



## **Minchinhampton Market House Trust: Additional Conditions of Hire (updated 8.11.2017)**

### Private Parties

These conditions are in addition to the Standard Conditions for Hire – they do not replace them.

They are structured to comply with present Village Hall legislation and apply to all hirings of the Market House for Private Parties where alcohol may be served.

They are designed to ensure:

- That both the Market House Trust and the Hirer comply with legal requirements.
- That the Market House is left in a suitable condition for the next Hirer.
- That the Market House Trust Management Committee is not left to cover any refurbishment cost. Be aware that this floor is regularly used for dance and yoga, and that to professionally clean and seal the floor costs £250.

We have tried to minimise these additional conditions, but if the Hirer is in any doubt as to their meaning, the Market House Trust Booking Secretary should be consulted immediately.

For all these Private Parties, we require:

#### 1) Named Steward

A named person, who may be the Hirer, being not under 25 years of age, is required to act as steward for the event. This person will remain on the premises at all times during the event and their responsibilities will include:

- Ensuring that no-one under the age of 18 drinks alcohol. This is a requirement of the licensing of the premises and is where it differs from a private house.
- That the hall is protected from damage. In particular that any glass, especially broken glass, chewing gum or liquid spillage is cleared up from the floor as quickly as possible.
- That noise is kept to a sensible level to ensure that neighbours are not unduly inconvenienced.
- That the hall hire includes sufficient time for the floor, kitchen, toilets, etc. to be returned to a clean state before the next Hirer.
- Minor damage should be reported in the Incident Book (in the Kitchen). This will not impact the refund of any deposit, but does help the Trust Management Committee to effect remedial work.

#### 2) Refundable Deposit

Where alcohol is served a refundable deposit of £100 will be charged at the discretion of the Booking Secretary. This deposit will be returned to the Hirer once the Market House has been checked to ensure that the toilets are clean, the hall floor is free from embedded items - specifically glass and gum, and that the fixtures, fittings and the stage and kitchen equipment are free from major damage.

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Additionally, for those Private Parties that takes place during, or extend into, an evening:

3) Booking

The Booking shall include the morning following the private party, to enable the Hirer to ensure that the Market House has been completely cleaned ready for the next Hirer.

4) Door Stewards

Two named persons, not under 25 years of age, are required to act as door stewards for the event. They will remain on the premises at all times during the event and their responsibilities will include:

- Ensuring that only those invited are allowed to enter.
- That the main doors are closed once all invitees have entered, to prevent gate-crashers.
- That at the end of the party, no one carries alcohol out on to the street.
- That the party goers disperse quickly from the town centre.