

COMPTON BASSETT BENSON HALL

COMPTON BASSETT WILTSHIRE SN11 8RH

Registered Charity Number 305495

Enquiries 01249 760170



BOOKING TERMS & CONDITIONS

1. The Hirer will be held financially responsible for any damage to, or loss of, furniture, fittings or property belonging to the Village Hall, during the period of the hire.
2. Any loss of property or injury to persons will be the liability of the hirer.
3. NO BOOKING WILL BE REGARDED AS FIRM UNTIL THE BOOKING FORM HAS BEEN COMPLETED AND SENT VIA THE FORM ON THIS SITE, THE APPROPRIATE FEE HAS BEEN RECEIVED AND CONFIRMATION EMAIL HAS BEEN RECEIVED BY THE HIRER AT LEAST TWO WEEKS PRIOR TO THE EVENT.
4. Alcohol may only be consumed on the premises, with the permission of the Village Hall Management Committee (VHMC).
5. A Licence for the sale of alcohol (Temporary Event Notice 'TEN') is obtainable from Wiltshire County Council. It is the responsibility of the hirer to obtain a TEN; this requires at least three weeks to process before the date of the function. The cost of obtaining any such licence is borne by the hirer, currently £21 (2017), paid in advance. A downloadable form is available from the council website www.wiltshire.gov.uk
6. Members of the VHMC retain the right to curtail any function considered to be undesirable or causing disturbance in the vicinity of the hall.
7. Fire Regulations must be complied with, in particular:

EVENT	MAXIMUM NUMBER OF PERSONS
Dance/Disco	140
Seated Audience	130
Chairs & Tables	90
Standing	250

THE MAIN ENTRANCE IS TO BE KEPT UNLOCKED AND ALL FIRE EXIT DOORS FREE FROM OBSTRUCTION AT ALL TIMES DURING THE HIRE PERIOD.

8. A damage deposit of £50/200 (depending on the function) is to be paid prior to the date of the event booked. This deposit is refundable one week after the hire, once the hall has been checked by a VHMC member and they are satisfied that the hall has been left in good order.
9. The hall must be left clean and tidy; any costs involved in cleaning the hall and or repairing any damage will be deducted from the deposit as above.
10. The hall may not be hired by any persons under the age of 18. A responsible adult must sign the booking form. Any function booked for persons under the age of 18 must be supervised by adults, at all times, during the period of the hire.
11. It is the hirer's responsibility to ensure that any electrical appliance brought into the hall for use in an event must be safe to use and PAT (Portable Appliance Tested) inspected and approved.
12. The gardens surrounding the hall are available for use but please note that, **a**) the gardens are not enclosed and, **b**) our public liability insurance does not extend to activities outside the village hall. If in doubt please contact us or arrange your own cover.

Cheques to be made payable to **COMPTON BASSETT BENSON HALL.**