

ARNESBY VILLAGE HALL (AVHT) - HIRING TERMS and CONDITIONS

March 2026

Availability

1. The hall can be booked online for sessions by the hour between 9am and 23.30pm. The calendar shows those slots which are available and those booked by others.
2. The maximum number of people allowed to use the hall under fire regulations is 80, but this is reduced to 60 if people are to be seated.
3. During term time the hall is used by the village primary school weekdays for lunches, assemblies and activities. These are block booked on the calendar. If you are a village resident and would like to book the hall in these periods during term time, please contact the Booking Administrator as this can be altered if necessary.
4. In the event of an Election the hall is a designated Polling Station. We are required to cancel bookings for the day of polling. We will contact you with as much notice as we can, so that your arrangements can be altered.

Opening Hours

5. Bookings in the evening end at 23.30 and we ask that you please turn music down at 23.00
6. The hall must be vacated by 23.30. There are homes very close to the hall, so please be considerate and ask guests to leave quietly.
7. Please also ensure visitors do not congregate outside the hall or disperse throughout the village, creating a noise nuisance or disturbance that may lead to complaints.
8. Due to previous incidents causing disturbance in the village, under 18-year-olds are not allowed to book the hall. If an adult books an event which is for young people, the adult booking the hall **must** take full responsibility and guarantee to be present and supervise during the period of hire. If the police are called out the hire will be cancelled immediately.

Payment

9. Payment must be made before the hall is used. Once your online booking has been made provisionally, you will receive an invoice by email with the charges. Please then follow the instructions for payment on the invoice.
10. Payment needs to be made within 2 weeks of the invoice or the booking may be cancelled.
11. If a booking is cancelled 14 days' notice must be given to the Booking Administrator. Refunds will be issued within 10 working days. Refunds for cancellations on less than 30 days' notice will be at the discretion of the Booking Administrator.
12. The Booking Administrator may ask non-residents for a deposit (minimum £100) in case of damage or the need to clean up the next day. The deposit will be refunded if an inspection shows there is no damage (beyond fair wear and tear) and the hall is clean and tidy for the next booking.
13. The Booking Administrator may also ask for proof of address eg sight of a driving licence before a booking is confirmed
14. The Booking Administrator may refuse a booking at discretion and is not required to give a reason. The hall's complaints procedure can be used if the user feels the refusal is unreasonable.

Licences

15. The Hall has a PVS licence for screening films, but no other licences (such as an alcohol or music license).
16. Alcohol can be consumed on the premises (with discretion) but must not be sold unless the user has obtained a personal licence from Harborough District Council. The user is expected to control the behaviour of all persons at the hall.
17. It is the user's responsibility to check with the Gambling Commission if a licence is needed for any raffles, prize draws or lotteries.
18. Users are also responsible for obtaining a music licence from pplprs.co.uk if necessary.

Smoking and Drugs

19. Smoking is not permitted in the hall. As the primary school uses the hall daily, please ensure the grounds are not littered with cigarette butts.
20. Illegal substances must not be consumed on the premises.

Parking

21. Due to limited on-street parking, your visitors should use the small village hall car park on Lutterworth Road. The entrance is to the right of the drive to the Mill. Please ask your guests to park sensibly.

BBQ and Food Preparation

22. We regret that there is insufficient space outside the hall to operate safely a BBQ of any kind.
23. Any food must be prepared in the hall kitchen or bought in.

Clearing Up

24. Please leave the hall clean and tidy for the next user, as you found it.
25. Please do not mop the wooden floor. It has a protective coating that will be damaged if wet. Any spillages must be wiped up with a damp cloth. Floor cleaning products in the cleaner's store are for the exclusive use of the hall's cleaner. They should not be applied by hall users as the wrong dilution damages the floor.
26. Make sure that you have allowed time within your booking to set up tables or equipment, to put them away as found, and clean afterwards.
27. The hall only has domestic wheelie bins. Please do not fill these up as collections are fortnightly. Bag up any waste and recycling to take home.

Leaving

28. Please remember when leaving the hall **to do so quietly** and:

- Turn off all lights
- Close fire doors
- Close all windows
- Turn off water heaters in the kitchen
- Close kitchen hatch
- Lock outside door and shed (if used)

29. The key must be returned to the Booking Administrator as soon as the hall is closed.

Damage

30. Damage and breakages beyond fair wear and tear must be paid for – please let the Booking Administrator know of any incidents/accidents.

31. Please do not use Sellotape, Blu-Tack or pins to hang up bunting etc. This may damage the decorations and require repair.

32. The Booking Administrator will advise following inspection if all or part of a deposit is to be retained to pay for any damage, or extra cleaning costs (including waste removal if the bins have been stuffed). The hall's complaints procedure can be invoked if the user feels deposit retention is unreasonable.

Risk

33. Organisations and users are expected to carry out their own Risk Assessments relevant to the type of activity. Guidance on how to do this can be found on the www.hse.gov.uk and other websites.

34. A risk assessment **MUST** be carried out if a bouncy castle or other equipment is being used. Dimensions need to be checked prior to installation but **must not** exceed a **maximum** of 2.75m (9 feet) between trusses and 3.35m (11 feet) height to light fittings on the central span of the trusses (some light fittings are lower at 2.5m/8 feet). Care must be taken that children on bouncy castles do not injure themselves or break the light fittings. Any equipment must be supervised by a responsible adult.

35. Follow the manufacturer's instructions for any equipment brought into the hall and ensure that appropriate insurance is in place. AVHT will not be liable for personal injury or damage due to misuse of equipment brought into the hall or the hirer's failure to carry out a risk assessment and supervise activities properly.

Fire and Health & Safety

36. In the event of a fire the Hall must be evacuated. The assembly point is in front of the building. The hall has a fire alarm system with break glass call points at both fire exits, which should be activated in the event of a fire. Please call 999 if there is a fire.

37. Please report any health and safety hazards to the Booking Administrator.

Safeguarding

38. Any organisation arranging an event which involves unaccompanied children or vulnerable adults, must be able to produce their safeguarding policy and proof that they are DBS checked.