**Morville Village Hall – Event Hire Agreement**

Our Village Hall is a valuable community facility and to keep it in good condition and running smoothly, we ask anyone hiring it to read and follow the following guidelines.

**Booking and paying for your booking:**

 All bookings must be pre-arranged with our Booking Secretaries, Christopher Caine / Rachel Bray.  
Email: morvillevillagehall@gmail.com

All fees to be arranged with Sarah Dangerfield, Treasurer  
Tel: 07821 003608

 Hire fees and security deposit must be paid in full 2 weeks before your event.

 **If the Village Hall or its contents are damaged or left dirty after during your booking your security deposit will be retained and you will be expected to pay for repairs required**

 Please contact the Bookings secretary at least one week before your booked date to make arrangements to collect the key to the Hall.

**Security:**

 In accepting your booking we entrust you with the security of the Village Hall during and after your event.

 Please leave the building in a safe and secure condition, lock all doors and windows, and return the key to the Bookings Secretary asap after your event.

**Legal Requirements:**

 **Health and Safety** – It is the responsibility of the Hirer to familiarise themselves with Morville Village Hall Health and Safety Management Procedures which are displayed on the notice board. Any accidents/incidents must be reported to the committee in line with those procedures.

 **First Aid**– The hirer is responsible for making appropriate first aid arrangements for their booking. A Public Access Defibrillator is located on the front wall of Morville Village Hall.

 **Fire** – **In the event of a fire** please dial 999 and ask for Fire Services. The postcode for the Hall is WV16 5NB.

 **Fire extinguishers and a fire blanket** are provided, and the Hall is fitted with emergency lighting in case there is a fire.

 **Sale of Alcohol –** The **Hall does not hold a licence to sell alcohol**. If you need to obtain a licence for your event please contact Shropshire Council.

 **Insurance: Number restrictions** - the maximum number of people that can attend your event is 100 – please do not exceed this limit.

 **Smoking**- **It is illegal to smoke in any public building.** Please use the receptacles provided outside the Village Hall to douse cigarettes.

**Housekeeping:**

 **Leave it as you’d like to find it** – if you find the Hall in an unacceptable condition, or anything breaks or becomes damaged during your event, please report it to the Booking Secretary immediately.

 **Check before you leave** - Before leaving the Hall, please check all areas to ensure that all heaters, lights, electrical appliances and taps are turned off.

 **Decorations –**we understand that you may wish to decorate the Hall for your event. Please do not place decorations, or use party poppers or streamers, near the electric wall heaters as this presents a fire risk. Please use only non-damaging fixers to attach anything to the walls, doors, etc. and note that liquid aerosol streamers and glitter sprays can damage the floor and furnishings.

 **Fireworks and naked flames are not allowed** in or around the Village Hall.

 **Flooring –**The wooden floor can be quickly damaged by dragged furniture and stiletto type heels. Please advise your guests/group accordingly.

 **Tables and Chairs –**Please ensure that tables and chairs are left safely stacked around the edges of the room after use – we suggest that chairs are stacked no more than 5 high for stability.

 **Rubbish** – Please clear away all rubbish and empty the internal bins after your event. Please take large quantities of rubbish and recycling away to local recycling facilities to keep running costs/hire fees as low as possible.

 **Neighbours –**Please respect the Hall’s neighbours: Ask your guests to park only on the village hall car park; keep music at a reasonable volume; finish your event by 12 midnight latest.

(A full list of hirers’ responsibilities can be found in the entrance hall and adjacent to the kitchen door.)

**And lastly..........**

**We hope that your event goes well!**

**Thank you, Morville Village Hall Committee**

Please complete and sign the slip below, save it and then email it to [morvillevillagehall@gmail.com](mailto:morvillevillagehall@gmail.com) with your payment. If you cannot edit this page you will have to print it off, fill it out, scan it in and then email it. If you cannot edit this page AND do not have access to a scanner you will have to print off this page, fill it out and send it to us by post.   
Email: [morvillevillagehall@gmail.com](mailto:morvillevillagehall@gmail.com)  
Address: Morville Village Hall, Morville, Bridgnorth, WV16 5NB

Hirer’s name:

Contact tel.no:

Address:

Event:

Max. no attending:

Event Date:

Hire Start time:               Hire Finish Time:

Hire Fee: £

Security deposit: £

Declaration: I have read and understood the information contained in the Event Hire Agreement and accept the responsibilities that this places upon me as the booker. I understand that the security deposit is a token goodwill amount and that my liabilities are not limited to the amount of the security deposit.

Signed:



Date: