

BLETCHINGLEY VILLAGE HALL & COMMUNITY CENTRE
CONDITIONS OF LETTING

1. "The Committee" shall mean the Bletchingley Village Halls Management Committee. "The Hirer" shall mean any person or organization using the Village Hall or the Community Centre with the permission of the Committee. "The Hall" shall mean the Hall being hired, either the Village Hall or the Community Centre.
2. The Hirer who signs the contract shall be 18 years of age or over.
3. The current Premises Licence, under which conditions the Village Hall is hired out, is on the Notice Board inside the entrance to the Village Hall. The Community Centre does not have a premises licence.
4. The number of people attending any function shall not exceed 196 within the Village Hall and 50 within the Community Centre.
5. The Hirer shall ensure that no animals (including birds), except guide dogs, are brought into the Hall, other than for a special event agreed by the Committee.
6. The Hall does not have a licence to sell alcohol. When the Hirer wishes to supply/sell alcohol at a function in the Hall, in accordance with the Licensing Act 2003, the Hirer shall receive the written approval of the Booking Secretary before the Hirer applies to Tandridge District Council and the Police for a Temporary Event Notice (TEN) to sell/supply alcohol. The inclusion of alcohol in the ticket price is considered as the supply/sale of alcohol, and will require a TEN. Once Tandridge District Council have approved a TEN, the Hirer shall display the TEN in the Hall on the board provided during the period of hire and ensure that a responsible adult is on the premises throughout the period of the hire to supervise the function. The Community Centre also requires a TEN for items of entertainment specified in the Licensing Act 2003 (the Booking Secretary can advise).
7. When hiring the Village Hall, the room located through the door to the right of the stage, is not available for use Monday to Friday 9am to 5pm, unless by prior arrangement with the Booking Secretary. The room located opposite the kitchen, is available for separate hire. When not so used, (check with the Booking Secretary) the Hirer of the Village Hall may use the room.
8. The whole area of the Community Centre is included in the hire charge of the Community Centre.
9. The Hall is used for a multiplicity of purposes. The Hirer shall check with the Booking Secretary that the floor surface is suitable for the purpose required. The Committee accept no responsibility for any accident or incident arising therefrom (see clause 25). Under no circumstances shall adhesive tape be stuck on the floor, as this is likely to damage the floor surface.
10. The keys shall be collected and returned by prior arrangement with the Booking Secretary.
11. The Hirer is responsible for the safe keeping of the Hall, its fixtures and contents, and for the heating and electrical installations throughout the period of hire. Any damage, breakage or missing items shall be reported to the Committee and made good by the Hirer.
12. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat in the Hall shall be refrigerated and stored in compliance with the Food Temperature Regulations. The Village Hall and the Community Centre are both provided with a refrigerator.
13. The Hirer is responsible for putting out furniture and any other equipment, and replacing it afterwards.
14. No notices or displays may be fixed to the walls. All advertising material relating to the Hirer's activity, whether in the Hall or displayed around the Village, shall be removed within 24 hours of the end of the booking.
15. The Hirer shall ensure that no unauthorised heating appliances shall be used in the Hall when open to the public without the consent of the Committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

