

## **Terms and Conditions of Hire:**

### **The Hall is strictly a NO SMOKING area**

Insurance - Whilst the Hall is fully insured for the responsibilities of the Trustee and Managing Committee, hirers should ensure that their own insurance is in place appropriate for their activities.

Payment - The hire charge for the Hall must be paid in advance or on admission to the Hall on the date of the event. The Trustee and Managing Committee reserves the right to cancel any bookings where payment is not received. Payment can be made by either cash or cheque (made payable to 'Dishforth Village Hall')

Cancellations - A cancellation fee will be payable to the Village Hall when the booking is cancelled with less than 7 days notice (Details of the fee payable is on the Hire Rates leaflet). The Trustee and Managing Committee reserves the right to cancel bookings (including block bookings) in the event of the Hall being required for any Parliamentary or Council Election.

Supervision - Hirers are responsible for the supervision of their activities so as to prevent damage to the Hall and equipment and to prevent any nuisance to others. Nothing is to be fixed to the walls with substances such as blue-tack, sellotape or drawing pins.

Vacating the Premises - The Hall must be vacated by midnight where an event is being held in the evening.

Refuse - General refuse should be placed in the bins provided but Food waste must be removed from site by the hirer. Any glass should be placed in the Recycling Bins located outside of the Hall.

Hygiene - The Hall should be left clean and tidy after all events. All crockery/glassware should be washed and put away. Tables and chairs should be placed in the storage areas.

Parking - Please park with consideration for our neighbours. Keep the bus route clear and do not obstruct the Main Street.

Hall Equipment - Please consult the relevant manuals when any additional equipment is being used.

### **FIRE!**

If you discover a fire, raise the alarm and evacuate the building; call the Fire Brigade and leave it to the experts - if you use the Hall telephone please dial 9 to get an outside line followed by the normal 999. Fire Extinguishers are provided at the exits; however, the safety of the individual is paramount.

**DO NOT TAKE RISKS - KEEP ALL EXITS CLEAR  
AND THE DISABLED RAMPS READILY ACCESSIBLE**