

Terms of agreement and conditions for use of Clopton Village Hall:

1. Fire regulations limit the number people in the hall at any one time as follows:

Seated at tables	100
Dancing & Tables	150
Closely seated	150
Dancing only	200

Please make sure that you do not exceed these numbers.

2. The selling of alcohol and some forms of entertainment require a Temporary Event Notice, which you must obtain from EastSuffolk District Council a minimum of 10 days before the date of the event. It is your responsibility to obtain a notice if required.

For further information and advice please look at the East Suffolk website page:

<http://www.eastsuffolk.gov.uk/business/licensing/beer-and-entertainment/temporary-event-notices/>

3. The permitted hours for public entertainment and private parties are:

	Event Start	Event Finish
Monday to Friday	10:00	23:30
Saturday	10:00	23:45
Sunday	12:00	22:30

To comply with licensing regulations, musical entertainment, either recorded or live, must finish at 23.00hrs. Any extension to this requires a Temporary Event Notice.

4. Parking on the field is not permitted unless with prior agreement.
5. No dogs, or other animals, are allowed inside the hall unless with prior agreement.
6. Fireworks or chinese lanterns may **NOT** be set off at any time in the hall or the grounds.
7. Decorations, balloons, posters or other such items are not to be fixed to the walls, floors or ceilings with adhesive tape, or other fixing which leaves a sticky residue or permanent mark. There are hooks on the walls provided for hanging decorations.
8. Marquees. Clopton Village Hall cannot accept liability for any damage or injury resulting to or from or by a marquee or other structure erected by, or for the use of, a hirer of the hall. If you use a marquee, you must ensure that the marquee supplier provides adequate insurance cover. If no insurance is included, then you, the hirer should arrange this. Such insurance should cover damage to the marquee and contents as well as personal injury caused to anyone inside the marquee or coming into contact with the marquee and/or contents.
9. Please ensure the hall is left in a clean, tidy condition. Brooms, dustpans and cleaning equipment are provided.
10. Please take all rubbish home for disposal. Please provide your own refuse sacks. Glass may be put in the recycling tanks in the carpark. The cost of any damages caused by you; rubbish removal; or extra cleaning will be deducted from your deposit. If any damages exceed the deposit amount, the deposit will be retained and you will be asked for the difference.
11. If the key to the hall is lost whilst in your keeping, there will be a charge of £100.

**There are people's homes nearby, so please do not make too much noise.
Your consideration is a condition of this booking.**