

Great Easton Village Hall
www.greateastonvillagehall.co.uk
High Street, Great Easton, Market Harborough, LE16 8ST
Charity Reg. No: 511066

Terms and Conditions of Hire

We hope you enjoy using our Hall. In order to ensure this facility remains available for all, please ensure you note and follow the following points:

Ensure that your period of hire includes time to set up and clear up after your event as the Hall availability cannot be guaranteed outside the booked times. During the period of hire, the hirer is responsible for the care of the Hall and the proper behaviour of all individuals admitted to the premises. Sub-hiring is not permitted.

Do not exceed the maximum capacity of the Hall which is:

- 150 standing
- 90 seated in rows

Judgement must be exercised when deciding what is appropriate for your particular event.

Please be considerate of our neighbours. Ensure all cars are parked considerately. All loud music must be turned down by 11pm (12pm on Fridays & Saturdays).

It is against the law to smoke inside the Hall. If you have smokers in your group, please ensure they only smoke to the rear of the building behind the kitchen and extinguish the cigarettes in the sand filled pots provided.

Fire doors must be kept free of obstruction, **at all times**. In the case of fire, please refer to instructions beside the inner entrance door. Ensure that any electrical equipment brought onto the premises is in good working order and used in a safe manner. Please do not light fires anywhere on the premises, inside or out. BBQ's in the garden are permitted provided that suitable equipment is used and sensible safety precautions are applied. It is hirer's responsibility to guard against any fire damage to persons or property.

The asbestos survey is available on site if required.

If alcohol is to be sold, an appropriate licence should be obtained from Harborough District Council. If food is being prepared, served or sold then all relevant food health and hygiene regulations should be observed.

For safety reasons, children under 16 years using the hall should be supervised by a responsible adult and no-one under 12 years old is allowed in the kitchen or behind the bar.

All rubbish should be placed in the appropriate wheelie bin. Any rubbish that does not fit in the bins must be removed from the site.

At the end of the period of hire, the Hall should be left in a clean and tidy condition (floors swept/vacuumed), with doors and windows secured, all electrical appliances turned off, all rubbish removed and the heating thermostat turned down to **13 °C**. Lastly the door should be locked.

Any damage to the property or its contents should be reported to the Committee. The Hall Committee reserves the right to seek remuneration for any repair or replacement.

Payment and Deposits

Payment for your event is required in advance (regular clubs & groups should discuss payment terms with the hall committee). You will be invoiced for the appropriate amounts once your booking is confirmed, along with a confirmation of your hire dates and times.

Booking Deposit

A booking deposit of 25% of the total hire fee is required at the time of booking. This deposit will be deducted from your final payment. The booking deposit is non-refundable should the event be cancelled, unless a replacement booking is made.

Damage Deposit

A damage deposit of £150 per each day or part day of hire is required no less than 7 days prior to your booking. The deposit will be returned in full after the event unless deductions have to be made to cover any breakages, damage, excess cleaning or non-compliance of time keeping.

Hire Payment

Full payment for your event is required no less than 7 days prior to your booking. This payment is non-refundable should the event be cancelled, unless a replacement booking is made.

Thank you for booking Great Easton Village Hall.