**Alderton Village Hall Hire – Terms & Conditions**

* Hire charges:- £10 for the first hour and £5 per hour thereafter to a maximum of £50 per 24 hours. Electricity used to be charged at 30 pence per unit. If the hall is being used for a charity event there is no hire charge but there will be a charge to cover the cost of utilities, to be agreed at the time of hiring.
* The capacity of the hall is 40 people seated, 60 standing.
* Pool table usage is included in the hire package. If required the additional terms and conditions must be read and signed.
* Hirers must be 18 years old or over.
* All persons attending the function are considered to be under the supervision of the hirer. It is the responsibility of the hirer to ensure that all persons using the village hall conduct themselves in a safe manner and ensure proper use of the hall and its contents.
* Vehicles are only to be parked in the car park at the front of the village hall.
* The village hall is a non-smoking area.
* Do not affix anything to the walls.
* Check the provided facilities at the start of the hire period, any problems report to the clerk.
* In the unfortunate event that any problems or damage occurs report to the clerk. All damage and breakages must be paid for.
* At the end of the hire period the hall should be left as found. General waste (grey wheelie bin) and recycling (blue bin) are located outside the kitchen back door. All glass bottles are to be removed for recycling by the hirer.
* **Ensure that the hall is left in the condition you find it – clean, lights and heating turned off and property secure. Return the key to the clerk as soon as possible.**

**Hire agreement**

Name of hirer……………………………………………………………………………………………………………………………………………….

Contact address…………………………………………………………………………………………………………………………………………..

Email address………………………………………………………………,,,,…………..Tel no,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

**I agree to the terms and conditions above**.

Signature……………………………………………………………………….. Period of hire…………………………………………………..

Date……………………………………………………………………………….

**Data Protection: These details will only be kept until the hire has expired and all charges paid**

**Additional terms due to Covid 19 pandemic**

* Door handles, light switches, window catches, blind pulls, tables and chairs to be cleaned before and after use with antibacterial cleanser.
* Hirers to clean all surfaces in kitchen before and after use as above.
* All crockery and cutlery used to be washed, dried and stowed after use.
* Hirer to supply own tea towels.
* Social distancing regulations must be adhered to.
* Hirer to control numbers accessing toilets at one time.
* Names and contact details of all attending must be kept for 21 days.

I agree to the above,

Signed……………………………………………………… Date………………………………………………..