

Barkham Village Hall – General Conditions of Hire

If the hirer is in any doubt as to the meaning of the following, the Booking Clerk should be consulted.

Responsibility

1. The hirer (**who must be over 25 years of age**) will during the period of the hire be responsible for:
 - supervision of the premises
 - any damage however slight to the premises, including the fabric of the building and its contents
 - the behaviour of all persons using the premises and grounds including proper supervision of car parking arrangements
 - ensuring that ball games are strictly forbidden inside the building because of the likelihood of damage
 - ensuring that **NO SMOKING** is allowed within the building
2. The hirer shall not sub hire or allow the premises to be used for any unlawful purpose or in any unlawful way.
3. We ask you to take photos of the rooms, field and pre-school play area you use both on arrival and departure. We don't ask for a deposit and there have been instances where the venue has **not** been left as it's found, doing this helps you in confirming your correct usage of the site. Photos are not a condition of hire but would help immensely when unfortunate instances arise.

Health & Safety

1. The hirer shall not bring on to the premises anything which may endanger the hall or its users.
2. No unauthorised heating appliances shall be used on the premises without the consent of the Management Committee.
3. The entrance lobby is to be kept clear of tables etc. at all times.
4. The emergency exit signs are illuminated when the Small Hall lights are on, therefore these lights should always be on during the hours of darkness
5. No internal decorations of combustible nature shall be erected without the consent of the Management Committee.
6. The Fire Brigade shall be called to any outbreak of fire, however slight, and details shall be given to the Booking Clerk as soon as possible and in any event at the conclusion of the hire.
7. The store cupboards which open off the main hall must be kept locked shut.
8. Any personal injury accident or "near miss" must be recorded on an accident form. Please follow instructions with the forms, which are obtainable from the Booking Clerk.

Licensing

The hirer shall be responsible for obtaining such licences as maybe needed whether for the consumption of alcohol, or from Performing Rights Society or otherwise and for the observance of the same. Note: a Temporary Event Notice (TEN) will need to be sent to, and approved by, Wokingham District Council if alcohol is to be sold on the premises.

The hirer shall comply with all conditions and regulations made in respect of the premises by the Fire

Authority and Local Authority or otherwise, particularly in connection with any event which includes regulated entertainment. See the full **Licensing [Document](#)** for more information:

Cancellation

1.

For Casual Hiring /One-Off Hiring: If a hirer wishes to cancel a booking, they should inform the Booking Clerk by email (Barkhamvillagehall@outlook.com) at the earliest possible opportunity to enable the hall to be rehired and **at least 30 days** before the specified date of hiring. If a replacement booking is obtained, then the booking fee may be used against a future booking or consideration may be given to refunding the payment, less an administration charge of £10 at the Barkham Village Hall Management Committees discretion .

For Regular Hiring/Block Hiring: If a hirer wishes to cancel any of the regular / block bookings, they should inform the Booking Clerk by email (email address as above) at the earliest opportunity to enable the hall to be rehired and at least 14 days before the specified date of hiring. If cancellation received less than 14 days of the booked sessions or a replacement booking covering the whole period of the agreement is not obtained, then a fee at 50% of those booked session(s) is payable at BVH Committee's discretion.

2. The Committee reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for Parliamentary, Local Government or By Election. In which case the hirer shall be entitled to a refund of any deposit already paid.

Damage

1. The hirer shall indemnify the committee for the cost of repair for any damage done to any part of the premises, including the fabric of the building and its contents, which may occur during the period of hiring.
2. At the end of the hiring, the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, (see Check List below) properly locked and secured. Any contents temporarily removed from their usual positions should be properly replaced. The Committee shall be at liberty to make a recharge against the cost of the damages if these conditions are not met.
3. In the event of the hall or any part thereof, being accidentally rendered unfit for the use for which it has been hired, the Committee shall not be liable for any losses incurred by the hirer however incurred.

Check List

To make sure the conditions of hire are met. Please note failure to adhere to any of the items in the check list at the conclusion of the booking will constitute a breach of the conditions of hire.

Kitchen

1. Sweep floor and empty all bins (into Grundon bin outside).
2. Clean sink and wipe all surfaces. Clean range stove if used.
3. Close and secure window and door (particularly the emergency exit crash bar).

Large and Small Hall

4. Clean tables and return all chairs and folding tables to the store room.
5. Sweep floor. If necessary, mop up any spills. If floor requires washing, please use lukewarm water. The mop and bucket can be found in the kitchen.
6. Close and secure all doors and windows (particularly the emergency exit crash bars). Small Hall –

additional items

7. Clean sink and empty waste bin (into Grundon bin outside).

Lavatories

- 8. Flush toilets and leave in clean condition.
- 9. Ensure that taps are fully turned off.
- 10. Empty bins if necessary.

General

- 11. If any balloons, decorations or notices have been hung inside or outside the Hall or at the roadside or on the Village Hall signpost please remove them before you leave.
- 12. Please dispose of all rubbish hygienically in the Grundon bin outside. Do not leave rubbish alongside the bin as this may encourage rats and other pests and will be considered a breach of the conditions of hire. The Committee reserves the right to deduct from your deposit, the cost of employing a cleaner for extra hours, if these instructions are not carried out or if excessive rubbish is left. Also please read and adhere to the Disposal of Rubbish and Recycling [Document](#).

Lastly before leaving

- 13. Please ensure that attendees leave the hall and the car park in a quiet manner.
- 14. Double check that all exterior doors are locked, particularly the emergency exit crash bars.
- 15. Check the premises for any smouldering materials. Not smoking is not allowed in the hall.
- 16. Switch off all the interior lights, follow instructions by light switches (the external ones are on automatic sensors)

Health & Safety

- 17. Read and adhere to the Health & Safety [Document](#).

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Management Committee Representatives:

- Booking Clerk: Mrs. Lindsay Brown)
- Secretary: Mrs Christine Leigh) use barkhamvillagehall@outlook.com
- Treasurer: Ms Connie Wong)
- Chairman: Mr. Allan Wrobel) 07912 656689

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6. The Fire Brigade shall be called to any outbreak of fire, however slight, and details shall be given to the Booking Clerk as soon as possible and in any event at the conclusion of the hire.
7. The store cupboards which open off the main hall must be kept locked shut.
8. Any personal injury accident or "near miss" must be recorded on an accident book form, located in the kitchen. Please follow instructions with the forms, which are obtainable from the Booking Clerk.

Conditions of Hire – Licensing

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Barkham Village Hall holds a Premises License for the following “Regulated Entertainment” under the provision of the Licensing Act 2003:-

- The performance of live music, any playing of recorded music
- The performance of dance
- The provision of facilities for the making of music or dancing.

These additional conditions apply if Regulated Entertainment is to take place:-

1. The hirer, being a person over 25 years of age, shall be in charge of, and upon, the licensed premises during the whole time that they are hired to the hirer. The person in charge shall not be engaged on any duties which will prevent him from exercising general supervision.
2. There shall be a minimum of 2 persons, neither of whom shall be less than 25 years of age on duty at the premises during the period of hire, including the person in charge. All persons on duty shall have been informed of the procedure to be adopted in case of evacuation of the premises and shall be familiar with the fire fighting equipment available. For location of emergency exits and fire fighting equipment see the **Floor Plan Document**
3. Performances involving danger to the public shall not be given.
4. The number of people on the premises shall not exceed the following:

Large Hall	Persons	Small Hall	Persons
Dancing and Seating	120	Dancing and Seating*	50
Closely Seated	85	Closely Seated	45

* Arranged as one line of chairs against wall not obscuring emergency exits and all other furniture removed.

Large Hall & Small Hall	Persons
(With interconnecting double doors locked open)	170

5. Highly flammable substances shall not be brought into or used in any part of the premises.
6. The premises shall not be available for hire for the purposes of Regulated Entertainment except between the hours of 11 a.m. and midnight unless a Temporary Event Notice (TEN) has been posted and approved.

Disposal of Rubbish and Recycling

We provide a means of rubbish disposal in the large Green Bin near the pedestrian entrance to the Hall grounds. After heavy pressure because of weekend Parties or other large events this bin can sometimes be overloaded so please abide by these rules.

This **BIN is not for** the disposal of **Recyclable Materials** as the contents of the Bin will go to Landfill. So be **Green** and take home with you, glass bottles, cardboard/paper, plastic containers, metal cans etc., so they can be correctly recycled.

Do not leave any form of pressurised **Gas containers** small or large.

Do not leave any **Firework cases** or **Batteries** or related dangerous combustible material.

DO NOT LEAVE BAGS ON THE GROUND as foxes will tear them to shreds.

If the bags or objects will not fit in our bin take them home.

Failure to abide these rules could lead to a loss of your deposit and/or a refusal to allow further Hall bookings.

**TAKE HOME & DO NOT LEAVE
RECYCLABLE MATERIALS –
BOTTLES – CANS – CARDBOARD – etc.**

**ANY FORM OF GAS CYLINDERS
FIRE WORK CASES OR
RELATED MATERIAL**

**LARGE OBJECTS THAT
WILL NOT FIT IN THE BIN
BARKHAM VILLAGE HALL
MANAGEMENT COMMITTEE**