

Neuadd Bentref - Rhiwlas - Village Hall

Registered Charity No. 509488

Conditions for Hiring and Using the Hall

1. The Hirer must note the position of all the fire alarm points, fire extinguishers and fire exits on arrival. Fire exits must not be obstructed.
2. This building is a non-smoking building. It is the responsibility of the Hirer to ensure that this rule is adhered to.
3. No alcoholic beverages of any kind are permitted in the Hall without the consent of the Management Committee.
4. The maximum number permitted are as follows: main hall: 120; community room: 40. The hirer must advise the Management Committee if a gathering of more than 50 people is planned.
5. Bookings should be planned to include set-up and clean-up time.
6. The person arranging the hiring of the Hall must be over 18 years old.
7. If events are arranged for children, there must be enough adults present to supervise them.
8. The Management Committee's consent must be obtained before using equipment such as a 'bouncy castle' in the Hall. Please see these [conditions for using a bouncy castle in the Hall](#).
9. Hirers need to provide their own bin bags, dishcloths and tea towels.
10. The Hirer is responsible for ensuring that all furniture and other equipment in the Hall are returned to its original position at the end of the hire period.
11. The Management Committee takes no responsibility for any equipment or personal belongings left in the Hall.
12. Care should be taken when using the main hall to protect the floor from damage. Furniture and other heavy objects should be lifted (by more than one person if necessary) into position and not dragged. Any spillages should be wiped-up quickly and left as dry as possible.
13. Floors should be swept, kitchen floor and surfaces cleaned and all rubbish placed in the correct bins at the end of the hire. Crockery, if used, should be washed and returned to cupboards.
14. All facilities are to be left in a clean, undamaged condition. The Hirer shall be liable to pay for any damage or breakages, and for the cost of subsequently cleaning the Hall should that be necessary.
15. The Management Committee must be informed of any equipment damage or malfunction.
16. The Management Committee must be informed if an accident occurs in the Hall.

Exceptions and Amendments to the Conditions

The Management Committee shall have the right to make exceptions to any portion of these rules and regulations and may, from time to time, amend these rules and regulations