

## **Bredgar Village Hall (BVH)**

### **Terms & Conditions**

Thank you for your enquiry about Bredgar Village Hall – serving the community from the heart of Bredgar village. All funds raised through private and village organisation hire go towards its upkeep and improvements.

#### **Bookings/damage deposit**

- 50% of your total hire fee is to be paid ***immediately*** on return of the booking form. This will confirm your booking. If this doesn't happen, you have a 'provisional' booking only and you may lose your spot.
- Booking deposit may be refundable if you cancel more than 28 days prior to the hire date. Refunds are issued at the discretion of the BVH Committee as stated below.
- £100 damage deposit is to be paid no later than 14 days prior to the hire date for all events.
- Balance of hire is to be paid no later than 14 days prior to the hire date for all events.
- ALL ONLINE payments have to be accompanied by proof of payment ie a screen shot.
- Flexible booking times **may** be available subject to other adjacent bookings. Please contact us if you would like to explore this possibility.

**Regular hirers of BVH must give 14 days notice of any cancelations. Failure to do so will result in you being invoiced in full.**

**The hall is not for hire for 16th, 18th and 21st birthday parties without prior agreement with BVH.**

**Refunds for damage deposits and reservation deposits are issued at the BVH Committee discretion.**

**Any damages/breakages must be reported to BVH immediately.**

**Undue noise and disturbance will result in immediate termination of the hire.**

**Please note, the time you have booked includes your setting up and cleaning away time.**

## **Keys**

Keys for the main door, side PVC door and kitchen door are kept in the secure lock by the front door. Please contact Hilary on 07833 587998 no later than three days prior to the start of your hire to obtain the secure lock code. Keys must be returned to the secure lock after exit.

## **Hall Entry**

The hirer of the hall takes full responsibility for ensuring that our terms and conditions are abided by from the point of entry to the point of departure. This responsibility cannot be delegated.

Entry into the hall while it is being cleaned will be considered as an acceptance of the state of cleanliness at the time of entry.

**Under no circumstances can the hall be entered before the booking time.**

## **Alcohol licensing/Bar**

The bar must close no later than :

**11pm Mon-Thurs**

**11:30pm Fri-Sat**

**10pm Sunday**

No alcohol brought by yourselves or your guests is to be **sold** on the premises. If you have ordered a managed bar, you are **not** permitted to bring your own alcohol.

## **Rubbish**

All bins in the hall are to be emptied after your event. We have a large Country Style container bin for your use situated outside the kitchen side door in the car park. Please feel free to use.

## **Decorations**

All decorations are to be removed including hanging materials, including but not limited to, tin-tacks, blu-tac and string.

## **Note:**

**Under no circumstances must tape of any sort be used. Please find an alternative that does not leave marks.**

## **Fireworks**

No fireworks are permitted on hall premises (garden and car park included) unless authorised by the hall committee. Dispensation may be granted for 5th November or New Year's Eve parties or special events **ONLY** if previously authorised.

Sparklers are permitted **OUTSIDE ONLY**. Debris to be cleared away from car park and garden. No sparklers or sparkler-type cake candles to be used inside the hall as these have previously set off the fire alarms.

## **BBQ**

BBQs are permitted in the garden with prior permission of the Bookings Secretary. Disposal BBQs are not permitted on the grass as they scorch.

## **Bouncy Castles**

You are more than welcomed to hire a bouncy castle for your event. There is plenty of room in the hall for most sizes and in the garden. Please note the dimensions of the hall are: 15m x 9m and 3m height.

## **Piano**

The piano in the bar area is available for use with Bookings Secretary's prior permission. If not being used, please keep the piano cover on the instrument. If the piano cover is not there on arrival, please notify the Booking's Secretary.

## **Cleaning**

There is an unlocked cleaning cupboard for hirers' use next to the Ladies Toilets.

**Main Hall** - Make sure tables & chairs are cleaned and returned to the storeroom. Floor to be swept and all spillages must be mopped up. Window sills to be cleared and cleaned.

**Toilets including disabled** - must be wiped down, flushed, cleaned & checked before leaving the hall. Check that taps have been fully turned off.

**Kitchen/Bar area** - All surfaces, plus the oven and fridge (if used) must be cleaned (not just wiped down). Please turn off water heater and clean the sink and taps. Please sweep and mop the floor and empty the bins. You are welcome to use the assorted mugs and plates in the cupboards. Please note that we do not provide cutlery. Please also note that the cooker doesn't have baking trays and we don't provide saucepans.

**Entrance Hall** – Must be cleaned and hoovered.

### **Outside including garden and car park**

All rubbish must be cleared away from all outside areas. This includes cigarette butts on the ground. Please use the cigarette bucket by the main front door.

Please ensure that all lights are turned off before locking the doors & leaving the hall. The central heating is thermostat-controlled for maximum comfort. If you have changed heating via radiators, please return to how they were found.

### **Bredgar CofE School/Church grounds**

Under no circumstances is anyone allowed to enter the school premises, including the playing field. BVH will accept no responsibility for injury to persons or damage to the school property and church yard and your contact details may be passed to the school or church council.

**Failure to adhere to the Terms and Conditions may result in all or some of your deposit being withheld.**

We hope you enjoy hiring Bredgar Village Hall and hope to see you again. For further information, please email us at:

[info@bredgarvillagehall.co.uk](mailto:info@bredgarvillagehall.co.uk)

or visit our FaceBook page :

[www.facebook.com/BredgarVillageHallBredgar](https://www.facebook.com/BredgarVillageHallBredgar)

### **GDPR Statement**

All personal data shared with Bredgar Village Hall is handled strictly according to rules, principals and guidelines as set out in the General Data Protection Regulation. (GDPR) As such, personal data is stored securely and destroyed once no longer needed for the purposes of processing hall reservation requests and taking payment. Please contact us at [info@bredgarvillagehall.co.uk](mailto:info@bredgarvillagehall.co.uk) if you would like any further information.