BEAN VILLAGE HALL - CONDITIONS OF LETTING

High Street, Bean DA2 8AS

1. The appropriate hiring charge must accompany the application to the Parish Clerk. This should take the form of a cheque or cash. A cash deposit of **£200** will be required on the day of your booking, which will be returned at the end of the hiring provided the **Hall is left at the end of the hiring as found. Only white-tack to be used for securing banners/balloons etc to the window sills or doors. – no drawing pins or Sellotape allowed under any circumstances. No attachments (notices, banners, etc) are permitted on the walls.**

2. Bean Parish Council clerk@beanparishcouncil.gov.uk reserves the absolute right to grant or refuse an application as they think fit.

3. All private functions will end as agreed on your booking, when all music etc must cease and the property and car park vacated. During this time, the Hirer shall be responsible for all persons leaving the premises and ensure they do so in a quiet and orderly manner.

4. The Hirer, who must be a responsible adult, shall be responsible for the proper conduct of all persons using the Hall and in the event of any person acting in such a way as to cause annoyance or inconvenience to other persons, the Hirer shall take all necessary steps to deal with the offender.

5. The Hirer shall be responsible for and shall pay for all damage done or occasioned to the premises and/or to the fixtures, fittings, furniture, articles and things belonging to the Hall therein during his use of the premises, whether caused by the Hirer or his servants or agents or persons attending his use of the premises or by any other person whomsoever. Every care shall be taken at all times to lift (as opposed to drag) all furniture, tables and chairs required, so as not to damage the floor surface.

6. Smoking
The Hirer shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. This includes the smoking within the building of electronic cigarettes. Smoking is only permitted in the designated outside area at the front of the building not in the rear garden and cigarette butts must be disposed of in the receptacle provided. Any person who breaches this provision shall be asked to leave the premises.

7. Garden
The hirer shall ensure that no inflatables are erected on the artificial lawn at the rear of the building nor that any article be placed on the lawn which may cause damage to it or penetrate the underlying membrane. **BBQs are NOT PERMITTED**. **The wooden shed and section of garden behind the picket fencing are for the sole use of the pre-school and are NOT FOR USE BY OTHER HIRERS.**

8. Bean Parish Council and its officers, agents and servants shall not in any circumstances be responsible to the Hirer or any other person for damage to, or the loss, theft or removal of any property brought or left by any person (including the Hirer) in or upon any part of the Hall (including the cloakroom). The Hirer shall indemnify all claims, demands, actions and proceedings in respect of any such damage, loss, theft, or removal of any loss sustained by any person in consequence of such damage, theft or removal.

9. The Hirer shall be responsible for ensuring the removal, immediately at the expiration of the hiring, of all goods and chattels brought into the Hall by the Hirer or by any other person during the period of the hiring. This **includes all garbage** which is to be completely removed from the premises in sacks provided and disposed of by the Hirer.

10. Officers of Bean Parish Council, the caretaker and any other persons authorised by Bean Parish Council shall have right of entry at all times to all parts of the hall and rooms let.

11. Officers of Bean Parish Council, agents and servants shall not in any circumstances be responsible for any loss, damage or theft of or from any vehicle parked on the premises.

A MAXIMUM OF 80 PEOPLE ARE PERMITTED IN THE HALL WHICH INCLUDES THE MEMBERS OF A BAND OR DISCO

FAILURE TO COMPLY WITH ANY OF THE ABOVE CONDITIONS WILL RESULT IN THE FORFEIT OF YOUR DEPOSIT

Signed (Hirer) ..... Date .....……..