

Conditions of Booking and Use of the Kennet Valley Hall (October 2007)

General Rules for Hire

1. Bookings are only accepted through the Booking Secretary. When a booking is made, the full name and address of the person responsible for fulfilling the Hirer's Responsibilities listed below shall be stated on the booking form. This person **must be over the age of 21**, and be present on the premises throughout the booking.
2. An application for the hire of the Kennet Valley Hall must be made to the Booking Secretary at least three weeks in advance.
3. All deposits and hire charges for hiring the Kennet Valley Hall **must** be paid in advance to the Bookings Secretary or the Treasurer, except for Contract hirers who shall normally be required to pay within 30 days against an account rendered.
4. Notice of cancellation of hiring must be given by occasional or contract hirers in writing fourteen days in advance of the booking. In the absence of such notice, the hirers **must** pay the full hire charge.
5. All hirers will be required to pay a security deposit of £100. This deposit will be returned when the hirer has completed their letting and left the Kennet Valley Hall in a clean and tidy condition. In the event of damage or excessive cleaning being required the management committee reserve the right to withhold all or part of the security deposit. **The deposit and hire charge must be paid in full before the keys will be handed over.**
6. The management committee reserves the right to refuse any application received for the hire of the Kennet Valley Hall including:
 - a) Any application received later than the minimum period before the booking date.
 - b) To refuse admission to any individual without assigning the reason, provided that the action will be reported to the next scheduled management committee meeting.

Hirers Responsibilities: The person or organisation hiring the Kennet Valley Hall shall :-

1. Be fully responsible for its proper and orderly use.
2. Observe any licensing regulations or other legal requirements governing such use.
3. Be responsible for leaving the Kennet Valley Hall in a clean and tidy condition, having returned all furniture and effects to places where found. Please refer to local notices regarding refuse and re-cycling facilities provided by the hall. No litter shall be left in or about the hall premises.
4. Ensure that all doors are locked, all windows closed and all lights extinguished at the end of the booking period.
5. Return the hall key to the booking secretary, or the person from whom it was collected as soon as possible after the booking.
6. Be responsible for the cost of any damage done to the Kennet Valley Hall and its contents, or any breakage or loss, which, in all instances, **must be reported** to the Booking Secretary immediately after the letting.

Sale and Provision of Alcohol. No alcohol may be bought, sold or consumed on any part of the premises without the express knowledge of the management committee. Alcohol may only be sold at the Kennet Valley Hall with the approval of the hall's personal licence holder, and the acceptance of the conditions on the booking form. **The Personal Licence Holder's decision regarding the sale and provision of alcohol is FINAL.**

Betting, Gaming and Lotteries. Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries.

Dogs. No Dogs, with the exception of assistance dogs, shall be brought into the Hall without the express permission of the management committee.

Other Licensed Activities. The Kennet Valley Hall is also licensed for the following INDOOR activities
Performance of a stage play, the exhibition of films, sporting event, performance of live music, playing of recorded music, performance of dance, provision of facilities for making music, provision of facilities for dancing, provision of late night refreshment.
Details of licensing hours of the above events may be found on the notice board in the hall foyer, and are also available on request.

Safety Regulations. All conditions attaching to the granting of Premises License must be strictly observed. Nothing shall be done that will endanger the policies of insurance relating to the Kennet Valley Hall or contents, and in particular:

1. Fire exits must be kept clear at all times. No obstructions must be placed in any gangways or exits.
2. Fire Appliances will be inspected from time to time, and must be kept in their proper places and used for no other purpose.
3. **No naked flames e.g candles etc. are allowed in the hall without the advance permission of the management committee.**

Car Parking. Cars must not be parked so as to cause an obstruction at the entrance or exits from the Kennet Valley Hall. The Car Park shall be used with the minimum of noise on arrival and departure.

Nuisances. It is the hirer's responsibility to ensure that there is no NOISE nuisance from music played in the Hall. If music is being played then the doors and windows at the car park end of the hall must be closed AND if the side windows are to be opened then start at the stage end of the hall. The main hall fire doors must remain closed whilst music is being played.

Furniture and effects. All furniture and effects, including all equipment, within the Kennet Valley Hall is the property of the Kennet Valley Hall, unless agreed otherwise at a meeting and recorded in the minutes. All other property stored in Kennet Valley Hall with the management committee's permission will not be insured by the Kennet Valley Hall and all risk remains with the owner. No hazardous material may be brought into the Kennet Valley Hall.

These terms and conditions are subject to change without notice.