

COMBERTON VILLAGE INSTITUTE TRUST
Charitable Incorporated Organisation 1189495

LETTING REGULATIONS (Nov 2023)

1. The Trustees cannot accept responsibility for loss, damage or accidents to person or property occurring during the occupation of the premises and attention is drawn to the Safety Regulations. Any activity which is against the law, or considered by the Trustees to be unsafe, is not permitted. Smoking and e-cigarettes/vapourisers are not permitted in the hall. Fireworks are not permitted anywhere on the site.
2. Hirers will be held responsible for any damage to the building, furniture and other items. At the end of the let furniture must be returned to the store from which it was taken and the premises must be left in the same condition as that in which they were found. Cleaning equipment is available in the cleaner's cupboard for use by hall users. Any additional expense incurred by the Trustees in the removal and replacement of furniture or for exceptional cleaning (including retrieval of balloons) or damage will be deducted from the hirer's deposit. Tables **must** be wiped clean before being put away.
3. No alcohol may be consumed without the Trustees' consent. A Temporary Event Notice (T.E.N.) must be obtained by the hirer if they intend to sell alcohol or to supply it as part of an admission price and notice must be given to the Trustees that a T.E.N. is being applied for. These T.EN.s are limited to 12 per year and permission may be declined if more than 12 T.E.N.s have been granted.
4. The hall is fitted with a noise limiter which will cut out power to electric sockets. Noise must be kept to a reasonable level after 10 pm. Due consideration must be given to neighbours before opening windows and side doors of the building and when using the car park late at night. The outside space to the side of the hall may only be used during daylight hours, and not later than 10 pm. Furniture is not to be removed from the hall and used outside.
5. The main hall is limited to 120 persons standing or 100 persons seated, the first floor Meeting Room to 30 people and the Community Room to 15 people.
6. Users are expected to share the kitchen when more than one room is in use at the same time.
7. To prevent damage to the oak strip floor, shoes with steel tipped heels must not be worn in the main hall. Roller skates, skate boards or heeie shoes must not be used in the hall. Dogs are not permitted in the hall with the exception of assistance dogs.
8. Stewards must be on duty at all times.
9. The premises must be cleaned and vacated by 10.30 pm Monday to Thursday and by midnight Friday to Sunday.
10. All property, including bar equipment, must be removed before the end of the let. All rubbish and recyclable materials (e.g. tins, glass) must be removed by the hirer – failure to do so will incur a charge for their removal.
11. When the kitchen is used, it must be left clean and in good order. The urn must be emptied and the cooker switched off. If used, the dishwasher must be emptied and drained when finished as per the instructions. Note - tea towels are **not** provided and any found in the kitchen are not to be used by hirers.
12. Any damage, breakages, constructive remarks, etc, should be noted in the log book provided in the kitchen
13. Users should ensure that the premises are not entered by individuals who have no right of entry.
14. Users of the hall should not store their own equipment in the hall without permission from the Trustees who will take no responsibility for this equipment without written agreement.
15. The Trustees reserve the right to withhold part or all of the deposit if any of the above regulations are contravened.
16. Any organisation working with children and/or vulnerable adults must have child protection and/or vulnerable adult policies and procedures in place and must supply copies of these before letting can be confirmed. Political parties and commercial users are not covered by the hall's hirers' public liability insurance and must supply a copy of their own insurance before a booking can be accepted. The Trustees cannot accept liability for damage or injury arising from the use of bouncy castles – hirers must ensure that adequate insurance is provided by the bouncy castle hire company.
17. All bookings remain provisional until hire fees are paid, and these fees are non-refundable except at the discretion of the Trustees. The hire fee payable shall be the rate in force at the time of the event.

Please contact the Lettings Secretary at least four days before your function to arrange key collection.
Access Control System: Entry is gained to the building and rooms if they are locked by means of offering a tag to the readers in accordance with the instructions. After your let, the room(s) should be re-locked by offering the tag to the readers again. The same applies to the main entrance door, if you are the last to leave. Please note the burglar alarm must be set and unset when you lock and unlock the front door, also using the tag. There will be a charge of £15.00 for any lost tag.