

MINSTERWORTH VILLAGE HALL

MAIN ROAD, MINSTERWORTH GL2 8JH

Telephone: 01452 750347 Registered Charity No: 255668

Website: www.minsterworth.org Email: village_hall@minsterworth.org

Conditions Applicable to Hire of Minsterworth Village Hall

1. The Hirer of the Hall, or appointed representative, must be over 21 years of age and be present throughout the period of hire to ensure that all the conditions of hire are complied with and that all requests by the Management Committee of the Hall are likewise complied with. The Hirer of the Hall or representative must at all times admit and allow any member of the Management Committee so authorised by the Chairman and on production of identification, free access to all parts of the premises.
2. The Hirer, or representative, will be held responsible for the conduct of all persons present during the total period of hire. Should any damage occur the same must be reported to the Chairman, via the Booking Clerk, without delay. Items of equipment broken or damaged will be charged to the Hirer at the cost of replacement or repair.
3. Unless otherwise expressly arranged, an allowance of not more than 1 hour prior to and 1 hour after the period of hire will be allowed to the Hirer for preparation and cleaning up after the period of hire. If on arrival, and before the period of hire starts, the Hirer is dissatisfied with any condition of the Hall or its equipment the Booking Clerk must be informed immediately.
4. After the period of hire the Hirer will be responsible for ensuring that all rooms (including the toilets and stage) are left clean, tidy and the outer doors securely locked. All heaters, lights and telephone must be SWITCHED OFF before departure; if they are left on the Hirer may be charged for the additional energy consumed. If the Hirer is supplied with a key to the Hall it must be left in the post box beside the front door when the hall is vacated. Should additional work be necessary to clean and tidy any part of the Hall or equipment used during the hire, this may be charged to the Hirer.
5. The Hirer, or a caterer engaged for the event, is not permitted to introduce additional cooking equipment (eg, microwave ovens) without first obtaining permission from the Management Committee via the Booking Clerk.
6. If alcohol is to be sold during the period of hire – or included in the cost of entrance to the event the Hirer is holding – then the Hirer will be held responsible, by the Management Committee, for complying with the Licensing Laws & Regulations and must arrange for a ‘Temporary Events Notice’ from Tewkesbury Borough Council. However, the Hirer should first consult with the Booking Clerk concerning any such arrangements and only when these have been discussed and agreed will the booking be confirmed.
7. Alcohol which is consumed on the premises absolutely free of any charge whatsoever to those attending the event does not require an occasional licence; but the Hirer should first consult the Booking Clerk to ensure that the proposed arrangements for the event are in keeping with the Management Committee’s regulations and the Licensing Laws. (Please see Conditions 1 & 2 above and note that any breach of the Licensing Laws by the Hirer could result in a criminal prosecution.
8. All auctions and sales to be conducted in accordance with the current Consumer Protection legislation and the Hirer of the Hall for an auction or sale shall ensure that members of the public are not prevented from entering or leaving the premises during the event.
9. The Management Committee can accept no responsibility for the loss of, or damage to, property belonging to or introduced into the Hall environs by the Hirer or persons present during the period of hire, or for any third party claims arising from the organisation or management of the event by the Hirer.
10. Bookings are subject to the premises being available and the Management Committee can accept no responsibility for any loss sustained by the Hirer arising through any part of the Hall becoming unlettable through accident, damage, service failure or other reasons beyond the control of the Management Committee.
11. The date (or dates) of a hiring will be guaranteed only on receipt of a completed Hire Application form and the required deposit (see the application form for details). In addition wedding applications require not only a deposit but also payment of the full balance one week before the event. See para 12.

12. Whatever the event the Management Committee reserves the total and unquestionable right to refuse or cancel any bookings and to stop any event before or during the period of hire, should any of the conditions applicable be breached.
13. Maximum permitted attendance is 150 persons.