



## **Terms and conditions of event hire of ECVH**

### **General**

1. The Bookings Manager is Sandra Dawkins. The Chairman is Matt Garbett.
2. Easter Compton Village Hall (ECVH) is a registered charity. Charity No. 29051. The committee members are the trustees.
3. Only the Bookings Manager may accept an event booking. A booking is not valid without a Booking Application form, duly completed and accepted and all fees paid beforehand.
4. Hire of ECVH or either of its two constituent suites, is subject to ALL of the following conditions. No exclusion of any condition can apply unless granted in writing by the ECVH Chairman.
5. ECVH may refuse any Booking Application without explanation. Any hire may be terminated without recompense if any Condition of Hire is broken, if the Booking Application is materially inaccurate or in the event of a disturbance or bad behaviour which is not immediately controlled by the hirer.
6. The hirer may not sub-let the premises, nor use them for any purpose other than stated on the Booking Application.
7. A cancellation fee of up to 50% of the hiring cost may be retained if notice of cancellation is less than 21 days.
8. The maximum numbers for each Suite is 100.
9. No gambling, gaming, betting or lotteries activities are allowed due to the licence implications of these activities. The only exception is a "cloak-room" ticket raffle where the prize is drawn that day and the total prize value is less than £100.
10. **No temporary decorations are to be attached to the walls. The use of drawing-pins, Sellotape or Blu-tac is strictly forbidden. Attachment hooks are provided around the hall walls for you to use.**

### **Before an event, the hirer:**

11. Understands and agrees to these Conditions of Hire.
12. Pays the full charge of the booking.

### **During an event, the hirer undertakes:**

13. To be present throughout the hiring.
14. To ensure that all guests (attendees) comply with these Conditions of Hire and the Law.
15. To ensure that no damage, change or alteration is done to the premises, fixtures, fittings or equipment.

### **After an event, the hirer ensures:**

16. All guests will leave the premises in a quiet and timely manner at the end of the event.
17. Only normal cleaning is required at the end of the hire period.
18. All rubbish is cleared up and taken away, **NOT** placed in the ECVH bins.
19. Tables and chairs are stacked as and where they were found. See the ECVH guidebook.
20. Fixtures and fittings temporarily removed from their usual positions are properly returned.
21. All fire doors and windows are securely fastened shut.
22. All cooking, electrical appliances and lights are switched off.
23. If no other hire is still in progress, the whole premises has been vacated, the security alarm set, the front door locked and the key replaced in the key safe and the numbers re-tumbled.
24. All accidents involving injury are reported to the Bookings Manager, so it can be recorded.
25. Any problems with the premises and/or its fixtures and fittings are reported to the Bookings Manager, so they can be rectified as soon as possible.
26. Reimbursement to ECVH for the cost of repair of any damage or loss caused during or as a result of the hiring to any part of the premises or the fixtures and fittings.

### **The Bar / alcohol**

27. Only alcohol that is purchased from the ECVH bar may be consumed on the premises.
28. **No alcohol may be brought onto the premises by the hirer, any guest or attendee.**
29. In special circumstances, the hirer may, with written permission from the licensee, provide a welcome alcohol drink upon arrival, **free of charge** to their guests, but corkage of £40.00 may be charged. No other alcohol can be provided throughout the hire period.
30. ECVH charge £15.00 per hour to provide the licensed bar. A minimum of 4 hours to be booked.
31. The licensing hours are midday to 23:00 Sunday to Thursday. Midday to midnight Friday and Saturday.

### **The hirer also undertakes to ensure:**

32. The use and enjoyment of other parts of ECVH by any other hirer are not disrupted.
33. All persons using the hired premises in whatever capacity are well behaved and that no excessive noise is made, particularly late at night, either on the premises or outside in the surrounding area.
34. Any electrical or mechanical appliances brought onto the premises are safe and suitable.
35. ECVH's Safeguarding Policy relating to children and vulnerable adults is observed and complied with (available on our website or upon request).
36. The laws and regulations relating to food and food hygiene are observed and complied with.
37. No illegal drugs are brought onto the premises.

March 2023