**Bickleigh Village Hall Lettings Policy - April 2021**

If the Hirer is in any doubt as to the meaning of any of the following, please contact a member of our committee as soon as possible.

PLEASE NOTE: Bickleigh Village Hall has a NO SMOKING POLICY. Smoking is not permitted in any part of the building.

For the purpose of these conditions, the Hirer shall mean an individual or, where the hirer is an organisation, the authorised representative.

1. Any person hiring the village hall must not enter if they or anyone in their household has COVID-19 symptoms. If symptoms develop within 10 days of visiting the premises they should seek a COVID-19 test. All persons entering and leaving the premises, throughout the duration of the hire, to use the hand sanitiser provided at the entrance. All door handles and surfaces will be cleaned by the Committee prior to use. When possible keep the hall well ventilated during the duration of the hire.
2. Supervision: The hirer must be over 18 years of age unless supported by an adult guarantor and who will be responsible for the supervision of the premises, the fabric and contents, their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity, including supervision of car-parking arrangements so as to avoid obstruction of the highway in Bell Meadow. All children to be supervised throughout the duration of the hire.
3. Use of Premises: The Hirer shall not use the premises for any purpose other than that applied for and shall not sub-hire or use the premises or allow it to be used for any unlawful purpose which may render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic beverages without written consent.
4. End of hire: At the end of the hire the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, locked and secured all doors and windows, unless directed otherwise by the Committee. Any items moved from their usual place within the hall put back. Any kitchen items used during the hire period are to be washed, dried and put back in their original position. Failure to do so may result in losing the deposit.
5. Licenses: Please note that the village hall does NOT have a Premises License therefore one needs to be obtained from the local council if the hirer is wanting to have a bar serving alcohol. This to be obtained by the Committee upon request for an additional payment of £25. The hirer is not permitted to bring their own alcohol on site for sale.
6. Gaming/Bettings/Lotteries: The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
7. Public Safety Compliance: The Hirer shall comply with all the conditions made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
8. Health and Hygiene: All persons entering and leaving the village hall to use the sanitising station found in the entrance of the village hall, throughout the time of hire. The Hirer shall, if preparing, serving or selling food, observe all the relevant health and hygiene legislation and regulations. The hirer shall bring their own towels and kitchen paper to use in the kitchen and take home when they leave. Changing facilities are available in the Unisex Accessible WC. The Hirer shall ensure that all soiled items are removed from the premises at the end of the hiring.
9. Electrical appliance safety: The hirer shall ensure that any electrical appliances brought by him/her to the premises are used there shall be safe and in good working order and used in a safe manner.
10. Damage to property: The Hirer shall indemnify the committee for the cost of repair or replacement due to any damage done to any part of the property including the curtilage there of all the contents of the buildings, furniture, fittings and equipment which may incur during the period of the hiring or as a result of the hiring.
11. Noise:The Hirer should ensure that the minimum amount of noise is made on arrival and departure, due to the village hall being within a residential area.
12. Animals: The hirer shall ensure that no dogs, except guide dogs, are brought into the hall.
13. No alterations: The Hirer shall not make any alterations or additions to the stage, lighting or public address system without written permission and shall pay for any missing parts, breakages and damage.
14. Stored equipment: The Village Hall accepts no responsibility for any stored equipment or other property brought onto or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property must be removed at the end of each hiring.
15. In the event of the whole or any part there of being rendered on fit for the use for which it has been hired, the Committee shall not be liable to the hirer for any resulting loss or damage.
16. Capacity: The Hirer shall ensure that the maximum number of persons present in the hall at any one time shall not exceed 100.
17. The Hirer is advised that the use of smoke/dry ice machines, which are sometimes used in conjunction with discos, are prohibited on the Village Hall premises as this activates the fire alarm systems.
18. The Hirer will be responsible for setting up and clearing away chairs and tables as required, unless agreed otherwise with the Committee. The Village Hall chairperson will arrange the setting up of the stage, light and sound systems if they are needed.

Bickleigh Village Hall committee reserve the right to amend or add to these conditions of let at any time.

Signed: Date:

Hirer

Signed: Date:

Committee Member

Bickleigh Village Hall, Bell Meadow, Bickleigh, Tiverton, Devon, EX16 8RE

01884 855053 - Chairperson

07775 522311 Bookings

01884 855018 - Secretary