

## **ARNESBY VILLAGE HALL - HIRING TERMS and CONDITIONS**

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.

During term time the hall is used by the village primary school between 12 and 2pm and 2.45 and 3.15pm. These are block booked on the calendar. If you are a village user 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.

Bookings in the evening end at 23.30 and we ask that you please turn music down at 23.00

Please note that 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.

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.

If a booking has to be cancelled 30 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.

The Hall has a PVS licence for screening films, but no other licences (such as an alcohol or music licence).

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.

It is the user's responsibility to check with the Gambling Commission if a licence is needed for any raffles, prize draws or lotteries.

Users are also responsible for obtaining a music licence from [pplprs.co.uk](http://pplprs.co.uk) if necessary.

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.

Illegal substances must not be consumed on the premises.

Please leave the hall clean and tidy for the next user.

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

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](http://www.hse.gov.uk) and other websites.

In the event of an Election, 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.

Please 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.

In the event of 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.

Please remember when leaving the hall to:

- a) Turn off all lights
- b) Turn off all heaters
- c) Close fire doors
- d) Close all windows
- e) Turn off water heaters
- f) Close kitchen hatch
- g) Lock outside door and shed (if used)
- h) Open curtains.

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.

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.

Under 18 year olds are not allowed to book the hall. If an adult books an event which is for under 18 year olds, the adult must take full responsibility and guarantee to be present and supervise during the period of hire.

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.