

Rules for the Hiring of Hartfield Village Hall 2020

The Village Hall Management Committee wish to point out that the person (or persons) in whose name the hall is booked is responsible for carrying out these Rules and the general supervising of the Hall.

- The period and purpose for hire and any period required for preparation must be clearly stated at time of booking.
- In no circumstance may alcohol be sold in the Village Hall, nor may there be any exchange of cash at the door or within the building in connection with the sale of alcohol, except under licence. (Licensing Act 2003) <https://www.wealden.gov.uk/licences-and-registers/licensing/licensing-policy/personal-licences/>
- Music must finish at 23.45 and there is an automatic cut out on the power socket. The premises must be vacated by midnight.
- The hirer shall leave the building in the condition in which it was found - - tables and chairs should be clean and must not be dragged over the floor, but must be carried. There are brooms and dustpan available in the cleaning cupboard by the kitchen. Failure to do so will result in the deposit being forfeited to pay for extra cleaning.
- ALL RUBBISH TO BE REMOVED AFTER EACH PARTY & DISPOSED OF AT HOME
- The hirer shall be responsible for reporting immediately all breakages and damage and these will be charged for at cost of repair, where repair is practicable, otherwise replacement cost.
- No stiletto or spiked shoes or heelys should be worn in the building. These ruin the wooden floor in the hall.
- All windows must be firmly shut and all doors securely locked at the end of the hiring, turning out all the lights and returning the keys to keysafe ensuring it is locked.
- Instruments, apparatus and anything else brought in for weekend events must be in a safe and working order. The Village Hall Committee will not be held responsible for any loss or damage incurred while these are left on the premises.



- The Village Hall Committee reserves the right to charge in the event of cancellations. It also reserves the right to cancel a booking with notice for Election polling station purposes. To ensure a guaranteed regular day / time slot, a maximum of 1 cancellation per term is permit able.
- Where dancing takes place - - not more than 96 persons may be present. Where music and singing only takes place - - not more than 150 persons may be present. (This is to comply with the law, fire regulations and insurance company ruling)
- The police and fire service officers are to be allowed entry to inspect the Hall at any function.
- All the heaters in Toilets and meeting room must be off when vacating the building. A penalty of £20 will be charged if heaters are left on or doors are left unlocked.
- When the Hall is hired a deposit will be required at the time of booking. This is refundable (subject to any necessary deductions for damage/ cleaning, Rubbish removal etc. incurred during the hire period). For private parties and discos the Full hire must be paid one week in advance. **Parties or discos for teenagers or juveniles must have adequate parental supervision.**
- Where organisations propose to run a bottle stall containing alcohol it is recommended that they check with Wealdon District Council, whether a licence is required.
- As a result of the extreme winter weather, if the Hall is available & accessible, we will charge as booked, but if WE are unable to reach the building to check if pipes are frozen, there will be no charge.
- No parties or gatherings for young adults under the age of 21 unless parent or guardians are present.
- We are a charity and rely on the hire of the hall for income to enable the maintenance of the hall. Please bare this in mind when using the hall, that any damage and wear and tear impacts the next hirers/ users of the hall. Please be kind to the hall and it will stay in a nice condition for the future.

