**KEYSOE VILLAGE HALL**

**HIRER’S AGREEMENT & CONDITIONS OF USE**

Thank you for hiring our Village Hall. You are welcome to utilise all the facilities but we ask that any breakages, damage or losses be reported, in order that the problem can be rectified immediately.

Please take notice of the following guidance and conditions:

**Safety** Please note the positions of fire extinguishers and emergency exits.

Smoking within the Hall is prohibited.

**General Usage Conditions** The Hall will be cleaned and tidied for your use. You are responsible for leaving it in the same condition ensuring that heaters and lights are turned off, the premises are secured and the furniture is neatly stacked as per the plans displayed within the Hall and (if additional furniture is required) in the outside sheds. Rubbish must be disposed of in the appropriate dustbins and cigarette ends in the wall mounted ashtrays outside the front and side doors to the field.

**Safeguarding Policy** The Hall committee will ensure that all hirers of the hall have signed a hiring agreement. This will require all hirers who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, to either produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS) when requested to do so or, confirm that they have understood and will adhere to the hall’s principles and procedures with regard to safeguarding.

**Bar** We can offer a full licensed bar run by volunteers from the Hall Committee who will be responsible for the licensing regulations concerning the sale of alcohol. The drinks are reasonably priced and your bar staff are free therefore we require that no other drinks are supplied privately by you or your guests. Breaches of this requirement would result in a ‘corkage’ charge or ultimately the closure of the Bar.

You may wish to run your own ‘Free’ Bar and you are welcome to use this area and the equipment. The Hall Committee may authorise you to run a 'Pay' Bar but reserve the right to require that you to apply for and purchase a Temporary Events Notice (TEN) from the Licensing Authority. We must point out that you and your nominated BarManager will be responsible for conducting a lawful bar particularly in regard to underage drinking and the service to heavily intoxicated persons and operating times.

**Damages, losses, extraordinary cleaning expenses or rectification of misplaced furniture could mean a loss of part or all of your Deposit.**

**Hirers Name Address and Contact No’s.**

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**Organisation or Group/Type of Event**…………………………………………

**Date & Times of Event &fee**………………………………………………………….

**Deposit.........................**

**Signature of Hirer…………………………….. Countersigned by**……………………………….

**Please return this form to:**

Mrs Janet Browning

Newholme Farm

Keysoe Row East

Bedford

MK44 2JB