

## Hiring the Hall Policy

1. The hirer must ensure that the premises are used only for the purposes stated in the hiring agreement and that the persons using the premises do so in a responsible manner.
2. The hirer must be 21 years of age or over and must be present during the hire period.
3. Children must be supervised by an adult at all times.
4. All items and equipment brought into the hall by the hirer are the responsibility of the hirer, who should arrange his/her own insurance. Any electrical equipment introduced to the hall must have a current PAT certificate of safety.
5. Fire escape doors and passageways must not be blocked, nor the fire regulation capacity of 200 persons exceeded for the main hall and 50 for the Portal Room. In line with fire safety recommendations, doors should not be wedged open.
6. The hirer is responsible for ensuring that all relevant legislation is complied with, including the obtaining of any necessary licences.
7. Licences for the sale of alcohol must be obtained and a copy of the licence emailed to [swanmorevillagehall@gmail.com](mailto:swanmorevillagehall@gmail.com) before the event.
8. The hirer must pay to the Trustees the relevant hiring fee and damage deposit before a booking can be confirmed.
9. In the event of cancellation of a booking, a refund will be given if the hall is subsequently re-let. Any other refund will be at the discretion of the Trustees. Bookings cancelled at 7 days' notice or less will not be refunded.
10. If the hall is rendered unfit for hiring, the Trustees will not be liable for any loss or damage suffered by the hirer.
11. The hall is occasionally required for use as a polling station. In this event, the Trustees reserve the right to cancel a hiring and refund the hiring fee paid.
12. Smoking is not permitted anywhere in the building and the use of smoke machines and water mist/spray machines is prohibited.
13. The use of fireworks at the hall and grounds is prohibited.
14. Music must be turned down by 11pm and turned off by midnight.

15. It is **THE HIRER'S** responsibility to ensure that:
  - All windows and doors are closed and secured
  - All lights should be extinguished
  - All taps turned off
  - All water heaters and hand dryers should be switched off
  - If cookers have been used ensure all taps are turned off and wipe the cooker clean
16. The hall must be left in a clean and tidy condition and any rubbish is removed from the hall by the hirer and disposed of responsibly as the hall has no waste disposal facilities
17. The hirer must ensure that all equipment used is left as found.
18. If the stage is required it should be used with care. No objects are to be dragged across it and it must be left tidy and with the staging equipment stacked. Otherwise, the stage should not be disturbed.
19. All party, catering and other rubbish must be taken away by the hirer.
20. Where a booking follows on immediately, the hirer must only hand the key to a responsible adult.
21. Subject to the point above, promptly after the hiring the key must be returned to the external keybox.
22. In the event of an emergency, please call the following numbers: 07768 661606

***Please note:***

- The full hiring charge should be made by all Hirers at the time of booking, other than Village Organisations.
- The management committee reserves the right to hold a damage deposit for any booking and is at the committee's sole discretion. Any event where alcohol is provided or sold will attract a damage deposit of £100. This will be returned following a check of the facilities once the booking is complete. This may take up to 7 days.
- The kitchen complies with the latest hygienic regulations and it is the responsibility of **THE HIRER** to ensure that all foods and drinks used are prepared and served correctly.
- The Management Committee accepts no responsibility for contravention of these conditions.

**FAILURE TO COMPLY WITH ANY OF THE CONDITIONS WILL ATTRACT A  
SURCHARGE AND BE DEDUCTED FROM THE DAMAGE DEPOSIT**