by removal.
13. No extension shall be made to the existing electricity system. 14. The fire extinguishers must not be interfered with and the Hirer(s) will be responsible for the full re-charging and call-out charges if they are misused.
14. The exits from the building must be kept clear at all times and particular attention paid to the need to keep parked cars away from the fire exit through the side doors.
15. For Health and Safety reasons children are not allowed into the kitchen unless fully supervised by a responsible adult at all times.
16. The Woodbury Community Hall Management Committee is not liable for:-
  - a. Theft or damage of personal property
  - b. Failure of Mains Services affecting the hiring
  - c. Expenses incurred by attendance at the hall by Fire, Police or Ambulance.
  - d. Public liability for commercial Hirers.
17. The information provided on the booking form will be used solely for the purpose of the booking and contacting the hirer. The information will be retained for a period of 2 years.