**Hall Prices and Conditions of Hire**

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Full Day Hire - £60.00

Half Day Hire (4 hours morning or afternoon) - £30.00

Evening Hire (Includes afternoon to set up) - £60.00

Community Group Meeting (2 hours) - £15.00

Three-day hire for weddings - £180.00

If a Bar is required an additional charge will be incurred to cover bar staff. This will be levied at £10.00 per hour for gatherings of less than 40 people, for more than 40 people the charge will be £15.00 per hour.

Cleaning costs £10.00 per hour. (The latter charge will be waived if the hirer cleans the Hall to an acceptable standard on leaving after a daytime event or by 10am the morning after the function for evening events.)

A refundable deposit of £50.00 is required for all bookings.

There is no charge made for wakes where the deceased or immediate family are residents of Habberley.

**Conditions of Hire**

1. The maximum number of persons on the premises is 100. Hirers must NOT exceed the limit.
2. The Hirer is responsible for fire safety during the period of hire, they must familiarise themselves with the fire procedures (which are on noticeboards in the Village Hall):
   1. In the event of a fire the procedure is to shout “FIRE” and evacuate the building.
   2. Fire exits are the main entrance, double doors at the middle of the hall and there is an additional exit through the back door of the kitchen for individuals in the kitchen area. The Assembly Point is the car park at the Mytton Arms.
   3. The care and welfare of children and vulnerable adults must be considered by the Hirer prior to the event, and a responsible adult allocated to support their evacuation in the event of a fire.
   4. Fires are only to be tackled if it is safe to do so and the individual is competent and confident to use the extinguishers. There are fire extinguishers in the Village Hall. A water extinguisher is located by the main entrance door and is to be used for paper, wood, textile & solid materials, it must not be used on liquid, electrical or metal fires. There are two powder extinguishers located in the kitchen and the bar, these are to be used for liquid and electrical fires, but are not to be used for metal fires.
   5. Smoking is not permitted on the premises.
   6. There are to be no naked flames on the premises without permission from the Committee.
   7. All emergency exits are to be kept clear throughout the event.
3. The Committee might require the Hirer to provide Stewards to assist with evacuation and general safety.
4. No Marquees, tents or temporary structures are to be erected in the grounds without permission from the Committee. The Committee will only grant permission where they are satisfied that the structure meets current fire regulations and that appropriate insurance is held. The Committee may impose conditions or use.
5. No inflatables (e.g bouncy castles) or other attractions are permitted unless prior permission is granted by the Committee. The Committee will only grant permission where they are satisfied the equipment meets current safety regulations and that appropriate insurance is held.
6. All bookings are to be accompanied by a £50.00 deposit. The deposit will be returned following the event provided there is no damage to fixtures and fittings or equipment. In the event of damage the Committee reserve the right to determine the level of deposit to be retained. In the event of significant loss or damage the Committee will seek to recover damages from the Hirer.
7. The Hire Charge is payable in full 14 days prior to the event.
8. The Hall and all equipment is to be left in a clean and tidy condition following any event. If the Hirer has opted to carry out the cleaning themselves this must be completed to the satisfaction of the Committee by 10am on the day following an evening function, or when leaving the Hall for a daytime function. If the cleaning is not carried out the Committee will contract for the work to be carried out and pass the cost of £10.00 per hour to the Hirer via deduction from the deposit.

The Committee reserve the right to refuse any booking.