

CROWMARSH GIFFORD VILLAGE HALL

HIRING RULES

1. **Bookings must be made through the Secretary at least two weeks in advance. Rates of hire are available from the Secretary.**
2. Bookings are not accepted from Persons under 21.
3. The person making the booking will be held responsible for the carrying out of these Rules and must be present throughout the event to enforce them.
4. The Hall must be kept tidy and in good order. The floor must be swept immediately after hiring and tables, chairs etc. returned to store. Hirers are not permitted to return the following day to complete the cleaning up process. Any breakages must be reported to the Chairman or Secretary.
5. Drunkenness or other offensive conduct is not allowed.
6. Members of the Police Force, the Fire Service and Hall Committee must be allowed access at all times and must be summoned when necessary. Fire extinguishers and a First Aid Box are provided.
7. The lights provided outside and immediately inside all Exits must be left on while the Hall is in use during the hours of darkness.
8. At all times the Exits and access to them must be kept clear.
9. Car parking must be orderly with no obstruction of the Exits.
10. At no time must any part of the building be allowed to become overcrowded. The maximum number of persons to be admitted for seated audiences is 80, for Dances and similar functions 120.
11. Hirers are entitled to the use of the premises only for the time booked. Reasonable time for necessary prior preparation can be arranged. The Hall must be vacated within 30 minutes of the time stated on the Booking.
12. Bookings will be charged for unless cancellations are made 7 days before the event.
13. Excessive noise: hirers are expected to show consideration for nearby residents and for all village people when leaving the premises.
14. The Committee reserve the right to refuse or cancel bookings at their discretion, to vary rates of hire and to ask for a deposit.