

## Mosterton Village Hall Hire Agreement For All Hall Users

1. Show consideration to local residents while in the hall and when leaving
2. Access to the Hall at any time not booked by you by pre-arrangement only
3. Any equipment materials etc used by you must be removed and/or stored in a manner and area previously agreed with the Committee
4. Ensure users are aware of the location of all fire extinguishers, fire exits and Assembly Points. **All fire exits must be kept clear at all times**
5. Leave the hall, car park and all outside areas in good condition, i.e.
  - i. remove all your re-cycling and rubbish from the premises
  - ii. floor clean and swept
  - iii. kitchen and toilets checked and left in good order
6. Ensure all lights and heating are turned off
7. Ensure kettles are unplugged from the wall socket
8. Ensure all windows and doors are locked and secure
9. Any complaints to be addressed to the Village Hall Committee
10. If you notice any faults or repairs that need to be undertaken they should be reported in writing or email to the Village Hall Committee
11. Use of the Hall and car park is at your own risk and Village Hall Committee accepts no liability
12. Any damage that occurs during the period of hire is your responsibility and you will be liable for the cost of repairs
13. If alcohol is available be aware that you are responsible for sensible and safe drinking and that it is a serious criminal offence to serve alcohol to anyone who is under the age of 18 or to anyone purchasing alcohol for an individual who is under the age of 18
14. It is a serious criminal offence to sell alcohol without an appropriate and valid licence
15. Permit any member of the Committee to visit any part of the premises at any time
16. A deposit may be requested which will be refundable provided all of the above have been complied with

***You should also read and understand the Mosterton Village Hall Management Committee Standard Conditions of Hire***

## Payment Details

Cheques to be made payable to: Mosterton Village Hall  
or

Account Name	Mosterton Village Hall
Sort Code	30-92-40
Account Number	00168954
Reference	<i>Please enter your name here</i>