



BELTON VILLAGE HALL
(Reg. Charity No. 521390)

STANDARD CONDITIONS OF HIRE June 2023

THESE MUST BE READ IN FULL BEFORE A PROVISIONAL BOOKING IS CONFIRMED.

(If you are in doubt as to the meaning of the following, the Village Hall Secretary should be consulted).

The condition of the hall - General responsibilities.

1. Belton Village Hall is responsible for making sure the hall is in a clean and fit state for hire including all consumables (toilet rolls, washing up liquid, scourers, and cleaning materials etc).

2. The HIRER is responsible for leaving the premises and surrounds in a clean, tidy and fit state. All rubbish and brought in equipment should be removed. All tables and chairs used during the booking should be returned to their defined areas of storage. The hirer should bring their own tea towels if the kitchen and or bar has been used during the booking as **Belton Village Hall** does **not** provide tea towels.

Also see Closing Down Procedure (11) below.

Supervision and adherence

3. The HIRER will, during the period of the booking, **be responsible for:**

a) The **supervision** of the premises and should ensure that there is sufficient supervision throughout the entirety of the booking.

b) The fabric and contents of the Hall, their care, safety from damage, however slight or change of any sort. The **hirer shall be liable for the for the cost** of repairing any damage that occurs during the period of the booking this includes the fabric of the hall, the hall's equipment used during the booking and the cost of any additional cleaning or maintenance.

c) The **behaviour of all persons** using the premises whatever their capacity showing due consideration for neighbouring properties when arriving, departing or being outside the hall.

d) **Car-parking** being properly supervised, making best use of the area provided, including the use of double parking where necessary, and making sure that local driveways and the main highway are not obstructed in any way, and that roadside parking is kept to a minimum.

e) The strict adherence to the **NO SMOKING** requirement in all parts of the hall, including the committee room and kitchen. This also includes vapes.

f) **Removal of any rubbish** resulting from the event, both inside and outside the premises, including car park area (please note this includes any cigarette ends left on the car park).

Use of the premises

4.The HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any Insurance policies in respect thereof.

Regulatory Compliance

5.THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the local Magistrates Court or otherwise in connection with any event, but particularly any event involving public dancing, music, stage plays or other similar public entertainment.

Sale and consumption of alcohol

6.The HIRER shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor, or otherwise and the observance of the same. As we do not have a licence to sell alcohol if you intend to sell alcohol on the premises you will need a **Temporary Events Notice** obtainable from **North West Leicestershire District Council** https://www.nwleics.gov.uk/pages/online_form_temporary_event_notice as we provide a bar facility only.

The bar must close at 11.30p.m. and the premises vacated by 12.00p.m. midnight.
(Unless otherwise **agreed**).

See Appendix 1, Conditions of Hire to Comply with Licensing Act 2003.

Fire Regulations

7. The Hirer acknowledges that he/she is aware of the following matters:

- a) The action to be taken in the event of fire. This includes calling the Fire Brigade and evacuating the hall.
- b). The location and use of fire equipment.
- c). Escape routes and the need to keep them clear.
- d). Method of operation of escape door fastenings.
- e). Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- f). That all fire exits are unlocked and panic bolts in good working order.
- g). That all escape routes are free of obstruction and can be safely used.
- h). That all exits are illuminated.
- i). That there are no obvious fire hazards on the premises.

See Appendix 2 and 3; Fire Procedure Checklist: Responsible Person Legal Duties.

Cancellation and refusal of booking

8.If THE HIRER wishes to cancel the booking within **14 days** of the event and the Committee is unable to conclude a replacement booking, we will retain 50% of the hire charge. If **THE HIRER**

wishes to cancel the booking within **7 days** of the event and the Committee is unable to conclude a replacement booking, we will retain the full hire charge.

9. The COMMITTEE reserves the right to cancel any booking in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the **Hirer** shall be entitled to a full refund of all monies already paid.

10. The COMMITTEE reserves the right to refuse a booking without notice or to cancel this booking agreement at any time either before or during the term of the agreement upon giving **14 days, notice** in writing to the **Hirer**.

The **Hirer** shall be entitled upon such notice to reimbursement of all monies including the breakages and late cancellation deposit as have been paid by the hirer to the Committee. The Committee shall not be liable to make any further payment to the hirer.

Security of the premises.

11. AT THE END of the hiring, the **Hirer** shall be responsible for carrying out a **Closing Down Procedure** to ensure:

- All waste materials have been removed from the premises.
- All electrical appliances and lights have been switched off.
- The premises are locked and secure.
- Security lights are left on.
- Side gate is closed.
- Automatic fire alarm is left on.

If any of these matters are not attended to the Committee shall be at liberty to retain the refundable deposit.

Committee responsibility for loss or damage to the hirer

12. IN THE EVENT of the Hall or any part thereof being rendered unfit for the use for which it has been hired. The Committee shall not be liable for any resulting loss or damage to the hirer whatsoever.

13. For the consideration of our neighbours. We ask that your guests leave the hall quietly. Banging car doors, car radios and loud conversations in the car park are disturbing for local residents.

Data Protection

14. You agree to us holding your data for the purposes of your booking only and this will **not** be shared with any third parties.

Appendix 1

Conditions of Hire to comply with the Licencing Act 2003

1. **The hirer must be over 25 years of age and be in attendance throughout the duration of the booking and accepts responsibility for being in charge on and off the premises at all times.** The hirer must ensure that all conditions of the Entertainments Licence relating to management and supervision of Belton Village Hall premises are met. There must be **at least three** competent individuals non, of whom shall be less than **21 years old** (as agreed with the booking secretary) in attendance throughout the duration of the booking.
2. **Some events, such as parties, dances, full day, and full evening events may** be subject to a £200 booking deposit. This deposit will be returned at the discretion of the Booking Secretary, in part or in full, subject to the condition in which the premises are left.
3. **The Hirer** hereby acknowledges the conditions of the **Entertainment Licence** held by Belton Village Hall for all licensable activities. A Summary of the Licence is displayed in the hall foyer. (A full copy will be provided on request). **Our Premises Entertainment Licence is from 9a.m. till 12p.m. midnight.** Therefore, all activity in the hall will cease at 12p.m. midnight. However, all music/entertainment must cease at 11.45 pm prompt and the Village Hall vacated by 12.00 pm, midnight. Only those helping to clear up the Hall may stay after midnight. Failure to comply with this may result in the forfeiture of your deposit. **(Special conditions apply to New-Years, Eve).**

All persons on duty shall have been instructed as to their essential responsibilities in the event of a fire or other emergencies, including attention to disabled persons, the location and use of the fire-fighting equipment available, how to call the Fire Brigade, evacuation procedure, and the importance of any fire doors and of closing all doors, internal and external, at the time of a fire.

Appendix 2

The Hirer acknowledges that he/she has received instruction in the Fire Procedure. **The Fire Procedure Checklist, Responsible Persons Legal Duties** are detailed below:

As the responsible person for the event/function you have legal duties with regards to the safety of those persons assisting at, or attending, the event.

Before event/function you should make yourself aware of aware of the following:

- The operation of the fire alarm. - **Situated in foyer.**
- The fire evacuation procedure. - **Directions by all Fire Escape Doors.**
- Escape routes both internal and external and assembly point after leaving the hall - **Front Car park.**
- Location and type of fire-fighting equipment- **Foyer, Kitchen, Committee Room/Bar, Stagex2, Boiler-Room.**
- Special arrangements for any high fire risk areas.
- How to call the Fire Brigade - **Instruction by all fire escape doors.**
- What instruction employees or helpers need and limitation on numbers of people.

Before the event/function you should decide:

- The arrangements for fighting fire.
- The arrangements for the evacuation of disabled persons and children.
- The duties and identity of staff who have specific responsibilities if there is a fire.
- Who will be responsible for calling the Fire Brigade?
- Your plans to deal with people once they have left the premises, especially children.

Immediately prior to the event or function you should ensure:

- All exit doors are unlocked; and push-bar mechanisms tested.
- Escape routes are free of obstructions and available for use.
- No combustible storage in public areas.
- Fire-fighting equipment is in place and unobstructed.
- Exit signs are illuminated and there are no obvious fire hazards in or near the hall.

At the start of the event or function you should notify all those present about:

- The smoking policy.
- The fire alarm warning sound.
- Who is supervising?
- The location of exits and escape routes and the location of the Assembly Point.

During the event or function you should ensure that:

- Escape routes and exits do not become blocked.
- The No Smoking Policy is adhered to and no naked flames are started (unless authorized by the committee).
- Rooms do not become overcrowded and noise levels cannot drown out the fire alarm.

Appendix 3

BELTON VILLAGE HALL – FIRE PROCEDURE

HIRER CHECK LIST: Responsible person legal duties.

As the Responsible Person for the event/function you have legal duties with regards to the safety of those Persons assisting at, or attending, the event.		
Before event/function you should make yourself aware of aware of the following:	Immediately prior to the event or function you should ensure:	
The operation of the fire alarm	All exit doors are unlocked and push-bar mechanisms tested	
The fire evacuation procedure	Escape routes are free of obstructions and available for use	
Where people should assemble after leaving the hall	No combustible storage in public areas	
Escape routes both internal and external	Fire-fighting equipment is in place and unobstructed	
Location and type of fire-fighting equipment	Exit signs are illuminated	
Special arrangements for any high fire risk	No obvious fire hazards in or near the hall	
How to call the Fire Brigade	At the start of the event or function you should notify all those present about:	
What instruction employees or helpers need	The smoking policy	
Limitation on numbers of people	The fire alarm warning sound	
Before the event/function you should decide:	Who is supervising	
The arrangements for fighting fire	The location of exits and escape routes	
The arrangements for the evacuation of disabled persons	The location of the Assembly Point	
The arrangements for the evacuation of children	During the event or function you should ensure that:	
The duties and identity of staff who have specific responsibilities if there is a fire	Escape routes and exits do not become blocked	
Who will be responsible for calling the Fire Brigade	The No Smoking Policy is adhered to	
Your plans to deal with people once they have left the premises, especially children	No naked flames are started (unless authorised by committee)	
	Rooms do not become overcrowded	
	Noise levels cannot drown out the fire alarm	

