1.	**BOOKINGS:** All booking applications must be via the online booking system at **www.mathernvillagehall.online/booking** The person completing this form will be considered the Hirer. Where an organisation is named in the application The 'Organisation' will also be considered the Hirer and shall be jointly and severally liable with the person who signs this form.
2.	**PAYMENT OF FEES:** *2.1* **SINGLE BOOKINGS:** Booking must be paid for in advance and within 7 days of the confirmation email. Completion of the hire form does not automatically guarantee your booking. This is only an application to hire the premises. Payment to be received within 7 days of the confirmation email being issued otherwise the booking request could be cancelled if another booking is made for the same period. *2.2* **REGULAR USERS:** Payment must be paid within 14 days of invoice otherwise a £25 per month administration fee will be applied to each account.
3.	**CANCELLATION:** If the Hirer wishes to cancel the booking before the date of the event and **Mathern & District Village Hall (MDVH)** are unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be in the discretion of the chair of Trustees for **Mathern & District Village Hall**. **REGULAR USERS**: will give 7 days notice in writing to **info@mathernvillahehall.wales** of any booking slot/period that will not be used, otherwise full hire payment of the cancelled period will be chargeable.
4.	**FEE REVIEWS**: An annual review of hire rates by **MDVH** will be made during the month of May for all users. Any changes deemed necessary by the committee will be communicated to all users 3 months in advance of when they come into force. Communication of any changes will be sent to the address held on file via the communication form previously completed. These changes if not documented will come into action on the 1st Sept each year.
5.	**KEYS**: No keys will be given out to one off hall hirer. A member of the committee will open up and close up as per the booked times. Keys will be issued to regular hall users for the duration of their booked period. The keys must be returned immediately after the end of the hiring.
6.	**DEPOSIT**: The Hirer maybe required to pay a deposit from £150 at the time of booking. This will be returned within 30 days of the event, subject to any sums withheld to meet the cost of rectifying damage arising during the hiring.
7.	**SUPERVISION AND RESPONSIBILITY:** The Hirer will during the period of the hiring be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity including proper supervision of car-parking arrangements so as to avoid danger to members of the public and obstruction of the public highway.
8.	**DAMAGE**: No 'Blue tac' or other adhesive tape or drawing pins to be used on painted surfaces such as walls or windows or areas that might cause damage. The Hirer shall indemnify **Mathern & District Village Hall** for the cost or repair of any damage done to any part of the property including the surroundings or the contents of the building, which may occur during the period of the hiring as a result of the hiring.
9.	**LICENCES**: The hirer accepts responsibility as manager for any entertainment licence if needed outside that of the licences already in place. The hirer acknowledges that **Mathern & District Village Hall** is not licenced to sell alcohol on or off the premises and an appropriate Temporary Event Notice application will be needed if alcohol is to be sold during the event.
10.	**KITCHEN USE:** The use of the kitchen is for serving only - the hirer is responsible for complying with relevant local health, hygiene, safety and environmental health regulations. Hire Charges includes the use of kitchen equipment, (where applicable and not in contravention of current government restrictions) any damage/loses will be chargeable. Additional crockery and cutlery can be hired from the Village Hall if needed
11.	**COMPLETION OF HIRE**: At the end of hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition properly locked and secured unless directed otherwise by authorised representatives of **Mathern & District Village Hall** and any contents temporarily removed from their usual positions properly replaced. Should this not be complied with **Mathern & District Village Hall** reserves the right to make an additional charge, which may be deducted from the deposit paid.
12.	**RUBBISH**: All rubbish should be removed from the premises by the hirer and any rubbish/food or recycling bags used replaced:
13.	**RECYCLING: MDVH** working with Monmouthshire County Council currently recycle the following materials: Paper/Cardboard, Plastics, Tins & Cans and Glass. There are recycling containers outside the back door of the kitchen for use but once full all extra recycling is to be removed from the premises by the hirer.

14.	**CHILD PROTECTION:** In the event that the hiring involves the attendance of children and young persons under the age of 18 at the premises, the Hirer confirms that there will be in place an appropriate Child Protection Procedure. The Hirer agrees to ensure that all adults present on the premises are aware of this Procedure and abide by it. The Hirer confirms that, when necessary under the terms of the Child Protection Procedure, appropriate Disclosure and Barring Service checks will be carried out in respect of persons involved with children and young people on the premises during the hire period.
15.	**PARKING:** The hire of the premises does include the use of parking facilities. **MDVH** accept no responsibility for vehicles or their contents parked in the hall carpark, Children, Pets & Vulnerable adults are to be monitored by the hirer or associated adults during the hire period.
16.	**EXCLUSIONS:** The Hirer shall not use the premises for any purposes other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything to bring on to the premises anything which may endanger the premises or any insurance policies connected with the premises.
17.	**ALCOHOL**: These are not licensed premises and no alcohol can be sold there on without a licence from the local authority. If the hirer is obtaining their own licence, then this must be presented to the booking's secretary 2 weeks prior to the function. Should the Hirer wish to bring drinks onto the premises for private and moderate consumption, written notice of this is to be provided at the time of booking.
18.	**SMOKING:** The entire premises and grounds are a No Smoking Zone.
19.	**MUSIC:** Any Hirer who intends to have a live band agrees to inform **Mathern & District Village Hall** in writing at the time of booking. The Hirer undertakes to ensure that all noise is kept to a level such that neighbours of the premises are not unduly disturbed. The Hirer agrees in any event to terminate all loud noise on the premises at 11.00pm.
20.	**PUBLIC SAFETY**: The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Magistrate's Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays and shall ensure that such events shall not involve the infringement of any copyrights or performing rights.
21.	**NUISANCE**: Where the purpose for which the premises are hired includes dancing, the Hirer shall not cause or allow the maximum number of patrons and/or guests admitted to exceed the number specified on the application form.
22.	**EMERGENCIES**: In the event of an emergency it is the Hirer's responsibility to ensure that they know the location of emergency exits, Water and Gas stop valves, the nearest hospital and emergency provisions.
23.	**FIRST AID:** It is the responsibility of the hirer to provide suitable First Aid arrangements/provisions. There is a Defibrillator located outside the front of the hall for public use if needed.
24.	**HALL FACILITIES:** The Hirer shall not interfere in any way with the switchboard, electricity or gas fittings, meter fittings or fixtures on the premises.
25.	**ELECTRICAL APPLIANCE SUITABILITY**: It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment.
26.	**INSURANCE**: The Hirer acknowledges that the loss of any items left unattended is not covered by **Mathern and District Village Hall** insurance cover.
27.	**COMPULSARY USE OF THE HALL**: **Mathern & District Village Hall** reserves the right to relocate any hiring to our sister facility within Mathern in the first instance, in the event of the premises being required for use as a polling station, for a parliamentary or local government election or bye-election or any other use requested by the committee. In the event the alternative facility is not acceptable, an alternative date and time could be offered firstly followed by the Hirer being entitled to a refund and any deposit already paid.
28.	**RIGHT TO CANCEL**: If the Hirer has a regular booking for the hire of the premises **Mathern & District Village Hall** reserves the right to renew, vary or cancel any such regular arrangements. This right will not be unreasonably enforced.
29.	**UN-USABLE FACILITY**: In the event of the premises or any part there of being rendered unfit for the use of which it has been hired **Mathern and District Village Hall** shall not be liable to the Hirer for any resulting 3rd party loss or damage whatsoever.
30.	**ACCESS:** The Hirer shall always allow any duly authorised officer of **Mathern & District Village Hall** access to the premises or any part thereof during the hire period.
31.	**REGULAR USER NOTICE TO TERMINATE REGULAR BOOKING:** A minimal of 3 months notice is required on both parties to terminate a regular booking arrangement.