

Terms and conditions for booking Norwell Village Hall

Booking arrangements

1. An application for booking the hall should be made via the Norwell Village Hall web site at least 4 weeks in advance of an event and a returnable deposit of £30 should be paid once the booking has been confirmed via email. This deposit will be returned following a satisfactory inspection of the hall after your event.
2. Bookings will remain provisional until the deposit is received. Prior to receiving the deposit, other hirers may still be accepted for the dates/times requested on the booking form.
3. Full payment of the event is required before the key is released for access to the Village Hall.
4. Member organisations will normally be invoiced at agreed intervals.
5. All bookings will be charged at the current published rates.
6. Notice of cancellation by occasional hirers must be given via email with at least two weeks' notice. In the absence of such notice, the hirer will lose the deposit paid. Any appeals should be made via email to the Village Hall Committee whose decision will be final.
7. The hirer is not permitted to sublet the Village Hall to a third party.
8. Where an organisation is named in the hiring agreement, the organisation shall be jointly liable with the person who has filled in the online application form.
9. The Village Hall Committee reserves the right to cancel the hiring if the Village Hall is required for use as a Polling Station for European, Parliamentary or Local Government elections. Any deposits paid by the hirer will be returned under these circumstances.

Statutory requirements

Intoxicating liquor

- Unless expressly authorised by the committee, no intoxicating liquors are to be bought or sold on any part of the premises.
- The hirer shall, at their own expense, apply for a Temporary Events Notice according to the requirements of the Licensing Act 2003 for the sale of intoxicating liquor. Applications must be made at least 10 working days before the intended date of an event.
- Licenses granted for the sale or supply of intoxicating liquor must be publicly displayed in the area of the bar and an endorsed copy returned to the booking clerk prior to the event.

Betting, gaming and lotteries

- Nothing shall be done on or in relation to the Village Hall premises in contravention of the law relating to betting, gaming and lotteries.
- The person and/or organisation to whom the hall is hired to shall be responsible for seeing that the requirements of the Betting, Gaming and Lotteries Act 1963 are strictly observed.

Entertainment

- The Village Hall has a Premises Licence for the following types of entertainment: plays, films, indoor sporting activities, live and recorded music, performances of dance and other similar activities.
- Licenced activities are permitted between the hours of
09:00 to 23:00 Sunday to Thursday
09:00 to 24:00 Friday and Saturday

Stage plays and live music

- The promoters of any stage play production or live music performance must obtain the necessary licence.
- The hirer must not allow the maximum attendance numbers to exceed 120 (if seated) or 200 (if standing) for the main hall and 30 for the meeting room.
- All conditions attached to the granting of stage play or other licences must be strictly observed.
- Entertainers should use the electrical socket fitted with a residual current detection protection device, which is labelled.

Good housekeeping

The person and/or organisation who will be hiring the hall shall be responsible for the care and orderly use of the premises during the period of hire.

They should ensure:

- Those attending the event arrive and leave the premises in an orderly fashion so that immediate neighbours are not disturbed. Those attending the event should stay on the premises. Noise should be kept to a reasonable level and doors normally kept shut so that residents living immediately adjacent to the Village Hall are not disturbed. These are conditions of our licence and must be adhered to.
- The premises are left in a clean and tidy condition
 1. All dishes used should be washed and returned to the appropriate cupboard or drawer.
 2. The dishwasher, if used, should be drained and switched off.
 3. Sinks should be drained and wiped clean.
 4. All surfaces should be wiped clean.
 5. The main hall floor should be swept and carpets in other areas vacuumed where excessive soiling has occurred.
 6. Any spillages on the kitchen or toilet floors should be mopped clean.
- All litter and rubbish should be removed from the premises and placed in the bin provided outside.
- All belongings and equipment are removed from the premises.
- Nothing is temporarily or permanently fixed to any part of the premises without the permission of the Village Hall Committee.

Any Village Hall assets which have been damaged by the hirer should be reported to the duty officer or booking clerk as soon as possible.

Should the premises be left in an untidy or dirty state or items broken, the hirer will be invoiced.

Cleaning can only be left to the following day if previously agreed with the booking clerk.

If any equipment is found to be faulty through normal use, this should be reported to the duty officer or booking clerk so repairs can be planned. No invoice will be raised to the hirer if faulty equipment is identified through normal use of the equipment.

Security

- The hirer shall be responsible for the security of the premises during the period of hire.
- The hirer must be on the premises to supervise the function for the whole period of the hiring.
- Nothing belonging to the Village Hall shall be removed without the permission of the Village Hall Committee.

- When leaving the Village Hall, blinds should be closed, tables and chairs stacked on the trolleys. All lights and appliances must be switched off and the doors locked and secured.
- Keys are to be collected/returned as arranged at the time of the booking.
- The Village Hall Committee accepts no responsibility for any property used or left in the Village Hall.
- Vehicles are left at the owner's risk.

Right to refuse booking

- The Village Hall Committee reserves the right to refuse a booking.
- The Village Hall Committee may request special conditions for a particular booking.
- Appeals may be made via email to the Village Hall Committee and their decision will be final.

Right of entry

Any member of the Village Hall Committee has the right of entry to the premises, but has no right to enjoy facilities provided by the hirer.

Booking, deposit and appeals contact details

Bookings should be made via the Norwell Village Hall web site.

Payment should be made via BACS to the Norwell Village Hall Committee bank account. Bank details will be supplied via email once a booking has been confirmed by the Norwell Village Hall Committee representative.

Any appeals should be made in writing to the Village Hall Committee Chairperson. Contact details will be supplied via email once a booking has been confirmed by the Norwell Village Hall Committee representative.