



BURNHAM MARKET & NORTON VILLAGE HALL

Charity No. 303919

BEACON HILL ROAD, BURNHAM MARKET PE31 8ER

BOOKING AGENT – DIANA WALKER 01328 738604

HIRE CONDITIONS

The following conditions are applicable to all parties hiring the hall

1. Hire fees are £10 per hour for community bookings and £12 per hour for business bookings. Over 9 hours is a flat rate of £100. Hire fees may be subject to review. Fees must be paid in advance. If the hirer cancels the booking a fee may be charged. There is NO free time for setting up and packing away, please make sure you book enough time for this. At our discretion, a deposit may be required at the time of booking confirmation. The committee may need to cancel your booking should the hall be required for a Polling Station or any unforeseen safety situation.
2. The maximum capacity is:
 - When used for dancing only 100
 - When used for dancing and seating 90
 - When used for functions with tables 70
 - When used for closed seating 100
3. No dogs except guide dogs are permitted on the premises and must be kept on a lead.
4. The hirer shall be present during the hiring, shall not use the hall for any other purpose than as described in the hire agreement, nor shall the hirer sub-let to any other person.
5. The hirer shall not permit anything to be brought onto the premises which may cause danger to other persons or damage to the property. You will be responsible for any damage caused and will reimburse us accordingly.
6. The hirer shall observe all relevant legislation on food handling, storage and preparation.
7. Any spillages on the floor must be wiped up immediately. The hirer is responsible for any personal injury from slipping on a wet floor.
8. All electrical items used on the property MUST be electronically tested and certified.
9. NO power sockets to be utilised for outside purposes without permission and only with appropriate safety cabling.
10. The hirer or their agent must be over the age of 18 and shall be responsible for the safety and conduct of those persons present and particularly those under the age of 18.
11. All rubbish must be taken away by the hirer.
12. Before vacating the hall, all lights and heaters must be turned off. The hall must be left in a CLEAN AND TIDY condition for the next user.
13. The hirer shall ensure that the minimum of noise is made on arrival and departure and that music is played at a level that does not disturb the neighbours.
14. You must ensure that no one attending the hire consumes excessive amounts of alcohol or that illegal drugs are brought onto the premises.
15. If we make wi-fi available to you, you will be responsible for any misuse.

THE HALL MUST BE LOCKED AND SECURED UPON LEAVING.

SMOKING IS NOT PERMITTED ANYWAY ON THE PREMISES BY LAW.

FIRE IS A SPECIAL RISK IN THE BUILDING.

Please acquaint yourself and your party with the action to be taken in the event of a fire. This includes hall evacuation and calling the fire service. Our fire safety policy is on the notice board.

Identify the location of all fire exit doors and keep them clear at all times, keep all doors unlocked. Fire assembly point is on the car park.

Identify the location of all fire alarms and fire extinguishers.

Do not permit any real flames or known obvious fire hazards to be brought on to the premises without permission of the committee. Specifically, no highly flammable explosive or hazardous substances.

No fireworks or cylinders for storage of gases or liquids under pressure to be brought on to the premises. Ensure any decorations used are non-flammable.

BY HIRING THE HALL YOU ARE AGREEING TO THESE TERMS AND CONDITIONS

KEYHOLDERS ARE

Terry Howlett 20 Beacon Hill, PE31 8ET Telephone 01328 730182

Roy Stimpson Batterby's, Creake Road PE31 8EW

Lucy Jacklin, 35 Sutton Estate, PE31 8EX

Payments must be made at least 10 days before your booking. Cheques can be sent to the treasurer Roy Stimpson, Batterby's Creake Road, Burnham Market PE31 8EW. Bank transfers to Burnham Market and Norton Village Hall Sort code 20-30-81 Account No 90220205