

Conditions of Hire

The following conditions of hire must be read, and the booking form signed before the booking is accepted:

1. Bookings can only be made by arrangement with the Bookings Secretary. Tel: 01362 637166 / admin@swantonmorley.org
2. Bookings can only be made by persons 18 years or over.
3. No date is secure until the deposit has been received and acknowledged. The deposit is non-refundable and in the event of cancellation by the hirer, the full fee is due unless a minimum of 7 days' notice is given prior to the event.
4. The balance of the funds is due 7 days before the event. If funds are not received and cleared in the village hall's bank account 5 days before the event, then Swanton Morley Village Hall reserves the right to cancel the event.
5. All events must be run in accordance with the licenses of Swanton Morley village Hall. These licenses are on display in the bar and copies can be obtained upon request.
6. All codes for entrance door and intruder alarm must be kept confidential by the hirer.
7. The entrance card issued remains the property of Swanton Morley Village Hall Trust and must be returned immediately after the event.
8. **No alcohol may be taken into the hall with the exception of a corkage agreement for table wines and entrance drinks.**
9. All hirers serving food must abide by basic food safety techniques. These can be found in the kitchen.
10. All hirers must appoint a named person to be responsible for fire safety rules observance. This person will be responsible for ensuring that all guests know what to do in the event of a fire. All fire exits are clearly marked, and the fire assembly point is in the car park by the recycle bins. The full fire safety procedures are in the foyer.
11. All fire exits are to be kept totally clear of obstructions and impediments.
12. Due to the automated smoke detection system in the building, **smoke machines must not be used.**
13. **It is the responsibility of each hirer to leave the village hall in a clean and tidy condition.** All rubbish must be disposed of in the outside dustbin and new bin liners should be inserted in the bins which must all be emptied. If the outside bins are full, please put rubbish in black bin liners and place beside the bins.
14. The hall floor and other areas should be swept clean at the end of the event.
15. All kitchen items used must be washed up and put away. Surfaces must be wiped with provided disinfectant. This includes the surfaces of tables used.
16. Any electrical appliances taken into the building must be Portable Appliance Tested to ensure safety.
17. Prior to leaving the building, all lights and heaters must be turned off and all windows and doors, shut and locked.
18. The alarm must be set on exit of the building in accordance with the instructions. The hirer will be liable for any call out charge incurred by our security company if the alarm has not been set properly.
19. All evening functions must finish in accordance with the terms of the booking form and the hall must be cleared by 1am at the latest.
20. No smoking or vaping. It is against the law to smoke in these premises and vaping will interfere with our automated smoke detection system.
21. No fireworks without prior consent from the Bookings Secretary.
22. No sky lanterns or balloons may be released from this premises.
23. Nothing may be attached to the walls or the fabric of the building unless authorised by the Bookings Secretary
24. Any damage or breakages should be reported to the Bookings Secretary as soon as possible and will be charged for.
25. Please report any accidents to the Bookings Secretary and if any item has been removed from the first aid boxes.
26. Hirers are liable on a Public Liability basis for any loss, damage, theft or injury caused as a result of their hire, or by the use of any equipment they introduce. No responsibility will be carried by Swanton Morley Village Hall
27. The hall must be left in the same clean and tidy condition as it was at the start of the hire.
28. If any of these conditions are breached, then any deposits will be forfeited, and future bookings may not be accepted.
29. **Swanton Morley Village Hall works with Norfolk Constabulary and may share information of our bookings in order to prevent crime and disorder. By placing my booking, I acknowledge and accept this.**