



SHIPBOURNE VILLAGE HALL
Registered Charity No.1074519
MANAGEMENT COMMITTEE

Terms & Conditions for Hire

1. For safety's sake there is to be a maximum of 50 adults. Hirers must be over 18. Adults are to be present at all times.
2. No smoking please. Alcohol may not be sold or purchased on the premises. Indoor fireworks or barbecues are not permitted. The Village Hall will not be responsible for food hygiene when the Hall or kitchen is operated by or on behalf of those who have hired it. All activities undertaken in the Hall or garden are solely the responsibility of the hirer. Unless there is an obvious fire or related emergency, it is forbidden for any hirer or associated persons to interfere with the fire alarm system or its control panel.
3. The hire fee should be paid in advance and any damage must be paid for subsequently. Please do not use pins or blu-tack in/on the walls or allow guests to wear stiletto heels. Only draw curtains using the cord pulls. Please do not alter or switch off storage heaters.
4. Please respect our neighbours. Keep noise to a reasonable minimum and ensure premises are vacated quietly by 23.45. In particular please do not play music outside the building and no live music please.
5. The Hall must be left clean and clear of rubbish. As our rubbish is now collected fortnightly please take all rubbish home with you. Close internal doors and kitchen hatches. Please stack chairs neatly and switch off lights. Ensure the external doors are locked – both front and back door can only be locked from the outside.
6. The children's play equipment, including that in the garden, is privately owned and may not be used under any circumstances. Its use is specifically excluded from the hire of the Village Hall. Shipbourne Parish Council and the Village Hall Management Committee accepts no liability for any injury, accident or damage caused by use of *any* play equipment. Adults please instruct your children.
7. For insurance reasons, each person handed a door key is responsible for its safekeeping. Copies may not be taken. Please take care of the keys; they are registered and expensive to replace.

Safety locks are fitted to both external doors. These enable exit from the inside even if the door is locked. Adults may use a small latch to the front door to prevent children straying from premises. The 'keyholder' must ensure all windows and doors are secure before departure.