

This Part 3: Special Conditions is part of the Holton Village Hall Contract which includes Part 1: The Booking Form and Part 2: The Standard Conditions of Hire plus Part 4: Orchard Conditions as required.

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Access to the Hall is by use of a key kept in a key safe outside the Hall to the left of the entrance door. It is the hirer's responsibility to verify the code to the safe with the Booking Secretaries (07873 857063) at least a week before each use of the Hall as the code is changed regularly.

Please ensure that you do not arrive for your hire period more than 10 minutes before your hire time is due to begin and also ensure that you vacate the Hall no more than 10 minutes after your hire period finishes.

Access to the rear car park is available via the side gate which is locked with a key kept in the key-safe along with the main door key. If you open the car park gate this must be closed and relocked before you leave the premises.

Crockery is provided for your use with a limited number of glasses available. We recommend that you provide paper cups for children to use.

Tea towels are not available at the Hall and we ask that you kindly supply your own.

Small screw heads and some high-level hooks are available around the hall walls on which to hang light weight decorations. Blue Tack or other adhesives must not be used.

The premises (excluding the toilets) must be swept and the kitchen thoroughly cleaned, with all used crockery and related items washed and put away by completion of the hire as other clients are booked to use the premises shortly afterwards. The HVHC will arrange for the servicing of toilets.

All tables and chairs should be returned to their racks which are to be stored away in their respective cupboards.

Before you depart, the premises must be checked to see that all windows (including toilet windows) and doors are closed and locked where appropriate and that lights are turned off. The entry key should be returned to the key safe and the key code scrambled.

Should you make available items for the use or entertainment of participants in your event at the premises it is one of the conditions of this agreement that you indemnify the Village Hall Committee and all other persons in any way connected with the Hall's operation and management against any claim whatsoever and however arising from the presence or use of those items whether provided directly by yourself or through a third party you have involved in the event. It is your responsibility to ensure their operation is appropriately supervised and that safety in use is ensured at all times.

All items brought into the premises including those for the entertainment or use of those attending your event shall be designed and suitable for indoor use.

The Village Hall Committee may at their sole discretion recharge you and you agree to pay for the full cost of remedying any damage that may occur during or as a consequence of your booking. This cost may be greater than any damage deposit which you have paid.

You have notified us that you do not intend to provide alcohol during your event (other than as referred to in 'Drinks Service' below). Should you change your intentions about this, the Bookings Secretaries must be informed in good time prior to the event as licensing and other considerations may apply.

## **Drinks Service**

### **1. Bar Service**

Should you wish to offer your guests a single welcoming drink on arrival or a similar drink for a toast we will, by prior arrangement, provide that service for you or you may arrange it yourself by other means. If the latter, you will also provide the necessary glasses and arrange for their removal and cleansing. Glasses should be of a distinctive style (e.g. Flute) to differentiate them from the standard shaped wine glasses used in the bar.

The HVH Bar staff will clear away bar glasses in the half hour after the bar closes at 23.00 allowing a twenty-minute drinking up time after bar service ceases.

### **2. Self-Supply**

We have agreed that you or your guests may bring into and consume alcoholic drinks on the premises subject to the following conditions:

1. You or any other person attending your event may not sell alcohol on the premises. (To do so would be a contravention of the premises licence.)
2. You will oversee the consumption of alcohol and ensure that this does not lead to offensive behaviour.
3. You accept that your event may be closed prematurely by a Committee representative if they judge the availability of alcohol is causing unacceptable behaviour.