

THE BRYN VILLAGE HALL

The Bryn, Abergavenny, Monmouthshire.

CONDITIONS OF HIRE – please read carefully before hiring.

Applications to hire the Hall must be made via the Bookings Secretary who will arrange unlocking/ locking up with the hirer. The Bookings Secretary must be consulted if there is doubt about any of the following terms and conditions. Payment is to the Hall Treasurer, who will provide an invoice.

1. The Hirer is deemed the 'Responsible Person' for the duration of the hire and must be present throughout the event.
2. The Hirer will, during the period of hire, be responsible for ensuring that the number of persons in the Hall does not exceed the maximum capacity of the Hall.
3. The Hirer will, during the period of hire, be responsible for the supervision of the premises - the fabric, contents and curtilage: their care, safety from damage and the behaviour of all persons using the premises, whatever their capacity; proper supervision of all car parking arrangements so as to avoid obstruction of the highway; necessary and proper use only of fire extinguishers (improper use will be subject to a fine determined by the Hall Management Committee); and observance of all regulations appertaining to the premises stipulated by the Fire Authority, Local Authority, Local Magistrates' Court or otherwise. Car parking is permitted in the tarmac areas only, not the grass area.
4. The equipment in the Hall is to be used for its proper purpose only and in accordance with the Instruction Manuals which are located at the Hall.
5. The Hirer shall indemnify the Hall Management Committee for the cost of repair of any damage done to any part of the property, its curtilage and contents, including fire extinguishers, which may occur as a result of the hiring.
6. Hire of the Hall is permissible to over 18 year-olds only, with a valid address.
7. Hire of the Bar is subject to the availability of a Hall Management Committee member or their designated representative to run it. Provision of alcohol and drinks to be served from the Bar is the responsibility of the Hirer, unless otherwise agreed with the Booking Secretary. It is illegal to serve alcohol to those under the age of 18.
8. It is against the law to smoke inside the village hall. Smoking is permitted within the designated smoking area outside only, and butts must be disposed of properly.
9. No electrical equipment shall be brought into the Hall or be used in the Hall that has not been approved in a PAT test and authorised by the Bookings Secretary.
10. The Hirer will familiarise themselves and the people in their charge with the locations of fire exits (which must be kept clear at all times), the location of fire extinguishers, evacuation procedures, the Fire Assembly Points. The Hirer will identify a person who will be responsible for contacting the Fire Brigade in the event of a fire.
11. At the end of the hiring the Hirer shall be responsible for:
 - a. Leaving the premises and surrounds in a clean and tidy condition (vacuum cleaners, brooms etc are kept at the Hall);
 - b. Properly locking and securing the premises unless directed otherwise;
 - c. Replacing any contents temporarily removed from their usual positions;
 - d. Turning off all lights;
 - e. Ensuring that hostess trolleys and oven are cleaned and switched off, if used;
 - f. Removing all refuse and recycling, including food refuse.
12. The Hall Management Committee reserves the right to cancel a booking in the event of the Hall being used as a Polling Station, in which case the Hirer will be entitled to the return of any deposit paid.
13. The Hall Management Committee accepts no responsibility for loss or damage to property left at the Hall; accepts no responsibility for any breaches of legal requirements in respect of activities carried out in or around the Hall by the Hirer and/ or anyone attending the event; reserves the right to cancel/ postpone or refuse a booking; reserves the right to revise charges at any time.

APPLICATION FOR HIRE OF THE BRYN VILLAGE HALL

Name of Applicant:

Address

..... Post code:

Tel: Mobile no:

Email:

Organisation:.....

Purpose of hire:.....

Date(s): Time(s)

Hours of hire in total: Total charge:

NOTE: PREMISES TO BE VACATED BY 12.00AM AT THE LATEST. THE HOURS OF HIRE MUST INCLUDE TIME TO SET UP AND TO CLEAN/ TIDY UP.

Please indicate whether this is to be a regular booking: Yes / No

Please indicate the facilities you wish to hire: HALL + KITCHEN HALL + KITCHEN + BAR*

NOTE: IF YOU WISH TO HIRE THE BAR YOU MUST SPEAK TO THE BOOKINGS SECRETARY TO CONFIRM ARRANGEMENTS.

I WISH TO MAKE THE ABOVE APPLICATION FOR HIRE. I CONFIRM THAT I HAVE READ THE CONDITIONS OF HIRE, AGREE TO THEM, AND AGREE TO PAY THE CHARGES APPLICABLE.

Signed Date:

NOTE:

ALL BOOKINGS ARE TO BE MADE VIA EMAIL: thebryn@villagehallsabergavenny.org.uk

OR BY CONTACTING Mrs Sandra Gunter – 01873 840461 (at reasonable hours).