

**GREAT BROUGHTON VILLAGE HALL.**  
**CONDITIONS OF HIRE**

1. Please note that **SMOKING IS NOT PERMITTED** in any part of the premises.
2. A copy of the **PREMISES LICENCE** is displayed on the notice board in the main hall. Hirers will please ensure that all the conditions are complied with. **Your attention is drawn particularly to the conditions relating to Escape Routes and Fire Precautions. When children or the disabled are present, particular care for their welfare must be taken. Hirers and their agents must ensure that proper supervision is provided during lettings**
3. The Village Hall is **NOT** licensed for the sale of alcohol. Subject to the approval of the Committee, a hirer can apply to Hambleton District Council for the Hall to be licensed for alcohol sale for the one event. Hambleton District Council charge a fee, currently £21, for this licence.
4. Hirers will be held responsible for any damage to the premises, their fixtures and fittings or other equipment, which occurs as a result of their use.
5. **To prevent damage to decorations, notices, etc, are to be posted on the notice board only and not affixed to any of the walls, woodwork or windows.**
6. Hirers must ensure that the premises are left in a clean and tidy state after use, that the floors are swept of all debris and cleaned of any spillage, and that all litter and waste is removed from the premises and precincts immediately after the hire period. Failure to comply with these conditions may result in an additional charge.
7. At the end of the letting, chairs must be neatly stacked four high in positions as indicated. Tables must be stacked at the west end of the main hall. Damage to the floor must be avoided.
8. Hirers will be held responsible for any loss or breakages of crockery, glassware, utensils or other equipment. After use, all such items must be replaced clean and tidily in the appropriate drawers and cupboards.
9. The heating system is pre-set and must not be tampered with.
10. Before leaving the Hall, hirers must ensure that no fire hazard exists, that all taps, lights and electrical appliances are turned off, that the premises are left in a safe and secure state, and that the intruder alarm is re-set.
11. The Village Hall Committee will not be responsible for any claim which may arise as a result of negligence on the part of hirers or their agents.
12. The Village Hall is insured for damage due to fire, theft and similar perils. Personal accident insurance and any insurance for loss or liability however arising incurred by the hirers, agents or guests, is the responsibility of the hirers themselves. Neither the Village Hall Committee nor its servants shall be liable in contract, tort or otherwise for any personal injury or for any loss or damage to any hirer or user of the Village Hall.
13. The current rates of hire for the Village Hall are £14 per hour inclusive of all facilities, or £10 per hour for residents of Great Broughton, Kirkby-in-Cleveland and Busby Parishes.
14. **A deposit of 25% of the hire fees is to be paid at the time of booking. This deposit is not refundable if the booking is cancelled within 28 days of the event. The keys must be returned immediately after the event and the balance of the hire charge must be paid then or within three days of the event taking place. An invoice will not be sent.** Please supply a stamped, addressed envelope if you require a receipt. Please make cheques payable to "Great Broughton Village Hall".

Hire charge £.....

Date of event.....

Deposit paid £.....

From.....hours to .....hours

Balance due £.....

I agree to comply with the above Conditions of Hire.

Name (Caps):.....Address.....

Signature.....

Date.....

Tel: no:.....

The adjacent domestic garage on Ingleby Road is not part of the Hall and we ask that hirers of the Hall take care not to obstruct the access to our neighbour's property.