**Collessie Victory Hall**

**Conditions of Hire**

**General**

Collessie Victory Hall is a community run facility which, from time to time, will be hired on a commercial basis to residents and non-residents of Collessie and environs.

It is essential that all events conform to the conditions outlined below so that the hall committee and those hiring the hall have an agreed set of rules.

**Non-residents of Collessie**

1. A refundable deposit of £100 will be lodged at the time of booking. This is to safeguard against unreasonable damage caused during the event to fittings & fixtures and equipment in the hall;
2. The deposit will be repaid in full unless damage is found to have occurred. The committee reserve the right to withhold return of the deposit if repairs to and/or replacement of, the damaged item/s is required. Routine wear and tear is accepted as part of the hall’s use.

**All hirers of the Village Hall**

1. So that all events and the residents of the village can co-exist peacefully the following must be observed:
	1. all vehicles must be parked in the hall car park or, if necessary, the village outskirts (on one of the roads leading into the village);
	2. permission for the use of equipment other than that agreed as part of the hire must be requested and approved (e.g. games equipment);
	3. unreasonable and unsafe behaviour in the hall grounds is not permitted, including using the grounds as an extra toilet;
	4. children should not be left to play without supervision in the hall grounds;
	5. amplified music is not permitted outside the hall;
	6. no letting off of fireworks.

**Regular hirers of the Village Hall**

1. All bookings must be notified to a member of the Hall Committee and/ or entered into the hall booking calendar on the website as far ahead as possible. If you wish to use the hall when it is already booked by someone else, please discuss with a member of the committee. The Hall Committee reserves the right to amend or cancel any booking that you have made provided that we give you at least one months’ notice of the amendment or cancellation.
2. The Hall Committee will issue invoices in arrears for bookings. These are payable within 30 days. We reserve the right to cancel bookings if invoices are not paid on time.
3. You are responsible for returning the Hall and grounds (if used) to a clean and tidy state after use. This includes ensuring that the kitchen and floor are clean and that chairs and other equipment are tidied away. We have very limited storage space and cannot store any equipment for you.
4. You are responsible for ensuring that the hall is left in a safe state when leaving the building. Please ensure that the lights (including in the toilets), heating and extractor fan are switched off, the windows are closed and all the external doors are locked.
5. All door keys must be returned to a member of the committee at the end of the tenancy.

Full agreement to the terms above is denoted by all those who hire the hall.

**Collessie Victory Hall: Booking Form**

|  |  |
| --- | --- |
| Date of Booking |  |
| When will your booking start? |  |
| When will it finish? |  |
| What is the event? |  |
| How many people do you expect? |  |
| Will you require use of kitchen? |  |

**Name and contact details of the person making the booking.**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| email |  |
| phone |  |

Will you be attending the event? Yes/ No

If no, please give the name and contact details of the person who will take responsibility for the safety of attendees and the Hall during the event.

|  |
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**I agree to the terms and conditions of hire.**

|  |  |
| --- | --- |
| Signed: | Date: |

I enclose a refundable deposit of £100.

|  |  |
| --- | --- |
| Signed: | Date: |

Payment. We will send you an invoice by email or post normally within five working days of your event. We accept payment by cash, cheque or bank transfer but cannot take card payments. Details will be included on the invoice. Payment is due within 30 days of the invoice date, and the deposit will be returned once payment is received.