

MEPPERSHALL VILLAGE HALL BOOKING CONDITIONS

1. Meppershall Village Hall ("the Premises") is operated by Meppershall Village Hall Trust ("MVHT") Charity Number 300052.
2. All applications for the hire are subject to both acceptance and these booking conditions. A booking form must be completed and sent to the Booking Secretary. A booking fee of 10% of the hire costs or £10 if greater will be required which is non-refundable but is to be deducted from the final hire costs. A deposit is to be paid at least four weeks prior to the hire date refundable providing all these Booking Conditions have been met. The person signing the form shall be considered the Hirer. Where a promoting organisation is named, that organisation shall be jointly and severally liable with the Hirer. MVHT reserves the right to cancel bookings if, in its view, through unexpected circumstances it is necessary to do so.
3. If required a licensed bar will be provided by Meppershall Social Club. No other alcohol may be sold in Meppershall Village Hall without a licence and specific written authority from MVHT.
4. The hire of the hall does not entitle the Hirer to use or to enter the Premises at any time other than the specific hours for which the hall is booked unless prior arrangements have been made with the Booking Secretary. The Hirer shall not sub-let the hall or any part thereof nor make copies of any keys provided. All keys are to be returned to the Booking Secretary at the end of the hire.
5. The hall must be left locked and secure with all doors and windows closed and in a clean and orderly state. All furniture or equipment should be re-placed in the location where it was found. No pins, nails or similar fixings may be used other than on existing notice boards. Cleaning equipment is provided in the kitchen and cleaners cupboard. Refuse must be put in the outside bins which must be left locked. (A key is provided in the Kitchen). Charges may be payable if these requirements are not met, or for damage or additional cleaning. Any accidents or damage must be reported to the Booking secretary as soon as possible.
6. The Hirer shall be responsible for good lawful order being kept in the hall during the hiring, and for the conduct of all persons attending the event. MVHT may charge the Hirer for any extra expenses that are incurred to preserve order prior to, during, or after any hire.
7. MVHT reserves the right to enter the hall at any time and to take any action that it reasonably considers necessary in the interests of good order, or to ensure compliance with these Booking Conditions.
8. **Noise must be kept to an acceptable level in relation to the neighbouring housing. If the windows and or doors are opened then the level of noise within the hall must be reduced accordingly. Any event must cease at 12 midnight. The Hirer shall ensure that all persons invited to the hall leave without making undue noise. Complaints from the neighbours and or Central Bedfordshire Council may lead to the deposit being forfeited and future requests to hire the hall being declined.**
9. Vehicles are parked at owner's risk. MVHT accepts no responsibility for any property brought to or left on the Premises during or after the hiring, and reserves the right to dispose of any property left uncollected for seven days and to retain the sale proceeds. No furniture or equipment belonging to MVHT is to be removed or taken from the Premises at any time.
10. Smoking (including use of e-cigarettes, vaping or similar activity) or the use of illegal drugs is not permitted anywhere inside nor close by the Premises.
11. All Fire exits and emergency escape routes must be kept clear at all times. The maximum capacity of the Premises is **200 people** which must not be exceeded under any circumstances.
12. Any electrical or other equipment brought to the Village Hall must be certified safe, compliant with all relevant regulations including Fire and Electrical safety regulations and good practice, in good working order, and be used in a safe manner. The electrical system must not be overloaded nor modified in any way.
13. The Hirer is responsible for all licensing requirements including for Gaming, Betting and Performances and for ensuring compliance with all specified requirements relating to the use of the hall by the Hirer. Child and Vulnerable Adult Protection Policies and enforcement are the responsibility of the Hirer.
14. The Hirer must not do anything or bring onto the Premises anything which may endanger the Premises or individuals attending the Premises or render invalid any insurance policies, regulatory approvals or licenses in respect thereof, details of which are available on request.
15. MVHT shall not be responsible for any loss of or damage to, any property or equipment belonging to the Hirer, or any injury which may be incurred by any person or persons using the hall during the hiring, arising from any cause whatsoever. The Hirer will be responsible for their own insurance and shall indemnify and keep indemnified MVHT and each of the Trustees against any claim directly relating to the hire howsoever arising.