



NETTLETON
VILLAGE HALL

LETTINGS POLICY

Please read ALL this policy before your event.
Failure to do so could result in a loss of
your deposit.

The village hall is licensed for performing rights.
No smoking is permitted on these premises.
All fire doors must be kept closed.
All exits to be kept clear.

OPENING HOURS

The hall is available to hire 7 days a week – subject to availability.

MAIN HALL

The maximum number of persons to be admitted to the whole hall is 120.

SMALL MEETING ROOM

When being used separately from the main hall the maximum number of persons to be admitted to the small meeting room is 20.

KITCHEN

The kitchen is equipped with two semi-commercial cookers, a fridge and a microwave. There is free use of the facilities for tea and coffee making and for food preparation. There is an additional hire charge for the use of the cookers. There are basic place settings for 120 people.

Any breakages should be reported and paid for.

BAR

The bar must be pre-booked via the Booking Clerk. All alcoholic drinks must be purchased from the bar. Please read additional terms and conditions for private functions and 18th/21st parties.

HEATING & LIGHTING

The cost of all heating and lighting is included in the hire charge.
Please DO NOT alter the thermostat settings which have been set to provide adequate comfort.

SPECIAL CONDITIONS

1. All events **MUST be finished, the hall cleared up and everyone vacated by midnight.** Should you wish to clear up the next day rather than on the evening of the function then a 24 hour booking can be made. However **24 hour bookings DO NOT allow events to continue later than midnight.**
2. As organiser we ask you to encourage **ALL visitors to park considerably** whether in the car park or surrounding area.
3. If you're delayed arriving at the hall you must **inform the caretaker** by calling **07707 719 019.**
4. Tables and chairs must be **LIFTED NOT DRAGGED** when being moved around, as dragging causes permanent damage to the hall floor.

GENERAL CONDITIONS

1. Your booking will be held for a provisional period of 14 days until receipt of your booking form and a 25% non- refundable deposit.
2. A separate refundable payment is also required when the balance of the hire fee is paid to cover breakages and to ensure the hall (including the toilets and kitchen) is left to a clean and acceptable standard for the next hirer. If you have a spillage on the floor, please just wipe it up - don't wash the floor as the water will spoil the wooden surface. The hirer is responsible for setting out and clearing away of tables and chairs which should be placed back into the store room according to the directions. Failure to leave the hall to the required standards will result in the separate refundable payment being retained.
3. The hirer is responsible for the removal/recycling of all waste in the appropriate bins. Two black bags will be provided for each function free of charge. Extra bags or waste left at the premises will incur a charge of £2.50 each. **Please note tea towels are NOT provided.**
4. The hirer shall, during the period of the hiring, be responsible for the fabric and contents of the premises and for the behaviour and safety of everybody attending the occasion.
5. The hirer shall not use the premises for any other purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises for any unlawful purpose.
6. Proof of identity **will be required** when bar facilities are being used.
7. Private parties are permitted only at the discretion of the Village Hall Management Committee and the Committee reserves the right to refuse any bookings. Please see attached special terms and conditions.
8. The hirer shall ensure that the minimum of noise is made on arrival and departure. To comply with the licensing conditions, the noise limiter in the hall must be used.

9. Real or artificial smoke shall not be produced on the premises. Please note no naked flames are allowed.
10. All electrical items brought into the hall must be PAT tested, comply with current standards or be accompanied by a Safety Certificate.
11. Laser effect lighting, fireworks and Chinese lanterns are **NOT** permitted anywhere within the hall and grounds, including the car park.
12. The use of party poppers is not permitted on the premises.
13. You are welcome to attach decorations, banners etc. with **Blue Tack** to any gloss surface (chair rail, doors and window frames) but please nothing on the walls as it will spoil the paintwork. Sellotape or drawing pins are not permissible.
14. Please inform your guests that stiletto heels are **NOT** allowed because they damage the wooden floor.
15. Police, Fire, Local Officers and Village Hall Committee Officers must be allowed access at any time.

CANCELLATION

If the hirer wishes to cancel the booking before the date of the event and the Village Hall Management Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Village Hall Management Committee. The Village Hall Management Committee reserves the right to cancel this hiring by written notice to the hirer in the event of circumstances beyond their control, such as:

- (a) Parliamentary or Local Government elections
- (b) The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- (c) The Village Hall Management Committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- (d) The premises becoming unfit for the use intended by the hirer
- (e) An emergency requiring the use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters

In any such case the hirer shall be entitled to a refund of any deposit already paid but the Village Hall Management Committee shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

SPECIAL TERMS & CONDITIONS FOR 18TH/21ST PARTIES

1. Number of attendees not to exceed 120 and entrance by invitation only or y hirers guest list.
2. 2 SIA registered doormen will need to be employed by the Village Hall Committee

on the hirer's behalf at a cost of £15 (+VAT) per person per hour. These doormen will be responsible for checking proof of age, numbers attending, supervising the function and ensuring general prevention of crime and disorder. This charge will have to be paid by the hirer with the booking fee.

3. The SIA registered doormen will be on duty half an hour before the doors open and will remain on the property half an hour after the party finishes.
4. The SIA registered doormen will operate the Village Hall Committee's 'Challenge 21 policy'. The approved forms of ID are passport, driving licence, any recognised proof of age card accredited under the British Rail Consortium Proof of Age Standards Scheme (PASS) and any other means approved and accredited by the Lincoln Police Licensing Office.
5. Both parents/guardians must be in attendance at all times.
6. The booking must be for a full 24 hour let.
7. All parties must terminate at midnight.
8. Only alcoholic drinks purchased on the premises may be consumed on the premises.
9. No breakable glasses to be taken outside.

SPECIAL TERMS & CONDITIONS FOR PRIVATE FUNCTIONS WITH A BAR (Other than 18th/21st parties)

1. Number of attendees not to exceed 120.
2. It will be at the Village Hall Committee's discretion to decide whether an SIA registered doorman is required for each function. The cost of hiring an SIA registered doorman is £15 (+VAT) per hour. If applicable, this charge will have to be paid by the hirer with the booking fee.
3. If an SIA registered doorman is not required, then the door will be supervised by one of the Voluntary Hall Committee Members.
4. The Village Hall Committee reserves the right on all occasions when there are insufficient volunteers available to supervise the function to ask the hirer to pay for an SIA registered doorman.
5. All functions must terminate at midnight.
6. Only alcoholic drinks purchased on the premises may be consumed on the premises.
7. No breakable glasses to be taken outside.

The conditions form part of our premises licence and
must be strictly adhered to.

THANK
YOU

for your cooperation