

CONDITIONS OF HIRE FOR GISLINGHAM VILLAGE HALL

1. All bookings must be made with the Booking Clerk. All fees must be paid in advance and a booking remains provisional until the fee is received by the Treasurer/Booking Clerk. No booking will be accepted from a minor and there must be adequate adult supervision when the hall is used for a teenage function. The Hirer will forfeit 50% of the hiring fee in the event of a cancellation where less than seven days has been given.
2. The person or organisation hiring the Hall is responsible for all damage or loss (other than fair wear and tear) relating to the fabric, furnishings and equipment of the Hall. The Hirer will also be subject to a cleaning surcharge where excessive mess remains after the period of hire. Smoking is not allowed in any part of the Hall. All rubbish must be placed in the outside dustbins. The cooker and microwave are to be left in a clean condition.
3. The Hirer is responsible for maintaining order by the users in and around the Hall. Hirers must consider the convenience of people living near the Hall and take steps to eliminate rowdy behaviour and excessive noise levels. Please vacate the Hall and site as soon as possible after the event.
4. The Village Hall Management Committee can accept no responsibility for loss of or damage to personal items left in or around the Hall, nor to any vehicle or the contents thereof, nor to any article in or on any adjoining part of the Hall.
5. The Village Hall Management Committee does not possess a licence permitting the sale of alcohol. Any Hirer holding an event at which alcohol is to be consumed is required to satisfy the Booking Clerk that a suitable licence has been obtained. The sale of alcohol must cease by 2300 and consumption of alcohol by midnight. Please note when alcohol is offered as part of a ticket price a suitable licence will be required.
6. The Village Hall Public Entertainment Licence is valid for music, singing, dancing or entertainment of a like kind between 0900 and Midnight on Monday to Saturday. Music only is allowed on Sunday between 0900 and Midnight. All entertainment must cease either before or promptly at midnight and must not be extended for any reason whatsoever. The Public Entertainment Licence is affixed to the notice board in the lobby of the Hall. Please ensure you read and adhere to the conditions of the Licence.
7. The heating in the Hall is thermostatically and timer controlled. If you need to increase or decrease the temperature please use the controls on the timer adjacent to the Fire Exit. You must return the temperature to the default setting (Auto) when you leave the Hall. In the event of a problem with the heating please contact a member of the Management Committee.
8. There are two fuse boxes in the Hall, each with a trip switch. One is in the new Kitchen and the other in the old Kitchen. Emergency lighting is kept in the tall cupboard in the old Kitchen. Please ensure all lights are switched off when vacating the Hall. There is a time switch for external lighting located by the front door. When leaving the Hall switch off all lights then press to activate.
9. The First Aid Box is kept in the new Kitchen along with the Accident Report Book.
10. For most functions an informal seating arrangement will be used, the layout being determined by the Hirer. For formal events on stage (Concerts etc) a seating arrangement with aisles of 1.1 metres width leading to the exits is required by law. The chairs must be clipped together with a maximum of seven chairs to a row. A suggested seating arrangement is shown on the diagram that is affixed to the notice board in the lobby of the Hall. Please remember the law requires all aisles and exits to be kept clear at all times and the two exit signs to be illuminated after dark (or in a darkened hall).
11. Capacities for the Hall are as follows:-
 - Stage Events (Concerts etc) – 130 (maximum) seated on linked chairs
 - Dancing (Chairs around the floor) – 130
 - Dancing (Tables around the floor) – 100
 - Dining (Individual tables) – 90
 - Dining (Trestle tables) – 90
12. FIRE EXITS MUST BE KEPT CLEAR AT ALL TIMES BOTH INSIDE AND OUTSIDE THE HALL. Fire regulations demand the serving hatch is kept closed except when in use for serving food or drink.