

Barrow upon Humber Village Hall (Registered Charity no. 507670)

www.barrowvillagehall.co.uk

bookingsbvh@outlook.com

Terms and Conditions of Hire

- The Hall is an unlicensed premises therefore, if alcohol is for sale, you must apply, and pay for, a Temporary Events Licence (T.E.N) from North Lincolnshire Council. The authorized document must be provided to a member of the village hall team prior to the event.
- To ensure courtesy for our neighbours use will be up to 11.00pm (Monday to Thursday), to 11.30pm (Friday and Saturday) and 10.30pm (Sunday). At these times, the Hall must closed completely with all guests off the premises. Music, Singing and Dancing must finish one hour before the vacation times.
- It is against the law to smoke anywhere inside the building. We also ask that you do not vape inside the building. Smoke machines are not permitted as detectors are fitted throughout the building.
- The use of illegal drugs is strictly prohibited in the hall or on its immediate vicinity. It is the responsibility of the hirer to enforce this.
- Many of our clients make their own catering arrangements and, to this end, our kitchen facilities are available to you. Hirers must adhere to the current food hygiene requirements, details of which are available on North Lincs Council website. No animals are to enter the kitchen at any time.
- All food and food waste is to be removed from the hall at the end of hire.
- Please ensure that the Hall is kept in the best of condition for our hirers.
- No candles are allowed, only battery operated tea-lights which must be placed in appropriate holders. Please do not fix anything to the walls, doors or woodwork. However, you may find it helpful to hang items from the picture rails.
- The Hirer or the designated **TEMPORARY RESPONSIBLE PERSON** must be conversant with the location of the First Aid kit and Firefighting equipment.
- Accidents must be recorded in the Accident Book located in the kitchen and reported to the Village Hall Team within 24 hours.
- For your own safety, please ensure that any Entertainer/DJ/Band booked carries Public Liability Insurance and that all electrical equipment is 'PAT' tested.
- **Duty of care; Please note the following; If hiring a party or entertainments facility, ie entertainer; DJ; Band [not limited to these three] You must ask to see a copy of their public liability insurance and should be very careful of booking any supplier who refuses to provide it or confirms that they do not have insurance.**
- The Hall is warmed by a gas space blower system and pre-programmed gas central heating system; **do not** alter any thermostats and settings. Please ensure that the Heating is turned off when not in use and check that the heating switch is off at the end of your event. [Switch located in the light box, next to the main entrance]
- The Hall currently has plastic chairs, medium rigid tables, long folding tables, medium folding tables, small folding tables and rigid small tables. The kitchen has a large commercial cooker with hob, Glass fronted fridge, microwave and a Burco hot water dispense. There are no pans, serving bowls, cups, plates or cutlery provided, at this time.

Use of Premises

The Hirer shall not use the Premises for any purpose other than that described on the Booking Form and the hall shall not be sub-hired or used for any unlawful purpose. The upstairs area is private and not for hire.

If setting out the Hall with 'theatre style' seating:

- There must be a gangway down the middle of the Hall and a gangway on at least one side of the Hall
- The minimum gangway width must be at least the width of two chairs
- The gap between rows must allow easy passage for exit in case of emergency
- It is essential that fire doors are left clear at all times

Licences

There is a PPL PRS licence in place at the hall permitting music to be played at the hall.

If alcohol is to be sold at the event the Hirer is responsible for applying for a Temporary Event Notice (T E N) from North Lincolnshire Council.

Financials

Although we have previously run the hall on a trusting basis, it has become necessary to discuss the issue of nonpayment of invoices; bookings and fees.

The terms of your booking is only valid and confirmed when payment is received in to the Village Hall bank account. How to pay is included in the booking form and can be followed to a successful booking.

Adhoc bookings; payments due must be made at the time of booking, without exception.

Regular Hirer bookings; payments due must be made within seven days of the event, unless specifically agreed with the BVH Trustees

Should there be a neglect to pay monies due and owing to the Village Hall account, this will result in the suspension of classes /events until all outstanding funds are paid in full.

Safeguarding

The Barrow upon Humber Village Hall Management Committee takes its Safeguarding responsibilities extremely seriously. The Hirer is responsible for ensuring that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. If requested, you must provide the Village Hall Team with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS), as appropriate.

Duty of care; Please note the following;

- **All regular hirers; MUST provide the BVH Team with a copy of their Safeguarding Policy, and Public Liability Insurance, and evidence relevant checks through the Disclosure and Barring Service [DBS] have been carried out.**

The hiring agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

If you have any queries, please contact a member of the Village Hall Team via email to bookingsbvh@outlook.com