

Hawstead Village Hall

Terms and Condition of Hire

January 2012

Registered Charity No 1060871

The management of Hawstead Village Hall is vested in the Hawstead Community Council (HCC) whose powers and composition are defined in the Constitution, a copy of which is available from the HCC Secretary.

1. General:

- a. The Village Hall is a NON SMOKING venue. Hirers are reminded the premises are fitted with a very sensitive fire and smoke alarm system.
- b. The Meeting Room: is a quiet sitting room and it is not to be used for food preparation, or as a bar or drinks area. With permission a buffet may be set up here.
- c. Please be aware that the whole of the village green is a public area and access for the public must not be restricted; however two gazebos may be erected not more than *4mx2m on the mown area in front of the hall as well as outside chairs and parasols..Bouncy castles are not permitted.*

2. Acceptance of Terms and Conditions: Use of the Village Hall is subject to the following Terms and Conditions. The Hirer must agree to abide by the Terms and Conditions of Hire and sign the Hire Agreement (covering a period of up to 12 months) before using any of the Village Hall Facilities.

3. Bookings and Hiring:

- a. The Village Hall may be hired by anyone 21 years old or over.
 - b. When the Hirer is not known to the Bookings Secretary, the Hirer will be asked to produce personal identification and proof of address.
 - c. Bookings will only be accepted on a completed Hire Agreement Form HCCB1 submitted to the Bookings Secretary or other nominated member of the HCC.
 - d. The Booking Secretary has the right to refuse a booking of the Village Hall provided the action is reported to the HCC. The HCC may refuse use of the Village Hall facilities if they consider that the hiring would lead to a breach of the Terms and Conditions of the hire or if for what ever reason the premises are considered unfit for the intended use.
 - e. The Hirer will agree to enforce the Hawstead Village Hall Terms and Conditions of Hire for the period of the hire. Any incident arising from the result of failing to comply with the Terms and Conditions of Hire will be the sole responsibility of the Hirer.
 - f. The Hirer shall not sublet the Village Hall or any part thereof.
 - g. The Hire of the Village Hall does not entitle the Hirer to use or enter the premises at any time other than the specific hours for which the Hall has been hired, unless prior arrangements have been made with the Bookings Secretary/caretaker
- 4. Maximum Capacity:** We restrict the number of person occupying the property to:
Main Hall – 100 persons Main Hall seated at table – 86 persons Meeting Room – 15 persons Theatre style 60 persons, conference style 80,depending on the use.

Opening Hours: The Village Hall will normally be available for hire between 9 am to 11:30 pm throughout the year.

6. Hire Charges and payment policy:

- a. A deposit of 50% of the Hire Charge must be paid on the initial booking of the hall facilities and will act as confirmation of the booking.
 - b. For private parties a bond of £200 may be required against damage or loss incurred to the premises and or contents by the hirer or persons associated with the event.
 - c. A bond will normally be repaid no later than fourteen days after the event. Any deductions will be made before any refund.
7. Any damage or failure of equipment must be reported to the caretaker. Any failure of equipment should be noted in the maintenance book.

8. Supervision:

- a. The Hirer must not engage in any activity which prevents them from exercising general supervision. When the premises or any part of them are used for public entertainment there shall be a minimum of two persons 18 years old or over on duty where under 100 persons are attending the entertainment. When the majority of persons are less than 16 years old and or many people with disabilities are expected to attend the number of adult supervisors will be increased according to Local Council requirements. All persons on duty shall be instructed in their essential roles with respect to fire and other emergencies.
- b. The Hirer shall, during the period of hiring, be responsible for:
 - supervision of the premises, the fabric and the contents; their care, safety from damage. however slight or change of any sort.
 - supervision of the behaviour of all persons using the premises whatever their capacity.
 - supervision of car parking arrangements so as to avoid obstruction of the highway.

9. Safety of Vulnerable People: Hiring of the Hall for groups other than private parties involving children under 8 years of age or vulnerable adults will only be accepted if the organisation can give evidence of affiliation to an appropriate governing body. For private parties a ratio of one adult to five children will be required. Any individual wishing to run classes or events for unaccompanied persons under the age of 16 years, other than a private party, must produce a Criminal Records Bureau certificate before their hire will be accepted.

10. Health and Safety: The Village Hall's Health and Safety Policy must be read, understood and adhered to at all times. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, the Licensing Authority or otherwise, particularly in respect of any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

- a. Upon completion of the Hire Agreement the Hirer will ensure that they have received instruction in the following matters:
 - The action in the event of fire, includes calling the Fire Brigade and evacuation of the Hall.
 - The Location and use of the fire and first aid equipment.
 - Escape routes and the need to keep them clear.
 - Method and operation of escape door fastenings.
- b. In advance of entertainment or play the Hirer shall check the following items:
 - That all fire exits are unlocked and escape routes clear of obstruction.
 - That fire doors are not wedged open.
 - That exit signs are illuminated.
 - That there are no obvious fire hazards on the premises.

c. Outbreak of FIRE – the Fire Brigade shall be called however slight the fire

d. **Barbeques.** Barbeques are permitted only under professional supervision.

e. **Candles.** Candles are permitted when guarded, naked flames are not allowed inside or out.

Electrical Equipment Safety: The Hirer shall ensure any electrical equipment brought by them to the premises and used is in good working order and is Portable Appliance Tested (PAT)

12. Public Liability Insurance: Appropriate Public Liability Insurance will be held by the Community Council for the use of the facility. Hirers are advised to consider the need for their own Public Liability or other insurance to cover their activities.

13. Licences: The Hirer shall ensure that the Hall holds a Performing Society Right Licence which permits the use of copyright music in any form ie. record, compact disc, tapes. radio, television or by performers in person. If other licences are required in respect of any activity in the Hall the Hirer must ensure that they hold the relevant licence or that the Hall holds it.

14. Sale of Alcohol: The Village Hall is **not at present** licensed for the sale or supply of alcohol. No alcohol is permitted to be sold for consumption in any part of the premises without express permission of the HCC in writing. With written agreement from the HCC the Hirer will be responsible for submitting the necessary Temporary Event Notice (TEN) to the Licensing Authority and the Police no later than 10 working days before the event. A copy of the TEN must be on the premises during the event. The Police and Local Authority have rights of entry to the premises to assess the likely effect of the TEN on crime prevention.

15. Sale of Goods: The Hirer shall if selling goods on the premises, comply with the Sale of Goods Act 1979 (as amended).

16. Betting, Gambling and Lotteries: Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and the Hirer shall ensure that the requirements of the relevant legislation are strictly observed.

17. Storage: The permission of the Bookings Secretary or Caretaker must be obtained before goods or equipment can be stored in the premises overnight.

18. Car Parking: Parking is available in the car park for up to 35 cars, some extra parking is available under the trees to the left. **Vehicles must not be parked on the highway** or at the entrance or exit from the Village Hall. There is a disabled bay for up to three vehicles. We would advise you to supervise parking when a high attendance is expected. We encourage you to arrive by coach/minibus when ever possible.

19. Loss of Property: The HCC accept no responsibility for damage to, or the loss of, or the theft of Village Hall user's property or effects.

20. Animals: The Hirer shall ensure that no animals (including birds) are brought into any part of the premises. The only exceptions will be guide dogs or a special event agreed by the HCC. No animals whatsoever are to enter the kitchen at any time.

21. Nuisance:

a. Hirers and organisers of events in the Village Hall are responsible for ensuring that the noise level at their function is not such as to interfere with others within the premises or to cause inconvenience or annoyance to occupiers of near by houses. **Live and recorded music is only allowed to be played outside during official village events.**

b. People should avoid all undue noise on arrival and departure especially late at night.

c. The HCC reserve the right to terminate a booking where the Hiring has become disorderly or where offensive material or behaviour is in evidence.

22. Fireworks and Pyrotechnics: Due to the close proximity of thatched cottages and farm animals there is a total ban on the use of fireworks or any form of pyrotechnics in or around the Village Hall or on the Village Green.

23. Cancellation of Hiring: If the Hirer wishes to cancel the booking before the date of the event 14 days notice must be given in writing or no refund will be given except in exceptional circumstances at the discretion of the Community Council. The Community Council reserve the right to cancel any hiring by written notice to the Hirer in the event of:

- a. the premises being required as a Polling Station.
- b. the HCC consider that such a hiring will lead to a breach of the licensing conditions, if applicable, or other legal or statutory requirements, unlawful or unsuitable activities will take place as a result of the Hiring.
- c. the premises become unfit for the use intended by the Hirer.
- d. an emergency requiring use of the premises as a shelter for victims of disaster.

In any such case the Hirer shall be entitled to a full refund of any money already paid, but the HCC shall not be liable to the Hirer for any resulting direct or indirect loss or damage whatsoever.

24. End of Hiring: CLUB USE The party will be responsible for:

- a. Removing all food and drink from the building. Disposal of refuse into the wheelie bins, or if the bins are full removed from the site. There is bottle bank in the car park.
- b. Ensuring all internal doors are closed, the external doors and windows are closed and locked at the end of the event and the building is left in a safe condition, with particular regard to FIRE.
- c. Ensuring all electrical appliances and lights are turned off. There a check list in the kitchen
- d. Please leave the hall in a tidy condition. The intruder alarm system should be activated when the Hall is vacated.

FOR PRIVATE PARTIES A CARETAKER WILL CHECK AND LOCK UP THE HALL AT THE END OF YOUR HIRE.

Any keys for such use must be returned at the end of your hire.

January 2012