

Terms and Conditions of Hire

Please treat the Hall and surrounding area with respect - it belongs to us all!

Booking and Payment:

Bookings must be made at least 30 days prior to the hire period. Bookings may be made up to the end of the following year.

There is a £25 deposit for all hires of more than one hour, which will be offset against final costs. Any weekend bookings incur an additional, fully refundable, security deposit of £150.

One-off users: any set up and closing down must be done within the booked times. The hire period starts from the time the Village Hall is opened by the hirer and ends when it is locked up. Payment is due 30 days before the booking. You may make changes to the time and date of your booking yourself up to 30 days before the event. Within 30 days you can make changes only through the Hall administrators and there will be a 25% cancellation charge, unless the hall is rehired for that slot.

Regular users have up to 15 minutes for set up and up to 15 minutes for closing down in addition to the booked times. You may not use the Village Hall without booking confirmation from the Booking Secretary. You are advised to book in advance up to the end of the following year to ensure you have your regular slots reserved.

Damage, Breakages and Extra Cleaning:

After the event the Hall should be left as it was found. Please notify the Booking Secretary of any damage or breakages. Damage, breakages or any further expenses incurred by the Hall for cleaning will be invoiced and payable within 30 days.

Cancellations:

If the Hirer cancels the booking within 30 days of the event and the Village Hall is unable to conclude a replacement booking, the Village Hall reserves the right to retain 25% of the payment made 30 days before the booking.

The Village Hall reserves the right to cancel or adjust a hiring by written notice, including email, to the Hirer in the event of the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election or referendum or if the Management Committee reasonably considers that: a) such hiring may lead to breach of the licensing conditions or other legal or statutory requirements, or b) unlawful or unsuitable activities may take place at the premises as a result of the hiring, or c) the premises have become unfit for the use intended by the Hirer, or d) the Premises is required to support a parishioner or their family in time of unexpected need.

In any such case the Hirer shall be entitled to a refund of any deposit or Hire Charge already paid but the Village Hall shall not be liable for any resulting direct or indirect damages whatsoever.

Permitted Number:

The maximum capacity of the Village Hall is 250 persons. The Hirer agrees not to exceed the maximum permitted number of people which includes organisers, performers, volunteers and staff.

Supervision by the Hirer:

The Hirer confirms that he/she is over the age of 18 years and undertakes the responsibility for being in charge of, and present, on the premises at all times when the Public are present and for ensuring compliance with the Terms and Conditions of Hire and any relevant Licences; or, arranges a nominated competent representative aged over 18 years to be present throughout the hiring to ensure compliance with the Terms and Conditions of Hire and any relevant Licences.

Use of the Premises:

The Hirer shall not:

- Sub-let or use the Premises for any other purpose than that described on their online Booking.
- Use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way.
- Do anything or bring onto the Premises anything which may endanger the Premises or render invalid any insurance policies in respect thereof.
- Allow the use of drugs on the Premises or allow smoking in the building.
- Allow performances involving danger to the public or of a sexually explicit nature.
- Allow bouncy castle (or similar) to be erected on the premises, inside or outside.

- Allow barbeques or similar cooking apparatus on the premises inside or outside.

Responsibilities of the Hirer:

Throughout the hire period the Hirer shall be responsible for:

- Ensuring that the number of people using the Premises does not exceed that permitted.
- Supervision of the use of the Premises and the care of its fabric and contents.
- Ensuring that the purpose and conduct of the hire does not disrupt the use of any room hired by other persons.
- Ensuring that the Premises (including kitchen and toilets) are left clean and tidy with rubbish removed at the end of hire.
- Ensuring that all equipment, chairs and tables have been returned to the positions they were prior to the event, the Premises are cleared of people, all lights and water taps are switched/turned off and the building secured by use of keys supplied and the alarm re-set excepting any facilities in use by another Hirer.
- Taking reasonable steps to ensure that the minimum noise is made on arrival / departure, particularly late at night and early in the morning and that equipment and all persons have left the Premises by 24:00 hrs
- If using sound amplification equipment, ensuring that outside doors and windows are kept closed.
- Ensuring that all doors and windows are shut, and the garden area not to be used after 22:00 hrs
- Ensuring that the behaviour of all persons, including the proper supervision of car parking, does not cause obstruction to the highway.
- Ensuring that no animal (including birds), except guide dogs are allowed onto the Premises and that NO animals enter the kitchen at any time.
- Ensuring that all electrical appliances brought onto the Premises are PAT certified, safe and in good working order, and are used in a safe manner using Residual Current Circuit Breakers where appropriate.
- Ensuring the no highly flammable substances (e.g. matches / indoor fireworks/ candles) are brought into or used on the Premises and that no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected. No decorations are to be put up over light fittings or heaters or attached to the ceiling.
- Ensuring that the side gate must not be used as access for equipment.
- Ensuring that there is no smoking on the Premises and that smokers use the cigarette disposal units provided on the outside of the entrance hall.

Fire Regulations and Emergency Procedures:

The Hirer shall familiarise themselves with the location of emergency exits and ensure that they are all kept clear. The Hirer shall understand the Emergency Evacuation plan of the premises (Appendix B). The Hirer shall appoint a fire monitor to ensure safe evacuation of the Premises in the event of a fire, and prior to the event indicate the Fire Exits and evacuation meeting point to attendees of the event.

In the event of a Fire the Hirer agrees to call the Fire Service (999) and evacuate the building immediately, not to re-enter until permission is given by the Fire Officer in charge.

In the event of any other emergency the Hirer agrees to alert the emergency service appropriate to the situation.

The address of the Village Hall is: **Chapel Street, Billingborough, NG34 0QH**

Accidents and Dangerous Occurrences:

The Hirer must report all emergencies and accidents involving injury to the public to an authorised representative of the Village Hall (see appendix B) as soon as possible and complete the relevant section in the Village Hall's Accident Book located in the kitchen. Any failure of equipment, either that belonging to the Village Hall, or brought in by the Hirer must also be reported as soon as possible.

Health & Hygiene:

The Hirer, if preparing, serving or selling food must observe all relevant food health and hygiene legislation and regulations and, where necessary, provide properly qualified personnel to prepare / serve food.

Alcohol:

Alcohol may only be served in one of two ways at the hall: 1) You must apply for a Temporary Event Notice (TEN) from South Kesteven District Council. The cost is £21 and you must apply at least 10 working days before the event <https://www.southkesteven.gov.uk/business-trade-andlicensing/licensing/temporary-event-notice> (copy link to browser)

Please note this must be done even if you plan to serve your guests alcohol without charging them. We will need to see sight of the TEN before the event.

2) The village hall can provide a bar service with fully trained and licensed staff to run a bar for you. Please contact the Village Hall on 07704 298402 or email billingboroughvillagehall@gmail.com for prices, as this varies according to duration.

Please note that this is at the discretion of the Village Hall Committee and is subject to availability.

Insurance:

Commercial hirers must provide Public Liability insurance of £5,000,000 minimum indemnity.

Heating:

The heating for the Premises will be activated between the months of October until April. However, in the case of severe weather this will be reviewed by the Management Committee and suitable action taken as necessary. The Hirer shall ensure that no unauthorised heating appliances shall be used on the Premises and will not tamper with heating thermostats.

Storage of Equipment:

Hirer's equipment may not be stored on the Premises without the written agreement of the Management Committee and will be at the Hirer's own risk. The Village Hall will not be liable for any stored equipment or other property brought onto or left at the Premises and any liability for loss or damage is hereby excluded. All equipment and other property other than that stored on the Premises by agreement must be removed at the end of the hire period. The Village Hall reserves the right to dispose of any such items after 7 days at its discretion, by sale or otherwise, on such terms and conditions as it sees fit and charge the Hirer daily storage fees and costs incurred in storing or selling or otherwise disposing of the same.

Alterations:

No alterations or additions may be made to the Premises. No fixtures may be installed, or placards, decorations or other articles be attached in any way to any part of the Premises without the prior written approval of the Management Committee. Any such articles must be removed by the Hirer at the end of the hire period.

Compliance with Safeguarding Legislation Relating to Children or Vulnerable Adults:

The Hirer shall ensure that any activity at the Premises for children or vulnerable adults complies with current legislation in that regard and shall have a Child Protection Policy which will be supplied to the Booking Secretary at the time of booking (excepting hire for private parties arranged for invited guests only). The Village Halls Safeguarding policies are available on the documents webpage of the bookings site <https://hallbookingonline.com/billingborough/>.

Equality and Diversity Compliance:

Any Group or individual hiring or using the Village Hall (excepting hire for private parties arranged for invited guests only) shall not discriminate against any person on the basis of gender, colour, ethnicity, age, disability, religion, sexual orientation or marital status excepting where clearly defined restrictions are part of the purpose of the Group/event (e.g., Women's groups or services for the over 60's etc.) The Village Hall's Equal Opportunities and Diversity Policies are available on request.

Enquiries and Complaints:

Any enquires should be made to the Booking Officer and any complaints should initially be made to the Village Hall Chair via email billingboroughvillagehall@gmail.com. However, if any complaint remains unresolved this should be brought to the attention of the Village Hall Chairperson in writing.

Appendix A - Emergencies and Evacuation Plan:

In the case of a fire or other such emergency the Hirer or Nominated Representative must:

- Evacuate all areas of the Village Hall

- Notify the Gym Instructor if the Gym is open
- Gather at the evacuation assembly point by the flag pole in the car park
- Call the emergency services - 999
- Notify a representative of the Village Hall Management Committee

The address of the Village Hall is: Chapel Street, Billingborough, NG34 0QH

Under no circumstances should you return to the Hall unless advised to do so by the Emergency Services.

In case of medical emergency, the Hirer or Nominated Representative should alert the emergency service appropriate to the situation. Medical Assistance can also be sought at the New Spring Wells Practice adjacent to the Village Hall or call 01529 240234. First aid supplies can be found in the marked kitchen cabinet. T

The nearest defibrillator is located outside the Community Fire Station, Billingborough High Street; or Bernard Holmes Precision Ltd, Grosvenor Road, Billingborough, NG34 0QN

The Hirer must also complete the relevant section in the Village Hall's Incident Log, which is located in the bar area.

In the event of any accident or emergency please notify a representative of the Village Hall Management Committee:

Malcom Barlow (Chair) – 07846 559525
Karyn Wilkins (Vice-Chair/Secretary) – 07802 584947
Keith Wilkins (Treasurer) – 07710 753413

email - billingboroughvillagehall@gmail.com