

# Avening Memorial Hall

## Booking Terms and Conditions v1.0



### General conditions

1. **Letting Charges:** Charges include heat and light and the use of equipment. The current scale of charges is shown below.
2. A refundable deposit of £50 is payable in advance for non-village residents. See below for conditions where the deposit may be forfeited.
3. All fees are to be paid in advance via cash/cheque/BACs and the booking is complete only once the hirer has received confirmation and a receipt from the booking secretary.
4. Where the booking is for children or teenagers, a responsible adult must be present at all times.
5. No internal fireworks or smoke generated devices to be used as it will set off the fire alarm.
6. The building is to be vacated promptly and quietly by the time agreed on the booking form.
7. The hall will not be let for functions after 11:00pm.
8. All rubbish generated by the event is to be taken away by the hirer.
9. The booking secretary has the right to refuse any booking.

### Usage

1. **Alcohol:** The hall is not licensed for the sale of alcohol. Agreement must be obtained from the booking secretary where alcohol will be provided, and a fee paid – see scale of charges. A temporary license must also be obtained from Cotswold District Council Licensing Department for any sale of alcohol.
2. **Bouncy Castles and Inflatables:** Bouncy Castles and Inflatables must be approved by the booking secretary, and must be professionally supervised. A surcharge is also payable – see scale of charges.
3. **Car Parking:** Spaces are provided on the tarmac area in front of the hall for loading/unloading and for blue badge holders.
4. **Safety:** Exit doors are all easily unlocked using the handles fitted. The exit lights above the doors should always be illuminated – please advise us if they are not working.
5. There should always be at least one adult in the kitchen area when appliances are being used.
6. **Hall Capacity:** The maximum number allowed on the premises is 100 seated, and 120 standing.
7. **Damage:** The individual or organisation hiring the hall and its equipment is responsible during the period of the hire for any damages or breakages, which should be reported to the Booking Secretary. The cost of rectifying any such damage may be charged to the hirer.
8. **Noise:** Users of the hall and any external areas are expected to respect local residents and not cause undue noise. Should a resident complain about noise nuisance to the booking secretary, a hall Committee member, or trustee, they reserve the right to terminate the hire immediately, stopping the event in progress. In this event the hirer will be charged the full rental cost for the booked period and forfeit their deposit. Please keep the doors closed when playing music as the sound carries to the neighbouring houses.
9. **Smoking:** Smoking or vaping in the building is prohibited by law. It is the responsibility of those hiring the hall to ensure this regulation is observed.
10. Confetti balloons are not allowed.
11. Any special decoration requests such as internal marquees must be agreed with the booking secretary in advance

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12. **On departure:** Please leave the hall in a clean and tidy condition and respect local residents.

In particular:

- Replace tables in the alcoves at the back of the Hall.
- Stack chairs neatly in the rack.
- Sweep all floors which have been used.
- Clean sinks, drainers and worktops and leave the kitchen tidy.
- Take all rubbish away.
- All spillages must be cleaned up, and the floor washed and dried.
- Lock all doors and secure all windows.
- Switch off all lights and appliances.
- DO NOT switch off the box containing the PA equipment at the mains, but do switch off the amps inside the box.

**FAILURE TO COMPLY WITH THESE RULES MAY RESULT IN YOUR DEPOSIT BEING FORFEITED**

### Access

**Keys:** Access to the hall will be arranged with the Booking Secretary once the booking is confirmed. On leaving the hall, keys must be replaced in the key box on the outside wall near the front door or as agreed.

### Scale of fees – effective from February 2023

|  |   |
|--|---|
| <b>Full Day Bookings*</b> – 9am to 5pm | £16 per hour (max £120)                 |
| <b>Evening bookings</b> – 5pm to 11pm  | £16 per hour (max £90)                  |
| <b>Serving Alcohol**</b>               | £30                                     |
| <b>Use of Bouncy Castle</b>            | £20                                     |
| <b>Use of entertainment eqpt.</b>      | Included                                |
| <b>Refundable deposit</b>              | £50 for one off or non-village bookings |

\* Set up & clear up on adjacent days at discretion of booking secretary and subject to availability.

\*\* Any additional license costs are the responsibility of the hirer.