

Please keep these sheets to remind you of the Conditions of Hire and Public Safety



BRADFORD PEVERELL VILLAGE HALL

HIRING INFORMATION

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TERMS AND CONDITIONS

1. Introduction

This Hirer's Information Leaflet has been written to convey both the Terms and Conditions for hiring the Hall and the practical arrangements associated with it. It is assumed that by making the Booking the Hirer accepts these Terms and Conditions.

2. The Village Hall and its Committee

The Chairman and Village Hall Committee have overall responsibility for the Booking Arrangements, working day to day through the Booking Secretary.

3. The Hirer

The individual who books the Hall is the Hirer and 'responsible adult' and is required to abide by these Terms and Conditions. He/she must be over 25 years and must be present 100% of the time of the hire. The Hirer is responsible for the Hall and all that happens in it for the period of hire.

If the Hall is hired for an event which comes within the parameters of the Entertainments Licence, all the above applies but in addition, a second named 'responsible adult' is required.

4. Booking Issues

Booked hours & preparation/clear-up time

In principle, the Hall is to be used only during the hours that have been booked. The presumption is that preparation and clear-up time is included in the booked hours.

Bookings are normally made by the hour, but units of half an hour (not less) are acceptable.

The hire of the Hall should not extend beyond midnight.

Cancellations

People wishing to cancel bookings are required to give one weeks' notice or the Hirer will need to pay whether the Hall is used or not.

Refusing a Booking

The Village Hall Committee reserves the right to refuse a booking in circumstances that, in their opinion, are unacceptable.

Terminating a Booking

The Village Hall Committee reserves the right to terminate any booking/hire arrangements at any time should that be thought to be appropriate.

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5. Entertainments Licence

Occasionally, bookings may be requested that come within the scope of the Hall's Entertainment Licence. Such public events would include musical concerts, dances, stage plays etc. A useful guide is that if the event is ticketed, the licence is likely to apply. If this type of event is intended, specific agreements must be given by the Booking Secretary.

6. Alcohol Licence/Consumption

If any (potential) hirer intends to sell or supply alcohol, he/she must personally make application to the Licensing Authority, giving notice of a Temporary Event, and paying the required fee. If such an application is wanted, specific agreement must be given by the Booking Secretary.

It is acceptable for people to bring alcohol for their own consumption, or it may be given away at private events. In either case, the Hirer remains responsible for all aspects of the Hire, including any public order issues that may arise.

Specifically, when alcohol is available in the Hall, there must be no underage drinking in any circumstances and there should be no drinking on the Village Hall land outside.

7. Key Arrangements

Agreement to a booking includes an acceptance that the Hirer takes responsibility for the safe and secure and appropriate use of the key.

People who hire the Hall regularly: for these people the key is in a secure Black Box on the wall to the left of the Village Hall door, accessed with a digital code.

The Hirer must not give the digital code to his/her group or to anyone else. He/she can make deputising arrangements with the Booking Secretary's agreement. The digital code will be changed as necessary and hirers told when this happens.

The Black Box key should not be taken away from the Box/Hall. Those who know the number should not use the key other than when they have hire of the Hall.

For those who do not access the key via the Black Box, the Hirer should normally collect the key and return it to the Booking Secretary. Sometimes the Booking Secretary will meet the Hirer at the Hall depending on the circumstances.

The key would normally be taken/collected just before the booked time and returned immediately after use unless an alternative arrangement is made with the Booking Secretary.

8. Charging and Financial Arrangements

Charges for Hiring the Hall

The charges have been kept as reasonable and simple as possible and are totally inclusive of heating, lighting, power and Hall facilities. **Generally, hirers pay the standard charge of £8 per hour. For Weddings or Election Polling a daily charge applies to recognise requirements.**

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Wedding charges are £75 for villagers, the Hirer must be resident, and £100 for non-villagers. Any additional time is charged at the hourly rate.

Paying for Booking Charges:

The Hirer will be invoiced by the Treasurer at the end of the month of hire. The invoice will be emailed (if email is not available alternative arrangements can be made). The invoice will contain details of payment methods. Prompt payment will be greatly appreciated.

How to Pay the Charges

Payment can be made by cash or cheque (**Payable to Bradford Peverell Village Hall**) or BACS and given directly to the Treasurer.

When payment is made without an invoice it would be helpful if it could include a written note giving details of the Hirer, and the date and time of hire.

9. The Use of the Hall and its Facilities

General

In general terms, the Hall needs to be used responsibly and left safe, secure, clean and tidy. The Hirer is expected to take full responsibility for the health, safety and security of the party/group, for the premises and for giving due respect to the people living around the Hall and in the Village generally.

In particular, the requirements set out below must be met but the list is not meant to be exhaustive.

Numbers Using the Hall

Obviously, there is a maximum capacity for the safe use of the Hall. This varies according to the type of activity. If a booking involves large numbers, say over 60 people, the Hirer must discuss the arrangement in detail with the Booking Secretary. This is to ensure that the Hirer and the Committee fulfil their responsibilities, including insurance and fire safety requirements.

Health and Safety Dos and Don'ts

Health and Safety considerations are now an essential part of everyone's day-to-day reality and the Village Hall is no exception. So, the following health and safety issues are highlighted and should always be strictly adhered to. They are not meant to be exhaustive.

- The Committee has a strict 'No Smoking' policy for the Village Hall.
- There should be no distribution or consumption of illegal drugs.
- Fireworks inside or on the land surrounding the Hall are not permitted.
- Bouncy Castles cannot be used in the Hall or on land surrounding the Hall.
- The main entrance and fire exits should always be kept clear.

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- The responsible person should familiarise themselves with where the Main electrical switch is located, in the cleaners cupboard on the left as you enter the hall.
- Hirers should undertake a safety check before leaving the Hall, to include at least the following:
 - ✓ Check there is nothing smouldering
 - ✓ Turn off the lights in all rooms (remember the lavatories and the outside lights).
 - ✓ Turn off the boiler switch near the main door.
 - ✓ Check that all electrical appliances, including the cooker/hob, are turned off (with the exception of the piano heater).
 - ✓ Secure all windows, check that the fire door is secure, lock the main entrance door and either return the key to the Black Box or the Booking Secretary, as applicable.

Accident Book

We record all accidents which occur on the premises. All accidents are to be noted in the accident book.

The Hirer is responsible for the hall and all that happens in it for the period of the hire and is therefore required to make an entry in the book if an accident occurs.

In addition, a written report of the cause and impact of the accident, including injuries sustained and actions taken should be made to the Booking Secretary of the Village Hall.

Tel 07905463880 for details of how the report should be addressed.

Other Practical Do's and Don'ts

Hirers generally value the Hall and therefore use it responsibly and look after it during their hire period. Hopefully this will ensure a reasonable standard for the facility into the future. However, based on experience, it is necessary to highlight the following do's and don'ts for hirers:

- Hirers should note that they will need to turn on the heating half an hour before use to warm up the Hall in advance.
- When any booking is concluded, the Hirer should leave the Hall clean and tidy and ready for use. It is not acceptable that the next Hirer has to experience, for example, dirty debris, littered, stained or untidy Hall. If extra cleaning is required an additional charge may be made.
- There are a number of Notices and sets of instructions in the Hall. The Hirer is asked to be familiar with these as appropriate and if anything is unclear the Booking Secretary is always willing to help.
- Any waste or rubbish created by hirers must be taken home. It must not be left in either waste bin in the kitchen or in the bin (or in plastic bags) at the bus shelter.

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- Do not stick anything to the walls of the Hall as the paint is easily damaged.
- The upholstered chairs should not be used in circumstances where they could get particularly dirty, stained or damaged, such as Children's parties and they should not be used outdoors.
- The Hirer is required to report any breakages or damage to the Booking Secretary.

10. Village Hall Equipment

Special equipment

The Hall is equipped with a Public Address system, a CD player that plays through the system and a Digital Projector. There is WiFi available for hirers with information for accessing it near the modem. All are available for use by the Hirer but not before instructions have been given on how to use them. If the equipment is requested the Booking Secretary will make the arrangements. Generally, the electronic equipment is not used for events outside the Hall.

The Hall has a Piano available for use by the Hirer. It has in it a permanent heater which must always remain plugged in. If the piano needs to be moved, it must be unplugged from the wall socket and plugged in again at the new location. It should be returned to its normal position and covered after use.

The Hall has a valid TV Licence.

11. Village Residents and Hall Neighbours

The committee wishes for the Hall to be an enjoyable, sociable and well used facility for the whole Village. Accordingly, the Hirer is to ensure as far as possible, that their use of the Hall is not a nuisance to residents in the village, particularly those living nearby; for example, by keeping noise levels down to a fair and reasonable level, by ensuring respectful behaviour; by not littering the land and road near the Hall and by parking sensibly.

Hirers are requested not to consult with Hall neighbours or other villagers about any matter to do with their hire of the Hall; any such consultation or discussions are a matter for the Committee.

12. Conclusion

The Village Hall Committee would like to thank those who hire the Hall and would welcome feedback on their experience. Preferably this should be done via the Booking Secretary and Co-ordinator, or if applicable, direct to the Chairman or any Committee member.