

1. All applications for the hire of Castleton Village Hall shall be made on the appropriate form. The Hirer shall sign the form and must be aged 18yrs or over. The facilities must not be used for purposes other than stated on the application form.
2. Where an organisation is named on the application form, the organisation will be jointly liable with the Hirer under these conditions.
3. In the event of cancellation by the Hirer of a confirmed booking, a cancellation charge will be made at the discretion of Castleton Village Hall Committee
4. Hire charges will be in accordance with the pricing policy operating at the time of the let.
5. Hirers are responsible for maintaining good order and behaviour when using Castleton Village Hall premises and may be required to provide stewards. Due regard must be paid to other users and local residents.
6. The Hirer shall leave the Hall in a clean and tidy condition. Special cleaning charges of £10 per hour will be levied where required
7. It will be the Hirer's responsibility to ensure that all equipment or property brought into the premises is in safe and sound condition and complies with all relevant safety conditions. The Castleton Village Hall Committee reserves the right to exclude any equipment or property deemed unsuitable.
8. The Hirer shall be held responsible for all damage to the hall during the let and will be liable for all costs incurred to repair such damage.
9. a) Castleton Village hall is insured through Allied Westminster (Insurance Services) Ltd and its public liability cover extends to one-off and regular non-commercial Hirers of the hall under the same terms and conditions, provided that activities are not excluded under the standard terms of the policy and indemnity is not provided by another insurance policy. The Public Liability section includes cover for hirers of the hall, provided they meet certain conditions.
What is covered?
Any non-commercial Hirer (ie they do not intend to make a profit);
A Hirer who is not carrying out excluded activities (e.g. bouncy castles, contact sports etc);
A Hirer who does not have their own insurance in place for their activity held at the Village hall;
A Hirer who is working for the benefit of the community, either social or financial.
Exclusions
Any Hirer who does not meet the above conditions
b) Hirers are strongly advised to ensure they take out suitable insurance to cover themselves for making good any damage or meeting a claim from an injured person at an event for which the organisers could be held responsible.
c) Without limiting any other aspect of these conditions the Hirer will indemnify the Castleton Village Hall Committee from and against all actions and claims, including loss of properties belonging to the hirer or users.
10. It is the responsibility of the Hirer to familiarise themselves with the fire regulations. The Hirer shall regulate admissions so that at no time is the maximum capacity set by the Castleton Village Hall Committee exceeded (maximum capacity 120 people). To comply with current regulations on fire and safety, each event staged within the facility is required to be supervised by a designated person who will be responsible for the overall control of the function and in particular, for taking control in the event of an emergency. The village hall fire risk assessment and evacuation plan is displayed in the hall and is available on the village hall website. The individual must be present throughout the duration of the event.
11. The Hirer shall commit no infringement of the copyright act. The Hirer will relieve the Castleton Village Hall Committee from all claims and actions. The Hirer must accept the sole responsibility for their productions and performances and the unauthorised use of copyright production is prohibited. Anybody earning a commercial income from the hire must have a licence in their own name and provide a copy before the hire commences. Failure to acquire the necessary licences will result in cancellation of the hire.
12. The Hirer shall ensure that they have obtained all necessary licences; this will include theatre, public entertainment, music, liquor and trading licences, a copy of which shall be given to the Hall Committee prior to the event if requested. Failure to acquire the necessary licences will result in cancellation of the hire.

13. Consumption of Alcohol in the Hall - events at which alcohol is sold (or included in ticket price) must have a liquor licence. No alcohol may be left in the hall overnight.
14. The Castleton Village Hall Committee will ensure compliance of the conditions of let and has the right to terminate or refuse admission at any time.
15. Bookings by any school shall be under the supervision of the Headteacher or delegated member of staff throughout the duration of the let.
16. All disputes shall be settled by the Castleton Village Hall Committee whose decision shall be final.
17. There is no telephone line at the hall. We recommend the availability of a mobile phone for all functions.
18. There will be NO SMOKING in any area of the hall.