

Boxford Village Hall
Registered Charity no. 304863
Terms and conditions of hire
August 2021

- Control of guests:** This is the responsibility of the hirer
- Licenced bar:** This will be managed by Boxford Village Hall management committee or a representative approved by the designated premises supervisor unless prior authorization has been given to operate a private bar, in which case please refer to the licenced bar terms and conditions which can be found in the documentation page of this website.
- No alcoholic drinks may be bought onto the premises and all alcoholic drinks must be purchased from the bar. The committee must be made aware of any event that includes alcoholic drinks.
- Personal belongings and equipment:** Boxford Village Hall management committee accepts no responsibility for loss or damage to any item of clothing, personal items or equipment brought onto, or stored on the premises. Clubs are advised to arrange their own insurance for any items stored at the hall.
- Entertainment:** Please be aware that all groups and discos should cease playing music by 11:45pm. Boxford Village Hall shall in no way be held responsible for any damage to artists' equipment, howsoever caused either on site or in transit. The artist should carry their own insurance. It is the hires responsibility to ensure that the artist's disco is correctly licenced to perform and play music.
- Health and safety:** As the hirer you will be responsible for the health and safety of those who attend.
- Electrical Safety:** While the Management Committee are responsible for the regular testing of portable electrical appliances belonging to the hall, the hirer is responsible for ensuring that any electrical appliances they bring to the premises are safe, used in a safe manner and comply with the electricity at work regulations 1989.
- Fire safety:** The hirer should make sure all fire exits are kept clear and make those present aware of where the exits are located. They should also, where possible, know the number of people on the premises. The maximum number of people permitted at an event can be found on the "About" page under the heading "capacity".
- Catering:** It is the responsibility of the hirer to ensure that caterers are aware of the food hygiene regulations and abide by them. Boxford Village Hall management committee accepts no responsibility for food cooked or otherwise prepared or served on the premises.
- Children's parties** There must be at least four responsible adults in attendance at all times. None of the children are to be outside the premises unaccompanied. The party must not be advertised on social media. Children are expressly forbidden to enter the kitchen. The stage is out of bounds to children except when an organised event is taking place and the organiser takes responsibility for the safety

and wellbeing of the children using the stage.

General rules regarding damage waivers: No materials or articles of any description are to be fixed with nails, screws, tacks, staples or drawing pins to walls, doors etc in the main hall and lounge area. Tape and string are allowed but must be removed after the event.

All tables and chairs must be left in the positions as found and chairs stacked a maximum of six high.

All rooms used by the hirer must be left in a clean and orderly state on completion of the hiring. Failure to do so could involve a charge being made.

To the rear of the premises is the cemetery, which is the property of the parish council, and at all times respect must be shown. No vehicles are allowed to enter or park in the cemetery and at all times the hirer must ensure there is no trespass onto the cemetery.