

Terms and Conditions of Hire for Sharnbrook Village Hall

Please read the following conditions. Your booking will not be complete until you have agreed to be bound by these conditions and have paid the Guarantee.

1. The Committee reserves the right to refuse any booking requests without explanation.
2. Set-up and post-event clear-up times must be included in the total time for which the event is booked.
3. A Guarantee is required as surety for responsible and respectful use of the hall for private events. The Booking co-ordinator will let you know what this sum will be for your event.
4. If there is any damage or fault at the hall noticed at the start of your event you must inform the booking coordinator at the earliest opportunity, otherwise you may be held liable for such damage.
5. Alcoholic drinks may not be sold at the hall except through the hall bar run by the Sharnbrook Playing Field Association (SPFA). Full details are included in the separate application form for use of the bar.
6. You must not attach anything directly to the walls. Use the rail provided in the main hall.
7. Small bouncy castles (and other similar inflatables) are allowed to be used in the Village Hall by arrangement: maximum height 2.75 metres. They must not be positioned under or near the overhead projector. Hirers are responsible for their own insurance and the Village Hall Management Committee will not accept any liabilities for personal injuries or damage.
8. The entire hall including main room, toilets and kitchen must be left clean and tidy at the end of your hire period. This includes any equipment you have used such as chairs, tables or kitchen equipment. Tables and chairs must be re-stacked tidily after use ready for the next hirer.
9. If any damage is caused to the hall or equipment during your event then you must report this to the booking coordinator at the first opportunity.
10. All waste must be bagged up in the black bin bags provided and disposed of in the black and purple bins just outside the front door of the hall along with any recycling in the orange bin. All balloons must be deflated and put into the general waste bins. Use the bin locks provided, instructions and keys for the bin locks can be found in the kitchen near the light switches. Do not leave any additional waste beside the bins, this will be reported as fly-tipping.
11. The committee have the right to dispose of any belongings or third party equipment left at the hall unless an exception has been agreed in advance.
12. All left-over food must be removed from the kitchen counters, fridge, freezer, microwave and oven.
13. Heating - thermostat must be returned to the required temperature at the end of your event.
14. PA Cupboard - Power system must be turned off, screen up, projector off, remote returned to cupboard, cupboard locked, with key returned to the specified hook in the kitchen.
15. You must switch off all lights and the master switch, ensure both locks on the front door have been engaged and that windows and fire doors are securely closed on leaving. If you fail to do so and other parties gain access to the hall then you will be held liable for any damage caused.
16. Any illegal activity will be reported to the police and your Guarantee will be forfeit.

Nov 2024

17. On leaving you must return the Village Hall door key to the lock box, obscure the entry code by randomly turning the tumblers or setting them to "0000", and pull up the grey tumbler cover.
18. If the hall has been left in a condition deemed satisfactory by the Committee, and the points above have been adhered to then the Guarantee will be returned to you. Up to the entire sum is forfeit at the discretion of the committee if, upon inspection, it is found that you have not honoured this commitment.
19. The Guarantee will also be forfeit if you have not given an honest and accurate description of your proposed event during the booking process.
20. In addition to forfeiture of the Guarantee, the Committee reserves the right to recover costs of any damages from you. This includes any damage caused by your guests and any third parties you have hired for your event, e.g. caterers, DJ, bouncy castle providers etc. You are required to pay the management committee for damages within a week of your event. It is up to you to claim recompense from guests or any other third parties you may consider to be at fault.
21. Tea towels are not supplied
22. Bookings may be cancelled up to 60 days in advance of the date booked. A £5 administration fee will be deducted from the amount refunded.
23. Fire Procedure Notices relating to exits and extinguishers are posted in the entrance lobby and main hall. It is your responsibility to familiarise yourself and your guests with procedure in case of a fire. Only operate fire extinguishers if you feel safe to do so, your priority is to ensure all guests exit the building and to call emergency services.
24. Supervision of a public event (i.e. open to anyone with or without a ticket): If you are using the hall for a public event, it is a condition of the Premises Licence that you familiarise yourself in advance with the actions required in the case of fire and other emergencies. Before the event you must arrange to brief a minimum of 2 attendants per 100 people of their duties in case of fire and other emergencies (you may be one of these attendants).The ratio is higher when disabled people or a large proportion of children are present.
25. You must agree with the Bookings Co-ordinator, well in advance, the arrangements for gaining entry to the hall.

Sharnbrook Village Hall Management Committee
November 2024