

PARTIES

- (1) The Village Hall named in clause 2.2 acting by its management committee.
- (2) The person or organisation named in clause 2.3.

AGREED as follows:

1. Throughout this Agreement:

- 1.1. the Village Hall named in clause 2.2 is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the Village Hall’s charity trustees, employees, volunteers, agents and invitees;
- 1.2. the person or organisation named in clause 2.3 is referred to as “you”; and “your” is to be construed accordingly; “you” also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees;
- 1.3. where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Hall Coordinator or, if the Hall Coordinator is not available, any of our charity trustees.

2. In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 3.1 for the purpose described in clause 4 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1.1 to 4 below and the answers to the questions in sub-clauses 4.1 to 4.5 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire.

2.1. **Date(s) required:**

- | | | | |
|--------|-----------------------|-------|----|
| 2.1.1. | Day(s) | Month | |
| 2.1.2. | Time required (Hours) | From | To |

2.2. **Village Hall**

- | | | |
|--------|---------------------------|--|
| 2.2.1. | Registered Charity No | 1159174, Milton Keynes and Broughton Village Hall |
| 2.2.2. | Authorised Representative | Laura Plumb |
| 2.2.3. | Address | c/o Village Hall, Willen Road, Milton Keynes Village, MK10 9AF |
| 2.2.4. | Telephone Numbers & Email | 07598 332777 and mkvillagehall@gmail.com |

2.3. **Hirer:**

- 2.3.1. Name
- 2.3.2. Organisation
- 2.3.3. Authorised Representative
- 2.3.4. Address
- 2.3.5. Telephone Numbers & Email

2.4. **Hire Fee**

- | | | |
|--------|-------------------------|--------|
| 2.4.1. | Hire Fee | £ |
| 2.4.2. | Non-refundable Deposit | £50.00 |
| 2.4.3. | Balance | £ |
| 2.4.4. | Security Damage Deposit | £ |

- 2.4.5. You must pay the non-refundable deposit of £50.00 at the time you sign this Agreement. You must pay the balance of the booking fee at least eight (8) weeks before the date of hire and Security Damage Deposit at least five (5) working days before your hire. All monies must be paid for your hire to go ahead. We will refund the security damage deposit within 10 (ten) days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring as a result of the hiring. You will be asked to complete a Security Damage Deposit Form (provided separately).
- 2.4.6. Any cancellations **before** eight (8) weeks of the date of hire will forfeit the Non-refundable Deposit. If you have paid your full hire fee the Balance will be returned to you via bank transfer.
- 2.4.7. If you wish to cancel your booking **within** eight (8) weeks of the hire date, no monies will be refundable (with the exception of the £200 security damage deposit if this has already been paid).
- 2.4.8. Is this a commercial hire? Yes / No

3. **Premises**

3.1. *Hall (inclusive of main hall, small hall, lobby, bar area, kitchen, toilets and access to the chair storage room).*

OR

3.2. *Hall (as outlined above) including use of the Jack Tasker Meeting Room [and designated storage].*

4. **Purpose/description of hiring:**

- 4.1. Will tickets be sold for your event? Yes / No
- 4.2. Is food to be provided at the event? Yes / No
- 4.3. Is alcohol to be provided at the event? Yes / No
- 4.4. Will there be exhibition of a film? Yes / No
- 4.5. Will live music be performed or recorded music played? Yes / No

5. You agree not to exceed the maximum permitted number of people in the hall, which is 100 including the organisers/performers.
6. The hall has a licence with the Performing Right Society (PRS) for the performance of copyright music from Phonographic Performance Licence (PPL). See noticeboard at the hall or the Hall's website for details.
7. We have a Premises Licence authorising regulated entertainment only. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence (available to view on noticeboard and hall's website) for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein.
8. You agree that if regulated entertainment, not covered by our Premises Licence, is to be held you must obtain our consent to apply for a Temporary Event Notice (TEN) to the licensing authority by completing Appendix 1 of this Hire Agreement. We will advise if a TEN is not needed.
9. You agree to give us notice of your intention to provide alcohol at the event and to give notice of a TEN to the licensing authority.
10. If you fail to comply with 8 or 9 above, we will cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

11. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.
12. We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.
13. None of the provisions of this Agreement is intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Signed by the person named at 2.2.2 above, duly authorised, on behalf of the Village Hall.

.....

Signed by the person named at 2.3.1 above or at 2.3.3 above, duly authorised, on behalf of the organisation named at 2.3.2 above, where applicable.

.....

Standard Conditions of Hire

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

1. Age

You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

2. Supervision

During the period of the hiring, you are responsible for:

- (i) supervision of the premises, the fabric and the contents;
- (ii) care of the premises, safety from damage however slight or change of any sort; and
- (iii) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. Please ensure no vehicles are parked on the village green

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of premises

You must not use the premises (including the public car parks, if any) for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises.

The hire is for the **Hall only** and not the surrounding outside areas. The surrounding land is for public use and **not** under the jurisdiction of the Village Hall Trustees.

The hirer is **not** permitted to erect any external structures including but not limited to Barbecue Equipment, Gazebos, Tents, Marquees and inflatable structures such as Bouncy Castles on the surrounding land. This also includes ice cream, fish & chip vans etc.

4. Insurance and indemnity

You are liable for:

- (i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents
- (ii) the cost of repair of any damage (including accidental and malicious damage) done to the WiFi service (if any)
- (iii) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of the WiFi service (if any), and
- (iv) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of the WiFi service (if any), and subject to sub-clause (ii), you must indemnify us against such liabilities.
- (v) We will take out adequate insurance to insure the liabilities described in sub-clauses (i) and (ii) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (iii) and (iv) above. We will claim on our insurance for any liability you incur but you must indemnify us against:
 - (a) any insurance excess incurred and
 - (b) the difference between the amount of the liability and the monies we receive under the insurance policy.
- (vi) Where we do not insure the liabilities described in sub-clauses (iii) and (iv) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Hall Coordinator. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

We are insured against any claims arising out of our own negligence.

5. Gaming, betting and lotteries

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

6. Music Copyright licensing

You must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, you must hold such licence(s).

7. Music

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

8. Film

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers that the required permissions are your responsibility. (The Deregulation Act 2015 requires you to have our written permission to show a film).

9. Safeguarding children, young people and vulnerable adults

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. 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). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

10. Public safety compliance

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our General Emergency Evacuation Plan or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our Health and Safety Policy. Our policy and procedures can be found on our website.

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Hall Coordinator.

(i) You acknowledge that you have received instruction in the following matters:

- (a) The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- (b) The location and use of fire equipment. (Include diagram of location when handing over keys.)
- (c) Escape routes and the need to keep them clear.
- (d) Method of operation of escape door fastenings.
- (e) Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- (f) Location of the first aid box.

(ii) In advance of any activity whether regulated entertainment or not you must check the following items:

- (a) That all fire exits are unlocked and panic bolts are in good working order.
- (b) That all escape routes are free of obstruction and can be safely used for instant free public exit.
- (c) That any fire doors are not wedged open.
- (d) That exit signs are illuminated.
- (e) That there are no fire-hazards on the premises.

(iii) That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

11. Noise

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using, sound amplification equipment comply with any other licensing condition for the premises.

12. Drunk and disorderly behaviour and supply of illegal drugs

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

13. Food, health and hygiene

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator. The premises are not provided with a thermometer.

14. Electrical Appliance Safety

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

15. Stored Equipment

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- (i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended;
- (ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.

16. Smoking

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

17. Accidents and dangerous occurrences

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book. You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our Hall Coordinator will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

18. Explosives and flammable substances

You must ensure that:

- (i) Highly flammable substances are not brought into, or used in any part of the premises (including indoor fireworks).
- (ii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.
- (iii) No candles (with the exception of candles on cakes which will be blown out immediately

19. Prohibited Equipment

You must ensure the following do not enter or are used at the hall:

- (i) smoke/bubble/foam machine(s) are prohibited;
- (ii) any equipment/articles producing an offensive smell, steam, gas, etc are prohibited.

20. Heating and Cooking Equipment

You must ensure that no unauthorised heating or cooking appliances are used on the premises without our consent. You must not use portable liquefied propane gas (LPG) heating or cooking appliances, nor chafing dishes using fuel/alcohol burners, candle flame or similar heating element.

20. Animals

You must ensure that Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises.

21. Fly posting

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and must indemnify and keep indemnified us accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority.

22. Sale of goods

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

23. WiFi Services

When using the WiFi service you agree at all times to be bound by the following provisions:

- (i) not to use the WiFi service for any for the following purposes:
 - (a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
 - (b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
 - (c) interfering with any other persons use or enjoyment of the WiFi service; or
 - (d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;
- (ii) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

24. Termination of the WiFi service

We have the right to suspend or terminate the wifi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

- (i) if you use any equipment which is defective or illegal;
- (ii) if you cause any technical or other problems to the WiFi service;
- (iii) if, in our opinion, you are involved in fraudulent or unauthorised use of the WiFi service;
- (iv) if you resell access to the WiFi service; or
- (v) if you use the WiFi service in contravention of the terms of these Standard Conditions.

25. Availability of WiFi Services

- (i) Although we aim to offer the best WiFi service possible, we make no promise that the WiFi service will meet your requirements. We cannot guarantee that the WiFi service will be fault-free or accessible at all times.
- (ii) responsibility to ensure that any WiFi enabled device used by you is compatible with the WiFi service and is switched on. The availability and performance of the WiFi service is subject to all memory, storage and any other limitations in your device. The WiFi service is only available to your device when it is within the operating range of the main hall.
- (iii) We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with the WiFi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of the WiFi service. Network speed is no indication of the speed at which your WiFi enabled device or the WiFi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

26. Privacy and Data Protection

- (i) We may collect and store personal data through your use of the WiFi service.
- (ii) We may process all information about you which is provided in relation to the WiFi service in accordance with your legal rights under the Data Protection 1998 and solely for the purposes of offering the WiFi service.
- (iii) By using the WiFi service, you agree to the terms of this clause 26. If you would like more information or object to anything in these conditions, you should speak to the Hall Coordinator.
- (iv) When using the WiFi service the Hirer agrees at all times to be bound by the following provisions:
 - (a) not to use the WiFi service for any for the following purposes:

- disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
- transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
- interfering with any other persons use or enjoyment of the WiFi service; and
- making, transmitting or storing electronic copies of material protected by copyright without permission of the owner

(b) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

27. Cancellation

If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we may, in our complete discretion, return the non-refundable deposit or require payment of the full hire fee.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- (i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- (ii) our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- (iii) the premises becoming unfit for your intended use;
- (iv) an emergency requiring 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 you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

28. End of hire

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge. Please also reference Appendix 2.

If the hall is not left in a satisfactory condition, the return of your full damage deposit will not be made. A decision on the amount to be withheld and or any additional fees to be paid (taking into account any damage, untidiness/cleanliness, black sacks left at the hall, late exits etc) will be made by the Trustees after the event and you will be notified in writing within 10 working days of their decision.

Helium balloons must not be left on the ceilings as they set the intruder alarm off when they fall down. If any are found on the ceiling, £12.50 of your security/damage deposit will be withheld to cover the time taken to remove.

The function **MUST NOT CONTINUE BEYOND 10.00 pm**, all music and/or dancing must stop by 10.00 pm to comply with Trustees requirements. If the event does overrun and you do not vacate the premises by the agreed hire time, you will be charged £50 for every 15 minutes delay/late finish (£200 for every 15 minutes after midnight). These fees will be deducted from the security/damage deposit and or charged in addition to the monies already paid for the hire if the fee is more than £200.

If you are given keys to the Hall and they are lost, **£100** will be deducted from your security/damage deposit.

29. No alterations

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such removal.

30. No rights

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.

Application for consent to apply for a Temporary Event Notice for an event at Milton Keynes and Broughton Village Hall

MILTON KEYNES AND BROUGHTON VILLAGE HALL IS NOT LICENSED FOR THE SALE OF ALCOHOL.

I hereby apply to Milton Keynes and Broughton Village Hall Management Committee for consent to apply to the Licensing Authority a Temporary Event Notice to hold the following licensable activities at the hall on the following date(s), during the following hours and in the following location(s):

Date(s)

Time

Description of event
.....

Licensable activities
.....

Location: Village Hall

I hereby undertake to comply with the provisions of the Licensing Act 2003 (and any regulations thereunder) as they relate to a Premises User holding a Temporary Event Notice (TEN) and to indemnify the management committee for any obligations thereunder. I undertake, in particular, to notify the Police Authority within the required time and not to allow the sale of alcohol to those aged under 18 or to those who are drunk or disorderly.

Signed by the person named at 2.3.1 or 2.3.3 of the Hiring Agreement (duly authorised on behalf of the organisation named at 2.3.2, where applicable):

Name

Signature

Date

I hereby authorise the person named above to apply for a Temporary Event Notice with the Licensing Authority for the area for the event described above on the date(s), at the time(s) and in the location specified above.

Signed by the person named at 2.2.2 of the Hiring Agreement, duly authorised, on behalf of the Village Hall's Management Committee:

Name

Signature

Date

Information Sheet (to be given to all hirers)

Opening and closing the village hall

The village hall keys will be available from the Hall Coordinator or another nominated person and after locking up, must be returned there immediately.

The village hall will be opened for your hiring by Hall Coordinator or a Village Hall Trustee and will be closed for you at the time you have indicated. It is important that you arrive promptly for your hire. If you are over 15 minutes late the Hall Coordinator or another member of the team will have left the site and you will have difficulty gaining entry for your hire.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Please telephone 07598 332777 (Hall Coordinator) in case of difficulty.

Guests are expected to vacate the premises at the end of a hire period. Thereafter only those helping to clear up the village hall should be on the premises and must be cleared within fifteen (15) minutes of the hire period ending. You should ensure that sufficient time has been built into your hire period for the hall to be cleaned and tidied at the end of your event. Failure to comply with this will result in forfeiture of your Security Damage Deposit.

Safety

The village hall has a No Smoking Policy.

In the event of a fire, the village hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Service called by dialling 999.

The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the village hall is occupied and the manner of opening Fire Doors should be made known to your guests. (A sketch plan showing these is shown on the following page).

Please use the trolleys provided for moving chairs in order to avoid injury. Please stack chairs and tables in the storeroom in the manner shown on the store door.

The village hall's Health and Safety Policy is kept in the Hirer's Guide on the windowsill in the Kitchen and also on the hall's Website. The village hall's Accident Book is in the same place.

A first aid box is located on the windowsill in the Kitchen.

A defibrillator is located in the old "Telephone Box" beside the Swan Inn on Broughton Road.

Power circuits/heating

The thermostat (heating controls) is located in the small hall by the double doors. Please let the Hall Coordinator know if you need the village hall to be particularly warm or cold. Do not adjust individual radiators/heaters as this will result in the village hall being too cold or hot for subsequent users.

Hall telephone

The village hall has no telephone and there is no public telephone in the village so you are advised to bring a fully charged mobile telephone for use in case of emergency.

Car parking

The lane leading to the village hall is a public road and this must not be obstructed. The two Parish Council car parks will accommodate a good number of cars if they are parked sensibly.

Any overflow may park at the Parish Council car park near to the Pavilion (on Worrelle Avenue, Middleton). Cars are not allowed on the grassed area (village green).

Consideration for others

The function **MUST NOT CONTINUE BEYOND 10.00 pm**, all music and/or dancing must stop by 10.00 pm to comply with Trustees requirements.

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car parks are disturbing to local residents.

Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the village hall clean and tidy and all furniture returned to the store room after your hire. In particular we ask you to ensure table tops are wiped clean before being stacked. Please ensure all waste is taken home (unless you have been advised there is space available in the outside bin).

Faults/damage/comments

Please report any faults or damage to the Hall Coordinator as soon as possible so that they can be rectified quickly. The management committee welcome comments or observations that you may have about your hire of the village hall.

Location and use of fire equipment for hirers:

Hall Floor Plan – fire exits and exit routes

