

**CHESWICK GREEN VILLAGE HALL MANAGEMENT COMMITTEE
TERMS OF HIRE FOR CHESWICK GREEN VILLAGE HALL**

1. The use of the hall by any person or organisation is at the discretion of the Cheswick Green Village Hall Management Committee, who reserve the right to refuse any booking at any time. The Committee cannot be held responsible for any injury, loss or damage howsoever caused. The Management Committee manage the Village Hall on behalf of Hockley Heath Parish Council.
2. The Hall is let to one person aged 21 years or over, the HIRER, who is personally responsible for all damage, loss or breakages to the Hall and its contents.
3. The HALL should be left in a clean and tidy state with ALL litter, bottles etc removed from the premises. NOTHING should be disposed of using the bins belonging to the shops or Saxon Public House.
4. Brooms, dustpan and brush, mop and bucket are stored in the toilet for the disabled. The Hall must be left in such a way that it can be used by the next hirer.
5. The HIRER will close and secure all windows and doors and ensure all internal lights and fans are switched off.
6. Any kitchen equipment used must be cleaned after use and returned to its storage space. Materials for washing and drying are not provided.
7. At the discretion of the Committee, a charge for failure to comply with 3, 4 5 and 6 will be made. This together with the cost of all repairs or replacements will be paid by the HIRER or others during the period of the hire.
8. The Committee does not take any responsibility for use, loss or damage to items brought into the premises by the HIRER or others during the period of the hire.
9. Owing to the close proximity of houses, noise must be kept to reasonable levels. Members of the Committee may at their discretion instruct a reduction of the noise level.
10. The use of adhesive tape of any sort to put up signs, decorations etc are not permitted. Only Blu-Tak may be used.
11. Unsupervised children under the age of 14 are not allowed in the kitchen under any circumstances whilst kettle, hob or oven are in use.
12. The fire exits must not be blocked and ONLY used for emergencies.
13. The fire extinguishers must not be removed from their brackets.
14. Chairs and tables must be returned to their original position. Brown chairs in the small hall and grey chairs on the stage blocks in the large hall. Tables must be stored on the trolleys.
15. If the heating is too high for your activity either:-
Large Hall - adjust the thermostat on the wall OR Small Hall – adjust the radiator thermostats. BUT please return to original settings after use.
- 16. We do not accept bookings for teenage parties under 21 years of age.**

SIGNED

DATE