

## Carperby Village Institute: Terms and Conditions of Hire

**Bookings:** Bookings can be made using the QR code:

Or at: <https://hallbookingonline.com/carperby/>

Or by contacting the Booking Secretary: Sarah Walker:

[carperbyvi@gmail.com](mailto:carperbyvi@gmail.com) or 07921 489422

**Making a booking or a series of bookings constitutes your agreement to the following terms and conditions:**



### 1. Payment:

**Payment for bookings should normally be received 7 days prior to the booking date.**

Please remit payment by BACS, *quoting the invoice number to:*

Account Name: Carperby Institute Revenue Account

Bank Name: Barclays Bank

Sort Code: 20-25-29

Account Number: 40554804

Alternatively, cheques made payable to **Carperby Institute Revenue Account** can be posted to: Mr C Gavin, Greygarth, Carperby, DL8 4DJ

### 2. Cancellations:

The user shall give not less than 48 hours-notice of any cancellation. Carperby Village Institute (hereinafter referred to as CVI) reserves the right to retain 50% of the booking fee for cancellations notified less than 7 days prior to the booking.

### 3. Care of the Venue:

The CVI must be left in a clean and tidy condition after use

- All rubbish should be placed in the kitchen bin or taken away.
- Kitchen equipment (if used) must be cleaned and put away tidily.
- The dishwasher (if used) must be emptied and cleaned. Instructions above the machine.
- Please ensure lights and equipment are switched off when you leave.
- No smoking or vaping in any part of the building.
- Any accident, incident or breakages must be logged in the Accident Logbook, which is located in the kitchen, and the Booking Secretary must be informed.
- There are limited parking facilities, and we ask for consideration to be given to disabled visitors and those requiring equipment to be unloaded. Wheelchair access is available at the rear of the building.
- Please report any problems to the booking secretary. If you need help during your booking, details of the duty caretaking team are on the noticeboard.

### 4. Behaviour and Supervision:

The User shall, during the period of use be responsible for:

- The supervision of the premises, the fabric and the contents; their care, safety from damage.
- For the reasonable behaviour of the users of the Institute and its surroundings.
- Any damage which occurs.
- Proper supervision of car parking arrangements so as to avoid obstruction of the highway.

### 5. Sub-letting:

CVI may not be sub-let or used for any purpose other than that described when making the booking.

## **6. Indemnity:**

The user shall reimburse to CVI any additional cost of making good any damage (including accidental damage) to the building or its fixtures, fittings and contents, or any extra cleaning thereof which arises from the hiring. In addition, CVI reserves the right to require a deposit to be paid prior to the event. Any such deposit will be repaid in full if the Institute is left in the condition in which it was originally hired. CVI may, if it thinks fit, charge the user for any extra expenses incurred in preserving order prior to, during, or after any use of the Institute. CVI is not responsible for any loss or damage to items belonging to the hirer.

## **7. Claims:**

The user shall indemnify CVI against all claims, demands, actions or proceedings in respect of damage to property and/or the injury or death of any person which may occur prior to, during, or subsequent to the period of use which is alleged to be a consequence of the activity or purpose of use. This clause shall not apply in the event of negligence by CVI or any defect in the premises being the cause of such damage, injury or death. All games and activities are undertaken at the individual's own risk.

## **8. Termination:**

CVI reserves the right to refuse any booking without giving a reason, and to terminate any regular booking with not more than one calendar months' notice. CVI also reserves the right to summarily terminate any booking before or during the period of use when it may be of the opinion that continued use of the premises would not be in the interests of good management, or when the use of the Institute is required for a matter of special importance. CVI is used as a polling station and the Electoral Commission has priority over any existing bookings. If a booking affected by an election cannot be re-arranged, the hirer will be eligible for a full refund of the booking. CVI shall have no liability and the decision of CVI shall be final.

## **9. Force-Majeure**

CVI shall not be responsible for any consequential loss or damage to the user in the event of it not being available by reason of any accident or event beyond CVI's control.

## **10. Licensable Activities:**

The premises are not licensed for:

- copyright music in any form, e.g. record, compact disc, tapes, radio, television or by performers in person.
- the sale of alcohol
- gambling

The User shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries. The User should ensure that they hold the relevant license in respect of any activity on the premises. Any User wishing to sell alcohol must inform the Booking Secretary PRIOR to applying for a North Yorkshire Council Temporary Events Notice which must be shown to the Booking Secretary *before* the booking is confirmed. [Temporary event notice in the Richmondshire area | North Yorkshire Council](#)

## **11. Alcoholic beverages:**

The sale or supply of alcoholic beverages to anybody below the legal age is strictly prohibited. Drunk and disorderly behaviour shall not be permitted either on the premises nor in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto or in the vicinity of the premises.

## **12. Health & Safety:**

a) **Public Safety Compliance** The general fire precautions will be maintained in accordance with the guidance prescribed in the Regulatory Reform Order Guide for small and medium sized places of assembly.

- The maximum capacity is 120 seated in the main hall and 30 seated in the billiard room.
- All electrical equipment brought into the Hall MUST BE PAT tested.

- No naked flames are allowed e.g. candles (with the exception of birthday cake candles), no gas appliances
- No pans of oil may be used
- All fire exits must be kept clear of obstruction, combustible storage and furniture
- No additional lights or extensions to the existing electrical fittings shall be used without the prior consent of the Booking Secretary.
- Any damage or incorrect operation of electrical or fire equipment must be reported immediately.

**In addition:**

- No children are allowed in the kitchen.
- Children's parties or events for under 18s must be supervised with an appropriate ratio of adults to children/young people.
- Bouncy castles (inside/outside) are not permitted.

**b) Public Liability:**

Appropriate Public Liability Insurance will be held by CVI for the use of the facility. Users are advised to consider the need for their own Public Liability or other insurance to cover their activities.

**c) Health and Hygiene:**

The preparation of raw foodstuffs that require cooking prior to consumption is not allowed in the main hall. No animals are to enter the kitchen at any time.

**d) Accidents and Dangerous Occurrences:**

Accidents, dangerous occurrences/near misses or any problems MUST BE entered in the Accident Book located in the first aid box in the kitchen and reported to the Booking Secretary. Failure to do so may negate a claim.

**e) Explosives and Flammable Substances:**

The User shall ensure that highly flammable substances are not brought into, or used, in any part of the premises and that no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Booking Secretary. No decorations are to be put up near light fittings or heaters. Special effects such as lasers, smoke or foam machines are not allowed inside the premises. Chinese lanterns and/or fireworks are not allowed either inside or outside the premises.

**f) Safeguarding of Children and Vulnerable People:** Hiring of the Hall for groups other than private parties involving children under 8 years of age or, vulnerable adults will only be accepted if the organisation can give evidence of affiliation to an appropriate governing body. Any individual wishing to run classes or events for unaccompanied persons under the age of 16 years, other than a private party, must produce an Enhanced Disclosure and Barring Service (EDBS) certificate before their booking will be accepted. The EDBS certificate number and expiry date will be held by the Booking Secretary for 12 months following the date of the most recent booking.

**g) Telephone:** The Hall has no telephone therefore you are advised to bring a fully charged mobile telephone for use in case of emergency.

**13. A Fire Safety:**

The Hall is provided with an electronic, manually operated fire alarm system. Alarm activation points are located adjacent to the main and rear entrances. If you discover a fire RAISE THE ALARM, LEAVE the PREMISES, and NOTIFY the EMERGENCY SERVICES. Assemble everyone outside the pub and account for those attending your event. ONLY IF YOU FEEL IT IS SAFE TO DO SO, attack the fire. Fire extinguishers are located within the building. If you hear the fire alarm, which is a monotone siren, leave the building by the nearest route. Two exits are provided, each of which is clearly marked. Any person with hearing difficulties should be made aware of any alarm of fire by hand signals. Fire-fighting equipment is provided in accordance with the Regulatory Reform (Fire Safety) Order 2005.

**14. General:**

No bolts, nails, tacks, screws, adhesives or other fixings shall be driven into or affixed to any part of the Institute, nor shall placards or other articles be affixed. No flags, emblems or other decorations shall be displayed outside any part of the hall without the previous consent of CVI.

**15. Entry:**

Members of CVI, or any person authorised by them, shall have the right of free and unimpeded entry to the premises in pursuance of their duties at all times.

**16. Variations:**

These conditions may be varied at any time, at the discretion of CVI. Reviewed: January 2025.

THANK YOU FOR USING CARPERBY VILLAGE INSTITUTE AND WE HOPE YOU ARE HAPPY WITH  
THE FACILITIES