**TUDDENHAM ST MARY VILLAGE HALL**

**TERMS AND CONDITIONS OF HIRE**

**1. In the application for the hire of the Tuddenham St Mary Village Hall and in these conditions:**

**(i) Words importing the singular number shall include the plural and vice versa and words importing the masculine, feminine neuter gender shall include all or any of the masculine or neuter gender.**

**(ii) "the Hall" shall mean the Tuddenham St Mary Village Hall**

**(iii) "the management committee" shall mean the Tuddenham St Mary Village Hall Trust and shall include any individual member there for the time being.**

**(iv) "the hirer" shall mean the signatory of the above application together with any person, firm body or company whom the signatory also stated therein that he has authority to bind.**

**2. The hirer shall take good care of the Hall and shall not cause any damage or permit or suffer any damage to be done to the Hall or any parts of the Hall or to any fittings, equipment or other property in the Hall.**

**3. The hirer shall make good and pay for any damage to the Hall (including any accidental damage) caused by any act, neglect of fault of the hirer, his servants or agents, or any person resorting to the Hall or entering or leaving the Hall pursuant to or by reason of the use of the Hall by the hirer.**

**4. The hirer shall take appropriate action by informing the Police and the Management Committee of any drug abuse whilst the Hall is being used.**

**5. The management committee shall not be responsible for or accept liability in respect of:-**

**(1) any damage, theft, or loss of any property whatsoever place, deposited, brought into or left in the Hall either by the hirer for his use or purpose or by any other person, or left or deposited with any officer or servant of the management committee arising in any way out of the hiring.**

**(2) any loss, damage, injury or death which may be incurred by or be done or happen to the hirer or any person or persons in his employ or any of his sub-contractors or by or to any other person or persons resorting to the hall during or by reason of the hiring of the Hall by the hirer and arising from any cause whatsoever.**

**(3) any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction, or act of God which may result in the Hall being temporarily closed or the hire to be interrupted or cancelled.**

**6.The hirer shall be liable for any loss, damage, injury, personal injury or death which may be incurred by or be done or happen to the hirer or any person or persons in his employ or any of his sub-contractors or by or to any other person or persons resorting to the Hall by reason of the hiring or use of the Hall by the hirer.**

**7. The hirer shall fully indemnify the management committee from and against all actions proceedings, suits, cost, claims, damages, loss, demands, expenses and liability whatsoever in respect of any injury (including fatal injury) death or damage to any person or to any property arising in any directly or indirectly out of or accruing through or in connection with the hiring or use of the Hall by the hirer.**

**8. The hirer shall leave the furniture of the Hall as found, including wiping down all tables used before putting away, and will leave the Hall in a clean and tidy condition.**

**9. Until this form, duly completed, has been received, and the deposit (twenty pounds) has been paid no engagement will be booked. The hire fee shall be paid in full at least 7 days before the start of the hire period.**

**10. NO drawing pins, sticking tape or blue tac type materials may be used to affix any decorations, notices, signs or other items to the walls or ceilings.**

**11. The Hall does not hold a licence for the sale and supply of alcohol. All hirers are responsible for their own bar licence (Temporary Event Notice) for each event.**

**12. The Hall is a SMOKE FREE ZONE, smoke alarms are fitted in Main Hall, if these go off, the hall must be evacuated immediately. NO candles or tealights are permitted**

**13. The hirer shall ensure that any portable electrical appliances bought into the building during the period of hire have been PAT tested.**

**14. NO inflatables (e.g. bouncy castles etc) or ball games of any kind are allowed inside or outside the building without prior agreement.**

**15. NO dry ice machine may be used, as this damages the floor.**

**16. The hirer shall ensure that the number of people within the Hall does not exceed the maximum calculated according to the rules set out in Appendix herewith.**

**17. Music MUST stop by 11.00pm (unless by advance arrangement you have booked one of the limited number of late music licences we hold in which case the music MUST stop by midnight). Note – the Hall is fitted with a sound limiter and all PA systems, amplifiers and microphones MUST be plugged into the red sockets.**

**18. The Hall must be cleared and vacated 30 minutes after end of hire time. Everything must be taken from the hall at the end of hire. No waste/rubbish may be left on site after the event.**

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**APPENDIX 1 – VILLAGE HALL CAPACITY**

**The hirer is responsible for ensuring that the maximum number of people allowed in the Hall does not exceed the following rules. Tables and chairs must not block any of the exits – either the doors into the entrance lobby or the two sets of patio doors.**

1. **MAIN HALL**

The usable floor space of the Main Hall is 130m²

The maximum number of people if everyone is standing is 260.

The maximum number of people if everyone is seated is 130.

If you have an event where you have a mix of standing and seating areas then you should use the following method to calculate the maximum number of people:

1. Calculate any areas that will be taken up by a band / DJ / presenter / bar / buffet or food tables / stage. Deduct this from 130m².
2. Of the remaining area decide how much space will be dedicated to seating (including tables, if used) – this is the “Seating Area”, and how much will be dedicated to standing (e.g. dancefloor) – this is the “Standing Area”.
3. For the Seating Area you are allowed ONE person per square metre
4. For the Standing Area you are allowed TWO people per square metre

Example:

You are having a celebration party with a DJ.

* The DJ and their lighting/equipment will take up 10m²
* You will be setting up a buffet and bar that will take up 12m²
* These 2 areas give you 22m² that must be excluded from your capacity calculation. So you have 130 minus 22 = 108m² available space for guests
* You decide to have some chairs and tables and these will take up 64m² and a dancefloor of the remaining 44m².
* Your capacity is (64 x 1) + (44 x 2) which equals 152 people.

IF YOU HAVE ANY QUESTIONS OR WOULD LIKE SOME ASSISTANCE WITH CALCULATING THE CAPACITY FOR YOUR EVENT PLEASE ASK.

1. **MEETING ROOM**

The usable floor space of the Meeting Room is 25m²

The maximum number of people if everyone is standing is 50.

The maximum number of people if everyone is seated is 25.