

PRISTON VILLAGE HALL: STANDARD CONDITIONS OF HIRE

PLEASE READ BEFORE HIRING

The maximum number of attendees in the hall at any one time is 80 and musical or dancing events must finish by 23.30 Monday-Saturday and 23.00 on Sundays.

The Hall Premises License allows music and dancing but if alcohol is to be sold the Hirer must obtain a Temporary Events Notice from BANES council.

The Village Hall Committee does not accept any liability for loss or damage to articles or vehicles left by the Hirer in the hall or car park.

The Hirer shall indemnify the Committee for the cost of any damage to hall contents or buildings as a result of the hire and be responsible for the safety of their own equipment.

DURING HIRE

Please read the Fire Instructions on the Notice Board by the front door. There are smoke and heat alarms fitted and fire extinguishers and a fire blanket are available.

Do not stick anything on the walls, windows or doors. The lights in the hall can be dimmed, the toilet lights are movement sensitive and there are two carpark lights.

The high speed broadband details are displayed in the hall. A projector and hearing loop are available and information on their use can be obtained from the Booking Manager.

The heaters in the hall are controlled by £1 and £2 coin meters with a selection panel in the kitchen and the stove and microwave booklets are in the kitchen drawers.

Please report any accidents, damage or problems to vhbookings@priston.org.uk 01761471308 / 07871484268. There is a First Aid Box and an Accident Book in the kitchen.

END OF HIRE

Please leave the hall as you found it. Wash up any china or glasses used and clean up using the equipment available in the store cupboard and under the sink. Used tea towels can be left in the kitchen.

Please take home all recycling and any large bags of general waste. Small amounts of general waste can be placed in the dustbin in the carpark.

Put away tables and chairs, turn the hall, kitchen and carpark lights off and leave electrical equipment as found. Please check that the three outer doors are shut when you leave.

Return the key to the Bookings Manager who will arrange settlement of any refundable deposit or make a charge if rubbish has not been removed.

January 2023

PRISTON VILLAGE HALL: HIRE AGREEMENT

**The Committee agrees to permit the Hirer to use the Village Hall
for the purpose and the period shown below as long as
the Standard Conditions of Hire are followed.**

HIRER:.....

Address:

Email:

Phone Contact:

Hiring Fee: £..... Date Paid:

Purpose of Hire:

Date/Time of Hire:

**The Hirer agrees to comply with
the Priston Village Hall Standard Conditions of Hire.**

Signed on behalf of the PVH Committee:

Signed by the Hirer:.....

Date:

Priston Village Hall Bookings Manager: Maggie Rideout
vhbookings@priston.org.uk
01761 471308 / 07871 484268