

ALDERBURY VILLAGE HALL MANAGEMENT COMMITTEE
Charity No 305458 Licence No LN40490

TERMS OF HIRE

- 1 Every part of the Hall is to be left in a tidy and clean condition. See checklist on page 4.

- 2 **Nothing** should be attached to the walls or doors.

- 3 Music must cease by **11.00pm.**

- 4 Hall to be vacated no later than **midnight** and the Hirer shall ensure there is no excessive noise.

- 5 The Hirer (or a nominated person thereof) will be present during the entire Hire Period. The Hirer must be 21 years old or over. (ID maybe Requested)

- 6 The Hirer is responsible for carrying out their own risk assessment for their event.

- 7 Stewards shall be appointed and will be appraised of the risk assessment and fire safety regulations as displayed in the hall.

- 8 If serving food, the Hirer is responsible for meeting the guidelines below under "Food Hygiene".

- 9 If selling alcohol, the Hirer is responsible for meeting the guidelines set out below under "Alcohol".

- 10 **The Booking Clerk is to be informed if a Temporary Alcohol License is to be obtained.**

- 11 The Hirer shall ensure that any external supplier (i.e. Catering / Disco / Bouncy Castle etc) have adequate Public Liability Insurance.

- 12 The Hirer takes full responsibility for complying with the conditions of hire as set out above.

- 13 You are only permitted access to the part of the premises which you have hired. Other rooms may be hired separately, and your activities should not affect the enjoyment of their hire.

The Hall Committee in their absolute discretion may retain all or part of the deposit if the above Terms of Hire are not met.

**PLEASE ENSURE YOU HAVE ALLOWED ENOUGH TIME FOR SET-UP AND CLEARING UP,
THIS IS TO BE INCLUDED IN YOUR HIRE PERIOD**

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FOOD HYGIENE

The law requires those responsible for organising events where food is consumed to be aware of the risks involved and to ensure that these risks are controlled.

If professional or outside caterers are used, they are required **by law** to have food hygiene training and to have adequate safety controls - if these caterers cannot provide evidence of having a food safety management system, you are advised not to use them.

The ultimate responsibility for food safety rests with the hirer.

For more information, check this website:

<https://www.food.gov.uk/enforcement/codes-of-practice>

ALCOHOL

It is important that you comply with UK Licensing Law if you plan to serve alcohol at your event.

If you are not serving alcohol, or you are not charging for alcohol then you do not need to do anything.

If you are charging for alcohol – even if the cost of a drink is included in a ticket price – your event must be covered by a liquor license.

The Village Hall holds a premises license. To make use of this license, you must get the agreement **IN WRITING** from the Secretary prior to your event by emailing - secretary@alderburyvillagehall.org.uk

Alternatively you can apply for a Temporary Event License.

<https://www.gov.uk/government/collections/alcohol-licensing-temporary-events-notice>

Safeguarding children, young people, and adults at risk

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

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PAYMENT DETAILS

PAYMENT MUST BE MADE BEFORE COLLECTION OF THE KEYS.
SEE INVOICE FOR DETAILS.

Preferred Method of Payment by Bank Transfer: -

Account Name: Alderbury Village Hall-Fund-BIA

Sort Code: (Lloyds) 30-97-41

Account Number: 00186905

(Please quote Invoice Number in online payment reference).

If paying by cheque please return two cheques - one for the Hire Charge, and one for the Deposit. Cheques to be made payable to Alderbury Village Hall.

If you would like the Deposit cheque returned, please provide a stamped Self Addressed Envelope. Otherwise, your Deposit cheque will be destroyed once the Committee have completed their post-hire inspection.

Cheques or cash to be delivered to: -

Alderbury Village Hall Bookings: Paula Dean

32 Woodlea Grange, Alderbury, Salisbury SP5 3PA

Telephone:- 01722 710486

E-Mail:- bookings@alderburyvillagehall.org.uk

KEY COLLECTION / RETURN

Please contact Paula 3 days prior to your booking to arrange a suitable time to collect the keys

Keys to be returned immediately following the end of the Hire Period.

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CHECKLIST FOR POST HIRE INSPECTION

Alderbury Village Hall is run by a small committee of volunteers. We therefore rely on those who hire the hall to leave it clean and tidy, with tables and chairs stacked neatly away.

Failure to do so may result in a loss of part or all of the Deposit.

Before leaving the hall, please check the items below.

- 1 Floors are clean, and have been swept.
- 2 Dishwasher - please ensure you have finished the complete cycle including the drain down -this is a commercial dishwasher so slightly different to the ones at home
- 3 All rubbish has been removed from the hall (there are no waste bins at the hall)
- 4 Chairs and tables must be stacked neatly and safely in the same manner in which they were found on arrival. **(Chairs in Stacks of 8 fo fit into the StoreRoom)**
- 5 Table store - please ensure thumb turn is locked (to ensure light is off)
- 6 **ALL** windows have been checked, closed and locked – including toilets etc
- 7 Curtains have been left **OPEN**.
- 8 Heating has been turned off - if used.
- 9 Toilets have been checked, and lights turned off.
- 10 All lights have been turned off.
- 11 Entrance light has been turned off on exit (there is a push time switch to turn on the outside light)
- 12 Premises has been checked for intruders – and is clear.
- 13 Fire Doors and Main Doors have been secured and locked.

Please return completed checklist with Key
To Paula Dean 32 Woodlea Grange, Alderbury, SP5 3PA