

TERMS & CONDITIONS OF HIRE

Boxgrove Village Hall is a registered charity and like most village halls we are first and foremost a do-it-yourself venue. This helps village halls keep the costs down. You can build from the basic time and space you have hired and add what you want. If you haven't hired anybody to clean, decorate, set up the hall and take down, you do it yourself. Please include the set up and clean up time in your hire period.

Short Version

If you jeopardise our license you will also be jeopardising your deposit. Terms and conditions are boring but they can prevent fines, read them, clarify anything you are not sure of by asking. This is only the short version!

Things to be aware of:

- Bookings, amendments, additions must be via email or letter by the Hirer or authorised person. We will not make any changes via verbal instruction.
- Respect our business which is the hire of space and time, this is how we make our money. If you have not booked the time do not assume you can take it. It doesn't belong to you.
- Selling alcohol – make sure you complete, sign and return our supplementary terms and conditions form with payment. DO NOT APPLY TO THE DISTRICT COUNCIL FOR A TENS. It is up to the hirer to pay the fee; your mobile bar is your sub-contractor. We don't have a contract with them, you do.
- Ensure that your caterers / mobile bar is on the halls suppliers list, if not talk to the manager.
- The kitchen is shared with other hall users unless otherwise agreed or you have paid for exclusive use.
- Last orders 10.50pm, music off 11.30pm – everybody out by mid-night, charges for being late are heavy. Music must not exceed 80 db
- Although we have plates, cutlery and crockery for your use we do not guarantee quantities at any given time.
- Nobody to stay overnight in vehicle(s) in car park
- No smoking inside the hall. Remember to clean up ciggie butts dropped on terraced area
- Hired in equipment – must be delivered and collected during **your** hire time.
- Clean the hall after use. Hoover is in cupboard in large hall, brushes, mops etc is in cupboard next to fire escape in kitchen. Leave it messy - risk your deposit or not being able to use the hall again.
- Bottles to bottle bank, all other rubbish in the large bin in the car park.
- The use of Drones is banned from the village hall and its environs
- Close and lock the height restrictive barrier when not in use, loss of padlock incurs a hefty fine.
- No animals are allowed in the hall except for guide/assistance dogs
- Don't block fire doors
- The green can only be used for leisure. No marquees, gazeboes, inflatables etc are allowed without written permission.
- If you get fined don't become abusive – you broke the terms and conditions and were warned.
- Now that you have read the short version perhaps you need to read the long version too, contact the hall.

Finally.....

PLEASE RESPECT OUR NEIGHBOURS AND BE QUIET WHEN LEAVING THE BUILDING AT NIGHT.

BOXGROVE VILLAGE HALL CIO TRUSTEES