

Conditions of Hire of Upperthong Village Hall

We (The Upperthong Village Hall Committee) will only accept bookings on the official booking form, and in signing the form you accept and agree to the following conditions. If you do not follow these conditions, we can immediately cancel your booking. A decision by the Village Hall Management Committee, or their appointed representative, shall be final, and accepted along with these rules, as part of the conditions of hire

1. We will tell you the hiring charges when you book and then confirm them on the booking form. We will ask you to include a returnable security and cleaning deposit of £60 (as a cheque dated for the day of the booking). If there is no claim against the security and cleaning deposit (see paragraph 3), we will destroy the cheque, unless you enclose a stamped, addressed envelope with your booking form.
2. On booking, you must pay the returnable security and cleaning deposit of £60. You must pay the balance BEFORE beginning the hire (unless we have previously agreed special monthly account terms)
3. You must leave the Hall in good order and condition, as at the start of the hire. We will not return the security and cleaning deposit should there be any added cleaning, or other unforeseen costs incurred because of this event.
4. You must not alter the electricity supply, fix anything with screws, nails or other permanent fixings, bring oil-lamps, other means of artificial lighting, or dangerous substances in to the Hall.
5. You will be responsible for any damage done to the Hall or its contents during your use of it. The Chairman of The Upperthong Village Hall Committee will estimate the cost and that decision is final. You must report any damage to the Booking Secretary at the first convenient opportunity but no later than twenty-four hours from the start of the hire.
6. If you wish to put up decorations inside or outside the Hall, you must ask the Booking Secretary, and you must remove them by the end of your hire. You will be liable for any redecoration costs incurred due to the installation or removal of such decorations
7. The maximum number of people at any one time in the hall is 110 (or 60 seated)
8. Parties may not be booked or held for 13 to 20 year olds
9. If you want a licensed bar, you must arrange this through the Booking Secretary. You are responsible for maintaining good behaviour and must not allow drunkenness, disturbance or disorder.
10. It is forbidden to provide or consume alcohol in the hall unless it has been purchased from the hall bar or a corkage fee of £4.00/ bottle has been arranged
11. Smoking (from 01/07/2007) or the taking of drugs in the hall is illegal and as such forbidden at all times, anywhere on the premises
12. We are not responsible for any loss of or damage to any property because of your hire of the Hall, or any loss, damage or injury that happens to anybody using the Hall during your hire, or any loss you incur because of unavoidable closure of the Hall.
You are liable for any costs incurred by us resulting from any claim which may arise out of your use of the Hall or for any loss, damage or injury.
13. All music must cease at 11pm weekdays and Sundays and 12.00pm Saturdays.
14. You must obey all the terms of the licence for music, singing and dancing granted for the Hall, and all regulations of the Justices. Please note that you must not allow anybody to perform any work, which will infringe any copyright.
15. You can cancel the booking if you give at least 28 days notice to the Booking Secretary but you will lose £25 of the security and cleaning deposit paid on booking the Hall. If you cancel with less notice than 28 days, we may charge the full hiring fee.
If, for unavoidable circumstances, we have to refuse or cancel the booking, we are liable only to return any deposit paid, and not compensation
16. For any event that needs formal seating arrangements, you must keep all gangways, passages and exits free from any chairs or other obstacles and must allow people to leave by all exits at the end. You must not allow people to sit or stand in the gangways or passages.
17. The hirer shall take reasonable care to ensure that occupants of nearby properties are not inconvenienced by noise both during and at the conclusion of the event.
18. At no time must the hall be left unattended and unlocked, whilst the hirer is responsible for the hall
19. The Hirer shall not sublet the Hall or any part thereof.
20. The Booking Secretary, any other representative of the Committee or any Police Officer has the right of entry to the Hall.

*The Upperthong Village Hall, Wickens Lane, Upperthong,
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Reg. Charity 1027546