

## NORHAM VILLAGE HALL HIRING POLICY

Norham Village Hall is available for hire in accordance with this Hiring Policy.

The hall can be booked via online booking via [www.norhamlife.co.uk](http://www.norhamlife.co.uk). Any enquiries prior to booking should be directed to [norhamvillagehall@gmail.com](mailto:norhamvillagehall@gmail.com).

1. All hiring is subject to our Standard Conditions of Hire which form the basis of our Hiring Agreement, which must be signed by the Hirer at the time of booking. The Hiring Agreement is a formal contract between the Village Hall and the Hirer.
2. The Hirer must clearly state the purpose of the hiring on the booking form and indicate any licensable activities that will take place. The Hirer may be asked to exhibit the appropriate licence in advance of the event. PLEASE NOTE Norham Village Hall DOES NOT hold a licence for the sale of alcohol on or off the premises. If alcohol is to be sold it is the responsibility of the Hirer to obtain the required licence.
3. In certain circumstances the Hirer may also be asked to exhibit an appropriate insurance policy and Safeguarding Policy/DBS checks.
4. Bookings will NOT be accepted from persons under the age of 18 years or for private parties for those under 18 unless the Hirer is an adult and an undertaking is given that the ratio of adults to young people present will be at least 1:8 and that the Hirer will remain on the premises AT ALL TIMES during the hiring.
5. Bouncy Castles and similar equipment are NOT permitted in the Village Hall.
6. The Hirer may be required to pay in full at the time of booking.
7. The Hirer may be asked for a returnable deposit in addition to the hiring charges. The deposit will only be returned in full if the hall is left in a clean and tidy following the hiring, and the key is returned.
8. The hall is available at an hourly rate or full day or weekend rate, at the discretion of the Village Hall Committee.
9. Charges will be set by the Village Hall Committee and reviewed annually. The charges will be based on a standard hourly rate which may be adjusted as agreed by the Village Hall Committee.
10. The Hirer's attention is drawn to the Information for Hirers posted on the Notice Board in the hall, and on [www.norhamlife.co.uk](http://www.norhamlife.co.uk)

11. When leaving the hall, the Hirer shall be responsible for ensuring that:

- The hall is left clean and tidy and has been swept/vacuumed.
- All waste is removed from the premises including from all outside areas.
- All crockery and cutlery is washed, dried and put away.
- No tables or chairs are blocking the doors or fire exits.
- All windows and doors are shut and locked.
- All lights are switched off.
- The cooker is cleaned and switched off.
- The fridge is cleaned out and all contents removed, and it is switched off at the wall, and the fridge door is left open.
- All toilet facilities are left clean.