

## BROAD HAVEN & DISTRICT MANAGEMENT COMMITTEE

Booking arrangements, conditions of use and standard conditions of hire.

These terms and conditions are currently under review to reflect the new online booking system.

### Booking arrangements

1. All Requests must be notified to the Bookings Secretary in advance.
2. Facilities at the Village Hall are normally available between the hours of 9:00am and 10:00pm weekdays and 9:00am and 11:00pm on Saturdays. The hall is only normally available for hire on Sundays afternoons.
3. **Any alterations to regular bookings must be notified to the Booking Secretary in advance.** Failure to report any changes may result in extra charges.
4. The exact requirements of the booking, including, the use of any rooms/heating/cookers must be agreed with the Booking Secretary before the booking. Fees and charges will be notified at the time of the booking.
5.
  - a. One off bookings must be paid for in advance at the time of booking. Payment and the signed booking form must be returned together to the Booking Secretary. Cheques to be made payable to "Broad Haven Village Hall"
  - b. Regular users will be invoiced monthly by the Hall Treasurer. Cheques made payable to "Broad Haven Village Hall" should be sent within 14 days to:  
Sue Mock, Hall Treasurer, 6 Marine Road, Broad Haven, Haverfordwest, SA62 3JR

### Conditions of use

#### **NO FOOD IS TO BE KEPT OR LEFT ON THE PREMISES**

6. All hirers are responsible for both applying for and complying with legislation i.e. when putting on a bar or public entertainment/stage play/film which requires a Licence from the County Council.
7. Generally Hirers activities are covered by the Hall's public liability Insurance, Contents are not covered. Commercial activity is not covered. Hirers are advised to consider their own specific insurance requirements for use of the hall and should consider whether separate insurance is required. Hirers must not undertake any activities which are not covered by the Hall's Property or Public Liability Insurance.
8. Hirers will take responsibility for ensuring that there is no damage to the Hall or equipment during the period of hire. Special agreements exist for the issuing and holding of keys to Hall
9. Hirers will report any damage to the hall or its equipment to the Hall Caretaker – Mr Steve Berry 01437 781673 immediately.
10. Hirers will ensure that the Hall, rooms, kitchen and toilets are left clean and tidy after use.
11. Bookings for the kitchen should be made at the same time as the Hall is booked for the event. Currently the kitchen is only to be used for preparation of teas and coffees to comply with the Food and Hygiene Regulations. All rubbish and food waste must be removed from the premises at the end of the hire period. No food may be kept or stored on the premises.
12. Hirers must vacate the Hall promptly following the booking and should be aware that there may be other users waiting to use the facilities.

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13. Users should vacate the premises in an orderly manner and ensure that local residents are not disturbed.
14. Hirers must ensure that all equipment is stored safely. All passageways/entrances, especially Fire Exits, must be kept clear at all times. Hirers must not use other users equipment without prior permission  
Equipment must not be left on the premises without prior arrangement.
15. Requests for storage facilities must be made via regular committee meetings. Equipment stored in the Village Hall is not covered by the Hall's Contents Insurance, and regular users should consider this aspect.
16. All electrical equipment brought into the building must comply with the Electricity at Work Regulations 1989 and have current Portable Appliance Test (PAT) certificate. This includes Disco Equipment, Tree lights etc. See General rule 6i.
17. These conditions of use must be read in conjunction with the General Rules governing the use of the all.
18. Failure to comply with any booking conditions will adversely affect any future requests for bookings.

### Standard Conditions of Hire of the Village Hall

1. THE HIRER shall pay the appropriate fee to the Committee's Treasurer, as may be directed by the Booking Secretary
2. If the Hirer wishes to cancel the booking and the Committee is unable to conclude a replacement booking, the question of a repayment of the fees shall be at the discretion of the Management Committee. In the event of the Management Committee cancelling the booking in accordance with Rule 3 (c), all fees paid by the Hirer shall be refunded to him/her.
3. THE HIRER shall ensure that the General Rules governing the use of the Village Hall as supplied to him/her are complied with.
4. THE HIRER shall, on making the booking, inform the Booking secretary of his/her requirements for refreshments or of kitchen facilities, and shall be responsible for any extra charges thereby incurred.
5. THE HIRER shall, during the period of hiring be responsible for the supervision of the premises, protection of the fabric and contents, safety from damage, however slight, or change in any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highways. Use the car park in Trafalgar Terrace.
6. THE HIRER shall be responsible for obtaining and licence necessary in connection with the booking, other than those already held by the Management Committee.
7. THE HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against his/her organisation whilst using the Village Hall. (The Committee is insured against any claims arising out of its own negligence). Hirers must not undertake any activities which invalidate the terms of the Hall's Insurance. Any special or unusual aspect of the proposed hiring must be notified, in advance, at the time of application.
8. THE HIRER shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices. The Fire Authority in accordance with General Rule 4 the Local Authority or otherwise. Special Conditions apply for the use of the Hall under a Temporary Event Notice.

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9. THE HIRER shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything which may endanger the premises, their users, or any insurance policies relating to them.
10. THE HIRER shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building during or as a result of a booking. Hirers will report any damage to the Hall and equipment to the Caretaker immediately.
11. THE HIRER shall, if selling goods on the Village Hall premises, comply with Fair Trading Laws and any local code of Practice issued in connection with such sales. In particular the hirer shall ensure that the total price of all goods and services are prominently displayed, as shall be the organisers name and address, and that of any discounts offered are based only on Manufacturer's Recommended Retail Prices.
12. THE HIRER shall be responsible for returning furniture and equipment to their original position, and for securing doors and windows of the premises. All users shall also leave the premises and surrounds in a clean and tidy condition.

### **AS WITNESS the hands of the parties hereto:**

Signed by the person named or organisation completing the booking form:

Signed by the Broad Haven and District Management Committee:

### **SPECIAL HIRING AGREEMENT AND CONDITIONS OF HIRE WHEN THE PREMESIS ARE USED UNDER THE TERMS OF THE PUBLIC ENTERTAINMENT LICENCE REGULATIONS**

Under Part C 2 of the above Regulations issued by Pembrokeshire County Council, I, being not less than 18 years of age, hereby accept **the Nomination** and responsibility of the premises as set out in the Hiring Agreement at all times when the Public are present and for ensuring that all conditions of the Public Entertainment Licence relating to management and supervision are met.

Special conditions relating to the Village Hall:

1. I HEREBY undertake to apply and obtain as necessary and appropriate all other licenses, Registered Door Persons, other permissions etc. BEFORE the event takes place.
2. The Village Hall has a maximum capacity of **100 (including staff and/or helpers)** and on no account shall this figure be exceeded.
3. There shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty.
4. All persons in charge or on duty shall be informed of the procedure for evacuation of the premises and shall be familiar with the fire Fighting Equipment available.
5. All doors indicated by Fire Exit signs shall be easily and immediately openable from the inside without the use of a key whenever the premises is in use.
6. The door leading from the kitchen to the play room should be held and locked open when the premises is in use.
7. The cooker facilities in the kitchen should not be used during the use of the premises for the purposes of the Public Entertainment Licence so as not to compromise the Means of Escape through the kitchen.

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8. A mobile telephone capable to reception and transmission must be available on the premises for use to call the Fire Brigade in the event of an emergency.
9. Under the terms of the Public Entertainment Licence the period of Operation ends at 11:00pm

**Signed by the person** (The Hirer) of the hiring agreement and standard conditions of hire: