

RAMSDEN BELLHOUSE VILLAGE HALL
CHURCH ROAD, RAMSDEN BELLHOUSE, ESSEX. CM11 1RH
Web Site ramsdenbellhouse.info

Conditions of Hire

- 1 No hiring will be deemed to have been made, unless made through the Booking Secretary, acting as agent for the Management Committee, and by completion of the booking form accompanied by the Deposit and the total cost of hiring.
- 2 Tables and Chairs to seat 100 people are available in the hall. Please clean and return them all to the store room after use, ensuring that they are all safely stacked. The floor must be swept, all rubbish is to be bagged up and cleared away using your own black bags which you must take away. The premises must be left clean and tidy and the immediate outside surrounding areas must also be left clean and tidy.
- 3 Any permitted equipment or decorations (floral only) must be removed on the termination of the hiring, unless otherwise arranged with the Booking Secretary or Caretaker.
- 4 Should the hirer require intoxicating liquor to sell, then they must obtain a Justices Occasional Licence. The hirer shall be held responsible to the Management Committee for the good conduct of the Bar and/or the service of liquor. The hirer shall also observe the conditions of the licence for music and dancing (which can only take place in the old hall) held by the Management Committee.
- 5 A refundable deposit of £100 is charged for each hall booking. Any breakage or damage that may occur during the hiring, are the responsibility of the hirer and must be reported to the Booking Secretary, Key Holder or Caretaker. The cost of the repair or replacement will be deducted from the Deposit. Costs exceeding £100 will be charged to the hirer. The Management Committee also reserve the right to withhold a portion or all of the deposit if the hall or halls are left in such a condition as to require more than routine cleaning, or if complaints of disruptive or noisy behaviour are received. The Treasurer will refund the deposits within two weeks after the Management Committee have had their next meeting after the booking date.
6. The Deposit of £100 is payable at the time of booking. Should the hirer cancel the booking, the deposit will be forfeited unless 60 days notice in writing has been received by the Booking Secretary. An administration fee of £10 will be deducted from any Deposit returned after cancellation.
7. The hire charge must be paid not less than 30 days before the date of booking. The current rates will be held firm for any bookings made less than 6 months in advance. For bookings made more than 6 months in advance, any increase authorised by the Management Committee will be applied to the booking fee.
8. The Management Committee accepts no responsibility whatsoever for any loss or damage to property, or for any injury suffered by any persons using the Village Hall during the period of hiring.
9. Due to the fact that the Village Hall does not hold an Entertainment Licence, it is illegal to advertise any function where music is played. To do so could result in prosecution.
10. For evening bookings, music must cease promptly at 23.30. Please remember that the hall is in a residential area and must be vacated by midnight.
11. The hirer is responsible for ensuring that anyone present during the period of hire is made aware of the location of all fire exits, fire assembly points and the fire escape plan.

PLEASE NOTE :- NO SMOKING – NO CANDLES – NO NAKED FLAMES – NO SMOKE MACHINES - ARE ALLOWED
PLEASE BRING YOUR OWN TEA TOWELS AND WASHING UP LIQUID

KEYS It is assumed that the time/s requested by you and stated on the booking form for period of hire, include time for preparation before and clean and vacate after the event or function. The keys to the Hall/s will not be available to you until the time stated and are to be collected and returned to the Key Holders: **PLEASE TELEPHONE THE KEY HOLDER THE DAY BEFORE TO ARRANGE COLLECTION OF THE KEYS.**

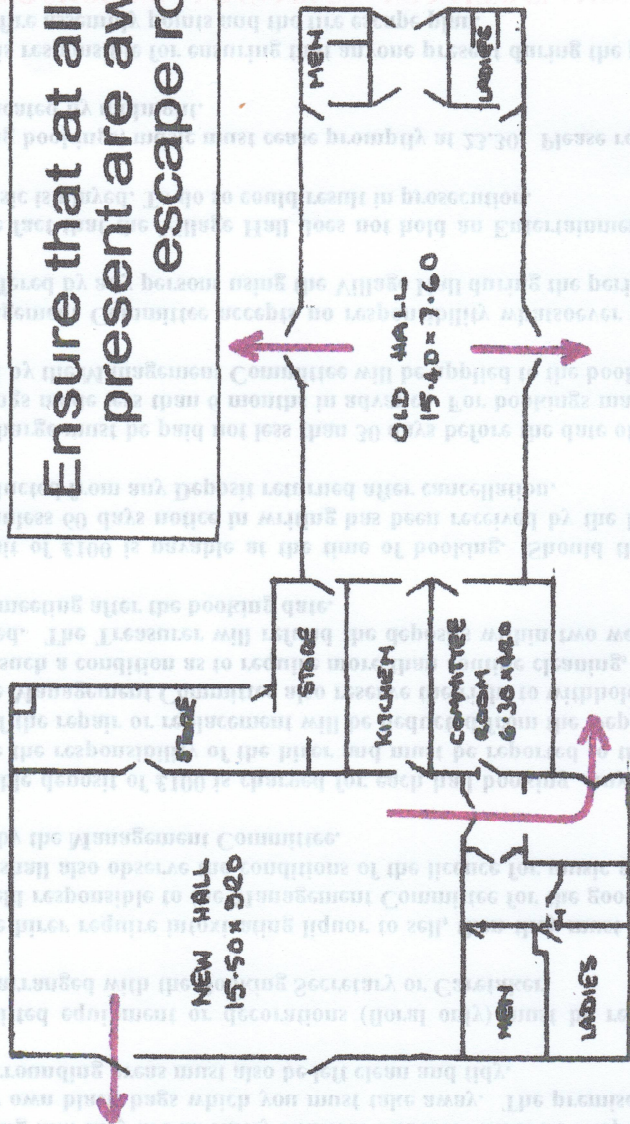
KEYS ARE AT

(Mrs Audrey Pegrum, M.B.E. St Nicholas, Glebe Road, Ramsden Bellhouse CM11 1RJ
Tel: 01268 710757

PLEASE LEAVE QUIETLY --- THE HALL IS IN A RESIDENTIAL AREA
PLEASE NOTE SMOKING IN THE VILLAGE HALL IS AGAINST THE LAW

FIRE ESCAPE PLAN

Ensure that at all times those present are aware of the escape routes



- On sound of Alarm
- 1/ Ensure everyone evacuates the building
 - 2/ Phone for the fire brigade
 - 3/ At the Fire Assembly point check all are present
 - 4/ Keep away from the building and front car park
 - 5/ Inform the hall management

FIRE ASSEMBLY POINT