

# *Pakenham Village Hall and Playing Fields Association*

Registered Charity No. 1081815

-Supported by Community Fund; Countryside Agency; Help the Aged; St. Edmundsbury & Suffolk councils-

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## **Pakenham Village Hall – Conditions of Hire**

**PLEASE READ CAREFULLY.** The person or persons making the booking and/or paying the hire charge will be held responsible for ensuring compliance with these conditions.

**1. The hirer is responsible for ensuring that**

- (a) The hall is used in a safe, responsible and orderly manner, and a named responsible person is present for the whole period the hall is in use;
- (b) Noise is kept within reasonable levels (especially as regards the bass adjustment of bands and discos);
- (c) Windows and doors are kept closed while music is played;
- (d) No alcoholic drinks are sold unless the appropriate licence has been obtained (which shall be shown on request);
- (e) All regulations relevant to the use are complied with;
- (f) The function finishes by 11 p.m.** (midnight on Fridays and Saturdays; 10 p.m. on Sundays) and the hall is vacated and secured **no more than half an hour later.**

**2. Before the hall is vacated, the hirer shall ensure that**

- (a) The floor is swept and any tables and worktops used are wiped clean;
- (b) Any utensils and equipment used are cleaned and returned to their storage positions;
- (c) All the furniture is placed in accordance with the plan (in the entrance hall) and the hall is left in a clean and tidy state;
- (d) No bottles or cans are left on the premises, and all other rubbish is removed or placed in the bins provided;
- (e) All taps, lights and electrical switches are turned off;
- (f) All windows and doors are secured.

**3. The hirer is responsible for all damage to the hall** or its contents during the period of hire. All damage must be reported promptly to the Booking Secretary. The cost of rectification of damage (including WC blockages resulting from misuse) will be charged to the hirer or deducted from the deposit.

The deposit will be by cash or by cheque with a guarantee card for £100, returnable not later than 28 days after the event, subject to satisfactory hire. It will not be banked unless a charge on it is due.

**4. No nails, screws or similar may be fixed to any part of the hall,** nor any other means of fixing which might remove paint or leave any visible damage when it is removed. This includes such materials as Sellotape and Blu-Tack.

**5. Smoking is prohibited throughout the building.**

**(See overleaf)**

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### **6. Fire, safety and other regulations –**

- (a) All exit doors must be kept free of obstructions at all times.
- (b) There must be no alteration to or interference with electrical or other fittings.
- (c) Unauthorised use of the fire alarm may result in an extra charge being made.
- (d) Emergency problems or any injury arising or likely to arise must be reported as soon as possible to the Booking Secretary.
- (e) The maximum capacity of the hall is **100 if seated at tables, or 135 close-seated.**
- (f) No sub-letting is permitted.
- (g) The premises must not be used for any unlawful purposes or in any unlawful way
- (h) Nothing must be brought onto the premises which might endanger the property or its occupants or invalidate its insurance policies.

7. **Any member of the Committee, or its agent**, may enter the hall at any time, and reserves the right to refuse hire or to terminate the event immediately if the rules are not complied with.

8. **The Committee shall not be responsible** for any loss, damage or injury arising from the use of the hall and the car park, except to the extent that it can be shown to be negligent. The Committee shall not be responsible for any loss arising from the hall being unavailable for the intended purpose, for whatever reason.

9. **The hirer shall be liable** for the full hiring fee if the Hall is not used or if the event is cancelled without prior notice to the Booking Secretary.

***“Committee” means the Committee of  
the Pakenham Village Hall and Playing Fields Association.***

**N.B. The Public Liability Insurance** policy held by the Association provides cover for incidents occurring on premises owned by the Association. Hirers are advised to ensure that their own Public Liability policies cover **incidents occurring elsewhere** for which they may be held liable.

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