

PEAKIRK VILLAGE HALL COMMITTEE

By signing the booking form you are agreeing to the Conditions of Hire

- 1. A MAXIMUM of 120 people are allowed in the hall at any one time (will accommodate 100 seated)**
- 2. Fire exits must not be blocked and that the Fire Safety notice has been read and understood**
- 3. No underage drinking allowed**
- 4. Please respect local residents with regard to noise levels, from both participants and any hired music; strictly no music after 23:30. (Failure to keep noise levels down may jeopardise our Licence and future bookings of the hall)**
- 5. Fireworks are not allowed**
- 6. To comply with our Entertainment Licence, a First Aider must be present at all public events, i.e. when the event is publicised and the public pay to attend**
- 7. Unless it is a 'bring your own alcohol' event a licence number must be provided before any keys are handed over. This includes both honesty bars and 'sales' using the 'every-raffle-ticket-wins-a-drink' system and the like**
- 8. Any damages or breakages to be paid for by the hirer**
- 9. At the end of the event, please ensure the following:**
 - * All rubbish is emptied into outside bin**
 - * All tables and chairs to be neatly stacked on the appropriate trolley**
 - * The kitchen to be left clean and tidy - All crockery/cutlery used to be returned to cupboards**
 - * All party decorations to be removed at the end of hire**
 - * Ensure the hall is tidied and left as found**
 - * All lights and heating to be switched off at the end of hire**
(In Winter return the heating to the "Timer" setting and temperature in the hall to 60 degrees)
 - * Secure all windows and doors at the end of hire**
 - * Return keys in the key drop box on the left-hand side of the Village Hall Front door.**

The law states that no-one must smoke within five metres of any door or window that opens. Therefore, the only place where people may smoke within the Halls grounds is against the front hedge. By signing the booking form the hirer agrees to ensure this smoking policy is adhered to and that any fine imposed upon the Hall by the appropriate authority will be passed onto, and paid by, the appropriate hirer. The hirer also agrees to ensure the 'smoking area' is left clean at the end of the hire

Thank-you very much for your co-operation

Peakirk Village Hall Committee