



LETTINGS FORM FOR OCCASIONAL HIRERS: SPECIAL CONDITIONS OF HIRE

These conditions apply between the Management Committee of Tingewick Village Hall and the Hirer named overleaf. Failure to comply with them may lead to the Hirer being refused permission to hire the Hall on future occasions.

- **The Fire Procedures are on the notice board, right hand side of doors.**
- **Any personal item of the hirer that is plugged into an electrical socket must be PAT tested, with visible sticker showing the date it was tested, to comply with our insurance.**
- **The Hall is a non smoking and vaping venue.**
- **No children are permitted in the kitchen.**
- **Please refrain from sticking or pinning items to the walls or doors. There are small hooks around the hall and above the kitchen serving hatch to hang balloons, bunting and banners.**
- **Telephone bookings must be confirmed in person with the Lettings Officer within one week. Form A (and Form B if required) with the fee to be returned to the Lettings Officer at least TWO WEEKS prior to the event. If the fee has not been paid or the Booking Form has not been signed then the Hall may be let to another hirer.**
- **Cancellations must be made in writing, via email, to the Lettings Officer.**
- **Bouncy castles are prohibited.**
- **The Hall is licenced with the combined Performing Right Society and Phonographic Performance License for the performance of copyright music controlled by that society. If the Hirer is using the hall for commercial gain they have to purchase their own licence(s) for the use of live and/or recorded music.**
- **The Hirer, being 21 or over, hereby accepts responsibility of being in charge of and present at the Hall at all times and must ensure that all the terms and conditions of hire are met. The Hirer will be charged for any damage to the building or its contents.**
- **Consideration must be given to other inhabitants of the village and noise from the Hall should be kept within reasonable bounds.**
- **The maximum number of persons allowed in the Hall is 100 seated, but we advise 80 for comfort, and 150 standing. It is the hirer's responsibility to see that this is adhered to and that an appropriate number of competent attendants are on duty. The appropriate authorities have the right to check the Hall at any time.**
- **The car park is intended for use by the hirers of the Hall. Use of the car park, authorised or otherwise shall be at the owners' risk. Cars may not be parked so as to cause an obstruction to entrances to and exits from the Hall. Noise must be kept to a minimum on arrival and departure.**
- **At the end of the function all equipment and property pertaining to the hirer must be removed.**
- **All chairs and tables must be put away; the floor swept; all windows closed; lights and heaters switched off; any appliance used in the kitchen switched off and external doors locked. Please refer to checklist on outer door.**
- **Cleaning up must be completed within the booking time.**

I agree to the above terms and conditions, to Tingewick Village Hall's Standard Terms and Conditions, available to see on the website.

Signed: **Name:** **Date:**
(October 2025)