



OTTERTON VILLAGE HALL COMMITTEE

Registered Charity Number 203780

Hirers Agreement

Name:		Contact Numbers:	
Organisation:		Landline:	
Address:		Mobile:	
		Email:	
Postcode:			
Function:			
Date:			
Fee			
I have read and agreed the conditions of hire.			
Signed:		Date:	

All fees are payable in advance to the Bookings Secretary, £5 of which is non-refundable in the event of cancellation.

All bookings are subject to a £50 deposit. This is refundable subject to the premises being left on time, clean, free from damage, windows and doors locked, cooker and taps turned off and other requirements specified within our conditions of booking.

Should the projection equipment be required, please ask for instructions on how to use it.

All cheques are to be made payable to "Otterton Village Hall". In the case of deposits paid by cheque being refunded, the original cheque will be returned unbanked.

Please return this form within 10 days of receipt with the hire fee and deposit cheque to:

Mrs. Joan Cullen
Bookings Secretary
Otterton Village Hall
Bracken Lodge
Otterton
BUDLEIGH SALTERTON
EX9 7JJ

☎ 01395 567574

email: joan.882cullen@btinternet.com



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Hire Charges as ruling at 1st April 2022

<u>Hall Charges</u>	Village Organisations	Non-Village Organisations	Commercial
Main Hall	£20.00	£38.00	£67.00
Extra hour	£5.50	£11.00	£18.00
Committee Room	£14.00	£28.00	£42.00
Extra hour	£4.00	£8.00	£12.00
Prices are for up to a 4 hour session (including setting up time)			

Conditions of Hire

1. A £50. Deposit will be required for private functions and commercial bookings.
2. Charges include the use of tables and chairs within the building as well as heating and lighting.
3. Hire of the Main Hall includes the use of the kitchen. Hire of the Committee Room includes the use of the kitchen if it is not required for the Main Hall.
4. The building is heated and the temperature controlled by thermostats, please adjust them to your desired setting but return them to 18° C after use.
5. No smoking is permitted in the building.
6. The maximum occupancy of the Main Hall is 100.
7. Alcoholic drinks cannot be sold without a licence. The hirer is responsible for obtaining the licence.
8. Accidents must be recorded in the accident book. Any accidents must be brought to the attention of the Village Hall Management Committee.
9. Music must cease at 1.00am Monday-Saturday, 11.00pm Sundays.
10. Parking – please do not obstruct driveways or the highways.
11. Please leave the hall in a quiet, respectful manner and return the keys.
12. The hall must be left on time, tidy and swept clean. All appliances must be turned off and all doors secured before leaving.
13. All furniture must be returned to its original position.
14. All rubbish must be taken away with you.



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15. The Village Hall Committee reserves the right to refuse usage without explanation and also the right of entry at any time.
16. Arrangements for opening and closing the hall must be made through the Bookings Secretary.
17. There will be a £1 charge for item of crockery or glassware broken or lost. Other items will be charged at replacement cost.
18. Evacuation Procedure. All hirers must familiarise themselves with evacuation procedure in case of fire. This can be found on the hall noticeboard or available from the Booking Clerk.
19. Safeguarding children, young people, and adults at risk
 - a. You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation
 - b. When requested you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS)
 - c. All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur.
 - d. Relevant concerns must be reported.