

## TERMS AND CONDITIONS FOR FUNCTIONS AT

### CLAYTON VILLAGE HALL

#### **1)To make a booking:-**

All queries relating to the booking in the first instance should be directed to the Booking Co-ordinator. Clayton Village Hall is run by the registered charity Clayton Community Association. The Association has the right to refuse any application without giving a reason.

#### **2)Deposit**

A non-returnable deposit of £20 is required with all bookings. The balance is due one week prior to the date of the function when confirmation is required.

#### **3)Clearing Up;**

At the end of the **booked time** please leave the premises in a clean and tidy manner, putting all waste in the bins and furniture and equipment returned to the correct places as at the beginning of the letting. The kitchen must also be left clean and tidy. Any **overstay** after the booked time will be deducted from the bond on a pro-rata basis for the agreed hourly rate.

#### **4)Drink:-**

In line with the liquor licence, no alcohol can be brought on to the premises. All wines, beers and soft drinks must be purchased from the bar for functions requiring bar service. In the event of the hirer supplying his/her own drink for toast purposes, a corkage charge will be levied. This is currently (2019) £1.50 per bottle.

#### **5) Use of Clayton Village Hall for Catering Event :-**

Clayton Village Hall will provide clean and well maintained equipment, cleaning materials, disposable cloths, suitable facilities for hand washing and cleaning equipment as required. It is expected users will follow the correct hand washing procedures and wear protective clothing when preparing and serving food. Separate chopping boards for raw and cooked food are provided. Please note there are no fridge or freezers available for use. In preparing and serving food at Clayton Village Hall please ensure procedures as set out by the Food Standards Agency are followed. More information available at [www.food.gov.uk/business](http://www.food.gov.uk/business).

**6)Loss, damage and safety:-** A £100 cash refundable bond is payable for all events. The hall shall only be used for the purpose stated at the time of booking and the number of people admitted shall be in line with police and fire regulations. Should there be any damage to the building, furniture, equipment, or the building is left needing extra cleaning, this is the responsibility of the hirer and the cost of making good the damage or cleaning up will be deducted from the bond, or the bond may be forfeited. Clayton Village Hall, on behalf of Clayton Community Association, will not be responsible for the safe custody of the hirer's property.

No electrical fittings or appliances may be altered or removed. Any additional appliances can only be used with the agreement of the Bookings Co-ordinator.

The hirer is responsible for making any insurance arrangements necessary for their particular activity.

#### **7)Signing in and out:-**

The organiser of the function needs to sign in and out using the book in the entrance hall. They also need to identify 2 people who can check the toilets in the event of the fire alarm sounding. If the function is upstairs and there are members with poor mobility ,they need to ensure there is a buddy to assist that person in the use of the Evac Chair.

#### **8)Risk Assessments:-**

All hirers must undertake a risk assessment, of the rooms they are hiring, at the start of any letting. They need to alert the booking co-ordinator of any perceived risks.

#### **9)First Aid Box and Accident Book:-**

There is a First Aid box in the downstairs toilet (and the kitchen and bar, if these are available during the function). Inside the box there are forms taken from the accident book. Please complete these in the event of an accident. If supplies from the box, or the forms are used, please notify the Bookings Co-ordinator. (tel 07734 513652)

#### **10)Security:-**

It is the responsibility of the hirers to ensure the front door is locked when evening meetings are in progress, to prevent unauthorised visitors, and that all outside doors are securely locked when the premises are vacated.

#### **11)Smoking**

Smoking is not allowed anywhere in the Village Hall.

#### **12)Bouncy Castle**

You are welcome to use a bouncy castle in the Ken Hartley Hall, so long as it is not higher than 8 feet .Please make sure the Bookings Co-ordinator is aware of this. You will be asked to sign a form giving specific instructions about using a bouncy castle. This is on the advice of our insurers .

#### **13)Parking**

The Village Hall is located in a residential area surrounded by private houses. Hirers are asked to consider the local residents when they choose their parking arrangements. Attached to these Terms and Condition is a map showing the best and worst places to park.

#### **14)Comments :-**

We want to improve the quality of the service we provide. We would therefore be grateful if you could give us any information about ways we could do things better.

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