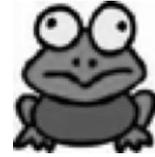


FROGMORE VILLAGE COMMUNITY ASSOCIATION



CONDITIONS OF HIRE OF FROGMORE VILLAGE HALL

1. The hirer is responsible, during the period of hire, for damage to the hall, its fittings, furniture and any other equipment being the property of the Frogmore Village Community Association (FVCA) and for the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements and respect for the rights of way of local residents. Applications for hire from persons under the age of 18 must be supported by an adult sponsor.
2. A request for the use of crockery, cutlery and glassware must be made at the time of booking. Damage or breakages must be reported to the FVCA. Repair or replacement costs will be charged to the hirer.
3. The hirer is responsible for effecting insurance against third party claims against him/her (or the organisation, if acting as a representative), whilst using the hall. The FVCA hall trustees are insured against claims arising out of its own negligence.
4. Smoking and the use of drugs, other than those medically prescribed, is prohibited.
5. No animals or birds, other than guide dogs, are to be brought into the building, unless for a special event agreed with FVCA. No animals are to enter the Kitchen under any circumstances.
6. Advance bookings are to be confirmed in writing or email, completing or supplying the information required on the FVCA booking form. Booking's not taken up will be charged, unless not less than three week's notice of cancellation is given to the FVCA in writing.
7. The hire fee is payable at the time of booking, unless otherwise agreed with FVCA.
8. The maximum number of people allowed on the premises is 80.
9. Activities in the hall must cease by 12.00 mid-night.
10. Before leaving the hall, the hirer must turn off hall and water heaters, kitchen equipment, and lighting. All windows must be closed and any rubbish generated, removed by the hirer. Floors must be left clean and swept.
11. If required, the hirer must first obtain the FVCA's agreement to sell alcohol on the premises and then obtain the requisite Temporary Entertainment Licence from South Hams District Council.
12. The FVCA holds a PRS licence (Performing Right Society Ltd) for music and a Public Video Screening Licence (PVSL) for video/film performance in the hall. Any other user requirements, such as gaming of lottery licences or performing art royalties are the responsibility of the hirer.

All bookings are subject to the completing and acceptance by the FVCA of a Frogmore Village Hall Hire Agreement.