

Biddulph Moor Village Hall Booking – Terms and Conditions

Payment and Bonds

On booking, payment in full is required (an invoice will be emailed to you) except for Weddings which use the drapes, for which a £180 deposit is required with the balance due 28 days before the date of the booking.

If the booking is cancelled 28 days prior to the date, then a refund less £25 will be issued. Deposits for weddings are non-refundable – alternative dates may be arranged at no extra cost. Cancellations within 28 days are non-refundable.

For evening bookings on Friday, Saturday and Sunday there is an additional £100 bond required which is fully refundable in the event that there is no damage to the Hall and the contents and the Hall is left in a reasonable condition. For Wedding hires with drapes, the bond is £180.

SPECIAL CONDITIONS OF HIRE TO COMPLY WITH THE PUBLIC ENTERTAINMENTS LICENCE WHICH IS ISSUED UNDER THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1982 STAGE PLAY LICENCE ISSUES UNDER THE THEATRES ACT, 1968*

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

1. The hirer hereby acknowledges receipt of a copy of the conditions of the Public Entertainments Licence, Stage Play Licence* for the premises.
2. The hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the Public Entertainment/Stage Play Licence relating to management and supervision are met.
3. The Hirer acknowledges that she/he has received instruction in the following matters:
 - The action to be taken in the event of a fire. This includes calling the fire brigade and evacuating the hall.
 - The location and use of fire equipment escape routes and the need to keep them clear method of operation of escape door fastenings.
 - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
4. In advance of the entertainment or play the hirer shall check the following items:
 - That all fire exits are unlocked and panic bolts in good working order.

- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are illuminated that there are no obvious fire hazards on the premises.

5. There shall, in addition to the hirer, be competent attendants on duty on the premises to assist people entering and leaving, none of whom shall be less than 18 years of age. All persons on duty shall have been instructed as to their essential responsibilities in the event of 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 and evacuation procedure.

CAPACITY

6. The number of people on the premises shall not exceed for 200 for dancing or 100 when seated at tables. There is seating for 120 persons.

MEANS OF ESCAPE

7. All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

OUTBREAKS OF FIRE

8. The Fire Brigade shall be called to any outbreak of fire, however slight, the details thereof shall be given to the caretaker of the Village Hall.

9. Performances involving danger to the public shall not be given.

DANGEROUS PERFORMANCES

10. Performances involving danger to the public shall not be given.

EXPLOSIVES AND FLAMMABLE SUBSTANCES

11. Highly flammable substances shall not be brought into, or used in any portion of the premises.

No internal decorations of a combustible nature (eg polystyrene, cotton wool) shall be erected without the consent of the management committee.

HEATING

12. No unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

HOURS OF OPENING

13. The premises shall not be used for public entertainment except between the hours of 11am to 12:45am Monday to Saturday, and 12pm to 11pm Sunday, Christmas Eve 11am to 12:45am and New Year's Eve 11am to 01:45am unless special permission has been issued Staffordshire Moorland District Council and by the Village Hall committee.

DATA PROTECTION

14. Biddulph Moor Village Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of the information about you that we hold, please contact the hall Secretary.

SAFEGUARDING

15. During any hire or use of Biddulph Moor Village Hall for any event, all matters regarding Safeguarding will be the responsibility of the Hirer/Organiser of the event. The Biddulph Moor Village Hall Safeguarding policy can be found on the hall's website (<http://www.biddulphmoorvillagehall.org.uk/>).

BOND

16. For some hires a Bond is required. In the event of damage to the premises, furniture, equipment or contents then a deduction will be made from the Bond for the cost to remedy the situation. In addition, In the event of the premises being left in a condition which the Committee deems to be unacceptable then a deduction will be made from the Bond for the cost to remedy the situation. Any balance of the Bond remaining after the remedial costs have been deducted will be returned to the hirer.

ATTENDANTS:

17. The number of attendants on duty must be as specified in the licence (and not less than):

- Two adult attendants for up to 100 persons
- Three adult attendants for up 100-249 persons
- Four adult attendants for 25-400 persons

Additional attendants are required if the audience is mostly under 16, or if there are many disabled people present.

CHARGING OF BATTERIES:

18. No charging of any batteries is to take place at the halls premises, which includes but is not limited to:

- Electric Vehicles of any kind, including e-scooters and e-bikes
- Mobile telephones
- Tablets
- Laptops
- E-Cigs or Vapes

Balloons

19. Balloons containing glitter or confetti must be disposed of responsibly and NOT popped within the village hall. Please pop these balloons within the large outside bin. Please note if these are popped within the village hall and excessive mess is made, you will be liable for an additional cleaning charge.