**Hirer Responsibilities**

1 Hire times must be adhered to. The premises is to be vacated by 2359hrs (2230hrs on Sunday).

2 Please be respectful of our neighbours at all times. The Hall shares a party wall with a private residence and we ask you to be considerate, especially when leaving late at night. Amplified music **absolutely must stop** at 2330hrs.

3 The Hall must be cleared and cleaned immediately after your function – except by prior arrangement with the Committee.

4 If the kitchen is not left immaculate you will be charged £25 for extra cleaning. Please make every effort to return crockery etc to the correct cupboards.

5 All equipment (tables, chairs etc) must be stacked properly and returned to store rooms/where you took from.

6 If you make use of tablecloths or tea towels please ensure they are washed, ironed and returned as soon as possible post-hire. Please liaise with the team member who gave you the key to make a plan for linen return.

7 All doors must be locked and the key returned to the key holder at the agreed time.

8 Any damage caused during the hiring must be paid for.

9 Please do not stick anything on the walls. If you tie anything to hooks/window furniture etc please remove all strings/wires.

10 Any confetti used must be biodegradable (please especially beware confetti balloons tied up outside, which often pop and scatter foil – this type of balloon is not allowed). All confetti must be cleared up, even from outside.

11 If you wish to bring in your own electrical equipment for use in the Hall you should ensure it is in safe working order.

12 Please make sure you have suitable insurance cover for their activities. If you chose to contract with entertainers or another third party you should ensure that they provide their own public liability insurance.

13 You are responsible for the Health and Safety of the people using the hall during the times of this Hire Agreement.

14 Please produce your own Risk Assessment for inspection by Trustees if required.

15 Wylye Village Hall trustees accept no responsibility for loss, damage or injury to persons or personal property on the premises or in the grounds of the building.

*Please note that the hire of the Hall for any event is at the discretion of the Committee. A signed*

*agreement committing to adhere to the Terms of Hire will be required in advance. This will be sent*

*by the Booking Clerk and must be signed and returned prior to your time at the Hall.*

Dated 12 Jan 2024