



Trimingham Village Hall Trust

Conditions of Hire

Please read carefully. These conditions of hire apply to all bookings that we receive via the booking form (www.trimingham.org/village-hall/booking-form) and are deemed accepted by you. For the purposes of these conditions, the term *hirer* shall mean an individual or, where the hirer is an organisation, the authorised representative.

1. The appropriate part or all of the hall will be reserved on your behalf when payment has been received. Payment may be made by cheque or direct transfer. Cheques should be made payable to "Trimingham Village Hall Trust" and must be cleared 5 working days before the date of hire. BACS transfers to Trimingham Village Hall Trust, Lloyds Bank, sort code 77-66-23 account number 08312360. In the event of a cancellation of a confirmed booking, if this occurs less than 5 days before the date of the booking, any refund will be at the discretion of the Management Committee. Private Party / functions will have to hire the whole hall. For safeguarding reasons.
2. The *hirer* will be responsible for the cost of repairs and/or replacement if any damage is caused to the building or equipment (including crockery), as a result of hiring the hall or meeting room. When booking the entire building for a **private party/function, an additional refundable deposit of £50 is required**. The cost of repair/extra cleaning or any damage caused during the hire will be deducted from this deposit.
3. The Village Hall is licensed for the sale of alcohol, gaming and music. However Temporary Event Notice, (TENs) will be required for private functions, where a member of the management team is not involved.
4. Up to 100 persons are permitted in the main hall for functions utilising seating at tables, 200 when standing. The Meeting Room can accommodate 25.
5. The *hirer* is required to leave the building (including kitchen, toilets and ancillary areas) in a clean and tidy condition, removing all perishable rubbish, glass and bottles from inside the premises to the appropriate outside bins provided
6. The premises must be vacated within 30 minutes of the end of the function and any equipment etc, brought in, removed. .
7. The *hirer* must ensure that all lighting is switched off, that all windows are closed and the main door locked before leaving the premises
8. The *hirer* is responsible for the safety and conduct of the guests at the function or activity and must be fully conversant with the location of all fire exits and evacuation procedures (visit the Health & Safety Policy on the web site www.trimingham.org/village hall)
9. The *hirer* shall not use the premises for any other purpose other than that described in the booking form and shall not allow the premises to be used for any unlawful purpose or in any unlawful way that may render invalid any insurance policies in respect thereof
10. The *hirer* shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries
11. The *hirer* shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations
12. The *hirer* shall ensure that any electrical appliances brought onto the premises and used therein shall be safe and in good working order, and used in a safe manner. PLEASE NOTE that no outdoor BOUNCY CASTLES are permitted
13. The *hirer* shall ensure that the minimum of noise is made on arrival and departure
14. The Trimingham Village Hall Trust Management Committee reserves the right to refuse any application for the use of the premises and shall not be required to give any reason for its decision

15. The officers of the Trimingham Village Hall Trust Management Committee have the right of entry at all times
 16. The Trustees and the Trimingham Village Hall Trust Management Committee cannot under any circumstances accept responsibility for injury sustained by any person, nor for the loss of or damage to personal property, including motor vehicles and/or contents therein
 17. The igniting of fireworks or bonfires on the premises is strictly forbidden
 18. Users are requested not to stick/hang anything onto the ceilings. White-tak only on the walls
 19. Regular hirers MUST inform the booking secretary if the hall and/or meeting room normally used is NOT required.
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Email: Secretary@trimingham.org

Registered Charity in England and Wales (1171637)

Registered address: Trimingham Village Hall, Cromer Road, Trimingham. NR11 8HY.