Empingham Village (Audit) Hall
Registered Charity No: 522339

Conditions of Hire

1. Hall Hire is charged from Access time to Vacate time. Part hours are charged as whole hours
2. A deposit is payable at the time of booking. The balance of the hire charges are payable on receipt of invoice.
3. The Hirer is responsible for putting in place appropriate insurance, including, but not limited to Public Liability Insurance.
4. The Hirer is responsible for completing their own Risk Assessment taking into account the activities planned during the hire.
5. Property brought into the hall is at the Hirer's risk and must be removed at the end of the function.
6. The Hirer is responsible for making good any loss or damage which occurs to the Hall or its contents during the time of hiring.
7. Nothing is to be attached to the walls or woodwork by any means, except that items may be fixed to the rail on the road side of the building by Blutack, Sellotape, or pins.
8. No intoxicants may be brought into the Hall without the permission of the Committee. If intoxicants are to be sold, it is the responsibility of the Hirer to ensure that a Licence is in place before the event.
9. Glasses, cutlery and crockery must be put away as found, and tables and chairs cleaned and stacked neatly at the end of the hall.
10. Please put all rubbish and recycling in the bins outside the building. Recyclable materials including **paper, cardboard, glass, metal, plastics can be put in the Grey Bin; non-recyclable waste, including food waste, should be bagged and put in the Black bin.**
11. On leaving the premises, please ensure that all lights and the heating are turned off and there is no-one left on the premises. Lock the external door using both the Yale latch and mortice lock, and return the keys to the safe box.
12. The caretaker or any Committee member may enter the Hall officially at any function.
13. Any two members of the Committee have the power to halt any function without notice if these terms are abused.
14. There is no parking at the Hall, there is ONE UNLOADING space near the front door.