BLENDINGLEY VILLAGE HALL & COMMUNITY CENTRE
CONDITIONS OF LETTING

1. “The Committee” shall mean the Bletchingley Village Halls Management Committee. “The Hirer” shall mean any person or organization using the Village Hall or the Community Centre with the permission of the Committee. “The Hall” shall mean the Hall being hired, either the Village Hall or the Community Centre.
2. The Hirer who signs the contract shall be 18 years of age or over.
3. The current Entertainment Premises Licence, under which conditions the Village Hall is hired out, is on the Notice Board inside the entrance to the Village Hall. The Community Centre does not have an entertainment premises licence.
4. The number of people attending any function shall not exceed 196 within the Village Hall and 50 within the Community Centre.
5. The Hirer shall ensure that no animals (including birds), except guide dogs, are brought into the Hall, other than for a special event agreed by the Committee.
6. When the Hirer wishes to supply/sell alcohol at a function in the Hall, in accordance with the Licensing Act 2003, the Hirer shall receive the written approval of theBooking Secretary before the Hirer applies to Tandridge District Council and the Police for a Temporary Event Notice (TEN) to sell/supply alcohol. The inclusion of alcohol in the ticket price is considered as the supply/sale of alcohol, and will require a TEN. Once Tandridge District Council have approved a TEN, the Hirer shall display the TEN in the Hall on the board provided during the period of hire and ensure that a responsible adult is on the premises throughout the period of the hire to supervise the function. The Community Centre also requires a TEN for items of entertainment specified in the Licensing Act 2003 (the Booking Secretary can advise).
7. When hiring the Village Hall, the room located through the door to the right of the stage, is not available for use Monday to Friday 9am to 5pm, unless by prior arrangement with the Booking Secretary. The room located opposite the kitchen, is available for separate hire. When not so used, (check with the Booking Secretary) the Hirer of the Village Hall may use the room.
8. The whole area of the Community Centre is included in the hire charge of the Community Centre.
9. The Hall is used for a multiplicity of purposes. The Hirer shall check with the Booking Secretary that the floor surface is suitable for the purpose required. The Committee accept no responsibility for any accident or incident arising therefrom (see clause 25). Under no circumstances shall adhesive tape be stuck on the floor, as this is likely to damage the floor surface. On a point of safety spillage of any liquid must be cleared up immediately.
10. The keys shall be collected and returned by prior arrangement with the Booking Secretary.
11. The Hirer is responsible for the safe keeping of the Hall, its fixtures and contents, and for the heating and electrical installations throughout the period of hire. Any damage, breakage or missing items shall be reported to the Committee and made good by the Hirer.
12. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat in the Hall shall be refrigerated and stored in compliance with the Food Temperature Regulations. The Village Hall and the Community Centre are both provided with a refrigerator. The Bletchingley Village Hall and Community Centre do not constitute a ‘Food Business Operator’ per se and therefore do not provide full safety documentation based on Hazard Analysis and Critical Control Points (HACCP). However we acknowledge our responsibility in terms of maintaining and servicing the Village Hall kitchen so that food may be handled or processed in a safe and hygienic manner. All food must be removed at the end of the hiring period.
13. The Hirer is responsible for putting out furniture and any other equipment, and replacing it afterwards.
14. No notices or displays may be fixed to the walls. All advertising material relating to the Hirer’s activity, whether in the Hall or displayed around the Village, shall be removed within 24 hours of the end of the booking.
15. The Hirer shall ensure that no unauthorised heating appliances shall be used in the Hall when open to the public without the consent of the Committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.
16. The Hall shall be left clean and tidy to the satisfaction of the Committee, and all decorations removed immediately after the period of hire. Cleaning materials shall be provided by the Hirer and all kitchen equipment (including any china and cutlery used) shall be left clean ready for the next Hirer. Please leave the Hall in the condition you would expect to find it.
17. The toilet facilities shall be left clean and tidy.
18. If the Hall is to be left unattended during a hire, the Hirer shall ensure the Hall is locked and left safe.
19. All rubbish, except hazardous waste, shall be placed in plastic sacks and deposited in the rubbish container outside the
stage door exit of the Village Hall. Hazardous waste of any kind, including fluorescent tubes, paint tins, etc., may not
be placed in the rubbish container but shall be disposed of by the Hirer off-site.
20. At the end of the period of hire, the Hirer shall switch off all lights and appliances, close and lock all windows, lock all
the external doors and generally secure the Hall before returning the keys as arranged. In particular, the Hirer shall
ensure that the entrance porch lights are switched off before final departure. The Hall shall be vacated and locked by
midnight on each day of each function.
21. The Hirer shall observe local authority bye-laws and regulations. No illegal or immoral activity may be carried out.
22. The Hirer shall ensure that all those attending the function are made aware of the means of escape in the event of a fire.
23. The Hirer shall ensure that no nuisance or annoyance is caused to the owners or occupiers of adjoining or neighbouring
properties, either by themselves or any persons visiting the Hall in connection with the Hirer’s use of the Hall. When
leaving the hall late at night please consider the local residents and leave quietly.
24. Confetti shall not be thrown in the Hall or in the adjacent parking area.
25. The Committee is not responsible for any injury to persons using the Hall, or loss or damage to stored equipment or
other property brought into the Hall or adjacent parking area. The Hirer shall ensure that Public Liability Insurance
adequate to cover all aspects of liability relating to the proposed use of the Hall is in place. If requested to do so, the
Hirer shall produce to the Committee, before the date of the proposed hire, written evidence provided by their insurers
that such cover is in force.
26. All accidents, diseases and dangerous incidents occurring in the Hall shall be recorded in the Hall’s accident book and
be reported to the Committee as soon as possible via the Booking Secretary. Where the law so requires, the Hirer shall
report the accident to Tandridge District Council, Environmental Health Department, within the prescribed time limit.
27. The deposit will only be returned upon verification by the Committee that all the above conditions have been observed
and complied with.
28. Bookings cancelled within 2 months of the starting date of the hire are subject to a cancellation fee as follows:
   2 months = loss of deposit;  6 weeks = 50% of the hire fee;  1 month = full hire fee.
1. Any contravention of the Conditions of Letting will annul the Hirer’s hiring rights without compensation.

Telephone numbers : Bookings : 01883 744031

We accept the conditions of Letting.

Name of Organisation : ............................................ Telephone Number: ............................................
Authorised Member : ............................................ Signature: .........................................................
Function : .......................................................... Date of Function : ..........................................
BLETCHELINGLEY VILLAGE HALL

Please follow these simple instructions for using the hall and help to keep it running smoothly for everyone:

**Light switches**  These can be found in the boiler room in the ladies toilet.

**Cooker**  The instructions for operating the oven are displayed beside the cooker. Please leave it clean.

**Kitchen**  Please leave this as clean and tidy as you would like to find it. Some cleaning materials can be found in the broom cupboard in the kitchen.

**Windows**  For security reasons all the windows are locked. The key to open them is hanging in the boiler room in the ladies toilet. PLEASE LOCK THEM AGAIN AFTERWARDS.

**Rubbish**  Please put rubbish in plastic bags and deposit in the rubbish container beside the fire exit steps.

**Hall floor**  Please clean the floor with the special-action mop which is stored in the second cupboard in the main hall. Do not wash the floor. Any spills can be cleaned up with a damp mop that is kept in the kitchen broom cupboard.

**Tables**  Tables should be stacked flat no more than ten high.

**Chairs**  Chairs should be stacked no more than 4 high.

**Decorations**  Blu-tack, sticky tape, pins or nails must not be used on the walls. Any decorations should only be secured to the TOP of the picture rail.

We reserve the right to retain part or all of your deposit if the above conditions are not complied with.

**PLEASE HAVE A FINAL CHECK BEFORE YOU LEAVE TO ENSURE THAT THE HALL IS CLEAN & TIDY AND SECURED, AND THAT ALL LIGHTS ARE TURNED OFF. THE HIRER IS ALSO RESPONSIBLE TO SEE THAT EVERYONE LEAVES QUIETLY FAILURE TO DO THIS COULD RESULT IN THE CONFISCATION OF YOUR DEPOSIT**

We hope you enjoy your function.

Village Hall Management Committee July 2008
REPAYMENT OF YOUR DEPOSIT

We would like to return your deposit to you as quickly and as safely as possible after the date of your booking and the best way to do this is through the BACS system straight into your bank account.

Would you kindly complete this form and return to me with your deposit and booking form so that your deposit can be returned direct into your bank account.

Name of Bank………………………………………………………………………………

Sort Code………………………………………………………………………………

Account No………………………………………………………………………………

Account Holders Name……………………………………………………………