

## TERMS AND CONDITIONS FOR HIRE OF KINGTON ST. MICHAEL VILLAGE HALL

Booking Clerk:

Mrs. Sheila Wills

76 Kington St. Michael,

Nr. Chippenham, SN14 6JB.

Telephone: 01249 758189. Email: [ksmhallbookings@gmail.com](mailto:ksmhallbookings@gmail.com)

### FEES

Weekdays	Evenings	Weekends
Residents £6 per hr	Residents £7 per hr	Residents £8 per hr
Non-residents £7 per hr	Non-residents £8 per hr	Non-residents £9 per hr

Minimum duration of weekday hire is one hour.

Preparation and clearing up must be within the hire period.

The Committee reserve the right to charge a special rate for commercial use.

### PAYMENT

At the time of booking, £25 (not refundable in cases of cancellation by the hirer),

PLUS a £50 (refundable) deposit against damage etc. (Parish residents deposit is £30).

**THE BALANCE OF THE HIRE FEE (total hire fee less £25) MUST BE RECEIVED BY 28 DAYS PRIOR TO THE EVENT.**

Regular hirers who are billed in arrears should pay within 14 days of receipt of invoice, otherwise the Committee reserve the right to charge a £10 late payment fee.

### CONDITIONS OF HIRE

1. All bookings are taken at the discretion of the Committee or its appointed representative.
2. Cancellation of hire by the Committee due to unforeseen circumstances (e.g. elections) will not make the Committee liable for any expenses incurred by the hirer.
3. The Committee accepts no liability for loss or injury to the hirer, guests or their property.
4. Members of the Committee who are trustees have the right to enter the hall at any time.
5. It will be assumed that hire by regular users will automatically continue unless notified otherwise.
6. **It is the hirer's responsibility to contact the Booking Clerk at least 1 week prior to the booked date in order to arrange collection of keys.** Keys must be returned at the end of the agreed time.

7. After use, all facilities are to be left clean and tidy including sweeping and mopping the floors. Equipment is in the boiler room which is through the back door of the kitchen. The hirer will pay for any breakages or damage to the building or grounds and also any extra cleaning that has to be undertaken, whether or not the cost is within the deposit figure.
8. The kitchen shutter must be left down.
9. **All rubbish must be taken away and not left in the vicinity of the hall or shop.**
10. Under no circumstances may anything be stuck to the walls, and **no helium balloons, any found will forfeit your deposit.**
11. Deposits will not be refunded until the Committee or appointed representative is satisfied that there has been no damage, the premises have been left as the hirer found them and keys have been returned. Deposits will be returned approximately one week after the event if all is in order.
12. **The equipment outside is not to be used (it doesn't belong to the hall). If it is found that un-authorized use has occurred you will forfeit your deposit, plus any damage will have to be paid for in full.**
13. The wearing of stilettos is prohibited.
14. Do not drag chairs and other furniture over the floor, please lift instead.
15. When moving heavy items that cannot be lifted please use one of the carpet off-cuts in the chair store. Turn the off-cut upside down and drag the item along on this, thereby protecting the floor from scratching.
16. Use of chairs, tables, crockery (those in the cupboards marked 'for general use' only), cutlery, PA, and heating are included in the hire rate. There are also a few table lamps.
17. Hirers must bring their own chopping boards, tea towels and other utensils that may be required.
18. A keyboard and stand is available to hirers and is kept in a black bag in the main hall, near the PA equipment.
19. Fire exit doors must be kept free from obstruction both inside and out at all times.
20. In the event of a fire or other emergency, it is the hirer's responsibility to sound the fire alarm (call points by kitchen door and in back lobby), evacuate the building and call the emergency services.
21. Please be aware that some residents live close to the hall so every effort must be made to keep noise levels and other nuisance down. Failure to do this may jeopardise the refund of the deposit.
22. The Committee holds a Premises Licence issued by Wiltshire Council to open the hall from Monday – Saturday 0900 – 2300, Sunday – 1000 – 2230.
23. The hall may hold no more than 150 people at any one time, 70 seated at tables. (Some chairs are in the stone shed outside, the key is in the kitchen.). If the hirer wishes to stay longer than these times, or wishes to sell alcohol, then a Temporary Events Notice must be obtained from Wiltshire Council at least 10 working days before the event.
24. Wi-Fi is available in the hall. The password is on the notice board in the hall.

**KINGTON St. MICHAEL VILLAGE HALL BOOKING FORM**

PLEASE USE BLOCK CAPITALS

Name.....

Address.....

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Post code.....

Telephone No.....

E-Mail address.....

Date of Hire.....

Nature of Hire.....

Time and Duration.....

I hereby confirm that I have read and agree to the attached Hire Terms and Conditions and enclose the initial payment of £25 plus £50/£30 deposit.

Please make cheques payable to: KSM Parish Hall Committee.

Signed.....

Date.....

Please return signed form to the Booking Clerk:

Mrs. Sheila Wills

76 Kington St. Michael,

Nr. Chippenham,

SN14 6JB.

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