

# Queniborough Village Hall

Rearsby Road, Queniborough, Leics. LE7 3DH  
Registered Charity No. 52148

## Queniborough Village Hall Terms and Conditions of Hiring

*You are strongly advised to read these terms **before** hiring the Hall.*

- **Hiring:**

The hall is let in accordance with the scale of charges in force at the time of use of the hall.

Applications to use the hall should be either addressed to the booking officers or emailed to the booking team on booking request confirmation page.

- **Rates & Fees:**

For occasional hirers (not daily, weekly or monthly) there will be a refundable deposit made against any damage or breakages in addition to the full hiring fee. The refundable deposit will be required when collecting the key from the treasurer. The deposit will be refunded when the key is returned. A check of the hall will be made after the hirer.

The full hiring fee must be paid at least four weeks prior to the date of use of the hall. The deposit will be returned in full if there is no damage, breakage, loss or contravention of the terms and conditions. Keys are to be collected and returned by arrangement with the treasurer. Keys must be returned within 24 hours of hiring.

- **Payment terms:**

Receipt of hiring fee will secure a booking if accompanied by a completed hire form returned to the treasurer.

All monies to be paid to the treasurer, address on booking request confirmation page.

Cheques / postal orders should be made payable to  
Queniborough Village Hall Management Committee (QVHMC)

Cash should only be delivered by prior arrangement with the treasurer.

**Please only telephone between the hours of 9 am and 9 pm.**

- **Cancelations by hirer:**

Occasional hire cancelations made less than eight (8) weeks' notice will result in the full hiring fee being retained. However, if the cancelation is subsequently re-let the full hire fee will be refunded.

Regular hirers of the hall must give a minimum of four weeks' notice of cancellations otherwise the normal fee will be charged. Regular hirers must pay at the beginning of the month of hire or pay 50% more for late payment.

- **Cancellations by QVHMC:**

The management committee reserve the right to change a booking in the event of elections, essential maintenance or similar circumstances.

- **Numbers permitted:**

The numbers admitted to the premises are restricted to that displayed on the foyer notice board. This figure includes Kitchen and Bar staff etc. **These figures must not be exceeded**

- **Sub-letting:**

The hall must not be sub-let by a hirer.

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- **Your responsibilities as the hirer:**

The person or organisation hiring the hall is responsible for.

- a) Compliance with the risk assessment displayed in the foyer notice cabinet.
- b) The preparation of the hall before the event.
- c) The proper and orderly use of the hall.
- d) Complying with local by laws and regulations.
- e) Observing all matters of copyright and the performing rights society.
- f) Ensuring the emergency exits' are **not** obstructed.

- **At the end of the hire period the hirer is responsible for:**

- Switching off all lights. Leaving the hall clean and tidy – sweep floors and mop up any spills.
  - Remove all decorations.
  - Flushing all toilets and ensuring they are in a clean condition.
  - Closing all windows and locking all outside doors.
  - Switching off all kitchen equipment. Emptying the water boiler. Turning off all taps.
  - Removing rubbish to the wheelie bin in the car park.
  - All tables, chairs etc., must be placed in the appropriate storage area. See display cabinet for plan.
- This must be done before the end of hire period if as there may be a consecutive hire.

**Failure to adhere to the above may result in part or all of your deposit being retained.**

- **Advertising:**

Posters, fly posting and any other means of advertising must be in compliance with the appropriate bye laws, planning, highways legislation and are the responsibility of the hirer.

- **Noise and disturbance:**

Noise and disturbance must be kept to a minimum in view of the close proximity of residential properties. For this reason Emergency Doors on the car park must only be opened in emergencies. Should any justified complaints arise the committee reserves the right to withhold all or some of the deposit. In the event of any of any closure or restrictions arising from any hire of the hall, the committee reserves the right to claim compensation from the hirer for any resulting loss or potential loss of income.

- **Kitchen:**

The kitchen must be under the supervision of an adult at all times. Waste must be placed in the bin(s) provided outside. The hirer should provide their own tea towels. Outside caterers are responsible for clearing away their rubbish.

**Failure to adhere to the above may result in part or all of your deposit being retained.**

- **Damages & loss:**

The QVHMC will not be held responsible for any damage or loss to goods, property or equipment, or for any personal injury on the premises or land, howsoever caused. It is recommended that hirers make their own insurance and first aid arrangements.

- **Parking:**

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Vehicles left in the car park are left at the owners' risk. The QVHMC will not be held responsible for any loss, damage, theft, etc.

- **Bars & Alcohol**

The hirer will be responsible for obtaining a temporary licence for the sale of intoxicants to be consumed on the premises and for strict observance of the terms of any such justices' licence. Bars must only be set up in the large room next to the kitchen. Bottles arising from bars must be removed by the hirer.

**Failure to adhere to the above may result in part or all of your deposit being retained.**

- **Music & entertainment:**

All music and disco's etc, **must cease at midnight.**

- **Decorations:**

No penetrating fixing methods i.e. staples, drawing pins, shall be used on plastered walls. All decorations and their fixings must be removed other than by prior arrangement. Any items used to fix coverings to tables must be removed.

**Failure to adhere to the above may result in part or all of your deposit being retained.**