

Ellel Village Hall, Galgate

Charity Commission Registration Number 25547

CONDITIONS OF HIRE

APPLICATIONS:

All applications for hire of any facilities must be made on the official booking form which the hirer must sign to declare that the hirer has read and fully understands and accepts the terms of these Ellel Village Hall Conditions of Hire and that the hirer fully accepts responsibility for any damage/loss incurred to Ellel Village Hall or its contents during the period of hire. Please therefore read these conditions carefully and please ask if you do not understand any of these conditions. If there is any doubt as to the meaning of any of the following the Hall Manager should be consulted. The hirer should also familiarise themselves with the General Rules for the Village Hall. A copy of the General Rules is on display at the Village Hall or a copy can also be requested from the Hall Manager.

CANCELLATIONS:

By Hirer: For all regular users if the hall is booked for a session, that session must be paid for at usual rates unless it is cancelled by notifying us by telephone 07977 942494 or e-mail info@ellelvillagehall.co.uk at least 14 days in advance of the session. There are also rare times when the Hall may cancel bookings (for example elections) but again this will be 14 days in advance, and obviously no charge passes to the hirer for this.

This allows us to re-book the hall and stop loss of revenue.

If food is involved, we require 48 hours' notice of cancellation otherwise the full cost is charged.

By the Ellel Village Hall Trust: The Trust reserves the right to close, cancel a booking or prohibit the use of the facilities without giving any reason. In such cases the Trust's liability shall be limited to refund of the hire charge.

THE HIRER must be 21 years of age or over (25 years of age or over when a bar is requested) and shall not assign the benefit of the hiring to any other person.

HIRE CHARGES must be paid in full before or on the date of the event except for long term regular event bookings where payment will be on receipt of invoice. Post dated cheques will not be accepted under any circumstances.

SUPERVISION & 'THE RESPONSIBLE PERSON'

The HIRER shall, during the period of the hiring, be deemed to be the 'RESPONSIBLE PERSON' for:

- The administration, organisation and overall supervision of the premises.
- The protection of the fabric and the contents; their care and safety from damage however slight, or change of any sort
- The behaviour of all persons using the premises and surrounding area whatever their capacity.
- The proper supervision of safe and considerate car parking arrangements, so as to avoid obstruction to nearby highway.
- The consideration of local residents in terms of safety and noise.
- Ensuring that TWO or MORE responsible people are available to help supervise and, together with the hirer, are suitably qualified to supervise the group, especially when young children under 18 years old are present.
- Ensuring that NO SMOKING is allowed anywhere inside the Village Hall or the Hall Porch area.
- The setting up of rooms in the format required prior to the commencement of the hiring. (Please seek guidance on access times and assistance available for undertaking this task).
- The proper supervision of the movement of tables and chairs to minimise risk or injury.
- Ensuring that the premises are not used for any purpose other than that described in the hiring agreement and shall not sub-let the premises.
- Obtaining such Licences as may be needed. (Please seek our guidance on this issue in advance of hiring).

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DRUNK AND DISORDERLY BEHAVIOUR AND SUPPLY OF ILLEGAL DRUGS

Under the strict terms of the **LICENSING ACT 2003** the **Hirer** shall be held responsible to ensure that:

- For licensed events **two** names and addresses of persons prepared to act as stewards **must be provided** at the time of booking on the provided form. These stewards will be responsible to the hirer for the behaviour of the guests/attendees; additionally, the stewards shall make regular patrols of the exterior of the building to ensure persons under age are not being served alcohol by proxy or to dissuade under age youths from congregating in the vicinity of the venue and causing a nuisance to residents or passers-by. **The bar will not open if these names have not been supplied.**
- In order to avoid disturbing people who, live near the hall and to avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol.
- Drunk and disorderly behaviour shall not be permitted either on the premises or in the immediate vicinity.
- No illegal drugs may be brought onto the premises.
- Persons under the age of 16 years cannot be admitted and remain on the premises when alcohol is being sold unless accompanied by an adult.
- No alcohol in open vessels (e.g. glass, bottles, cans, polycarbonate vessels) shall be allowed to be taken outside the premises at any time.

ALCOHOL

- **No person, other than the licensee appointed by the Ellel Village Hall Trust Committee** and holding a Personal Licence for the Village Hall or their appointed staff, shall operate a bar, or sell alcohol on these premises. In addition, the bar officials have the right to cease sales and close the bar if they consider it a) unsafe to continue providing the service or b) the licensing laws will be broken by continuing to provide the service.
- Alcohol shall not be served to any person suspected of being drunk.
- Alcohol shall not be served under any circumstances to any person suspected of being under **18 YEARS OF AGE (Challenge 25 Policy – anyone who appears to be under the age of 25 will be asked for identification to prove that they are over the age of 18.)**.
- Any person who is 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.

PUBLIC SAFETY

NUMBERS: The maximum capacity of Ellel Village Hall is **250** in the main hall and **45** in the small hall.

The following practices **MUST** be followed by the Hirer in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
- Any electrical appliance brought into the premises and used there shall be safe, in good working order, used in a safe manner and have an UP TO DATE PAT TEST CERTIFICATE.
- Do not allow children in the kitchen except under close supervision. Avoid overcrowding in the kitchen and do not allow running.
- Report any evidence of damage or faults to equipment or to the building's facilities to the Hall Manager or to any member of the Ellel Village Hall Trust Committee.
- Report every accident in the accident log book in the kitchen and to the Hall Manager.

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FIRE: The Fire Brigade shall be called to ALL outbreaks of fire, however slight. Please evacuate the building and keep all your people together in one safe location at the muster point in the car park. Please try to account for all persons present (Roll Call), this will greatly assist the Fire Brigade. All such incidents and full details thereof shall be given to the Hall Manager, the Booking Secretary or any other member of the Ellel Village Hall Trust Committee as soon as practically possible.

The Hirer should make themselves aware of the following:

- The location and use of fire equipment (a diagram of the location of the equipment is included in these Conditions of Hire and displayed in the foyer area of the hall).
- The locations of all escape routes and the need to keep them clear.
- The method of operation of escape door fastenings.
- That all fire exits are unlocked and in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That there is no obvious fire hazard on the premises.

GAS LEAKS: Call the National Gas Emergency Service 0800 111 999. Open doors & windows; put out naked flames; don't smoke; don't turn electric switches on or off. Evacuate the building; Contact the Hall Manager or a member of the Ellel Village Hall Trust Committee.

OTHER EMERGENCIES: If necessary evacuate the building; Contact the Hall Manager or a member of the Ellel Village Hall Committee.

NOISE: The Ellel Village Hall Premises Licence states –

“When a licensed function takes place, the Designated Premises Supervisor or their appointed manager will ensure that the volume of amplified entertainment is controlled to the extent that it is inaudible at the facade of the nearest residential property”

And

“The Designated Premises Supervisor or their appointed event manager will ensure that a sound test is undertaken at maximum volume levels before each event and carry out a patrol to assess (inaudible) sound levels at surrounding properties”

It is imperative that the hirer works closely with our Designated Premises Supervisor, who is in charge of the bar; his/her bar staff and any Ellel Village Hall Trust Committee member on site to ensure that the above Premises Licence conditions are met. This requires the hirer to ensure that any amplified sound is controlled by the Ellel Village Hall noise limiter. If it is deemed necessary by the Designated Premises Supervisor, the bar officials, or any Ellel Village Hall Trust committee member on site then the noise levels must be reduced as directed.

Additionally, the Hirer shall ensure that-

- The minimum of noise is made on arrival and departure, particularly late at night and early in the morning.
- All doors and windows remain closed during periods of amplified entertainment apart from access.

DAMAGE to the fabric or contents of the Village Hall shall be reported to the Hall Manager immediately after the letting. The HIRER shall reimburse the Ellel Village Hall Trust Committee for all damage (Including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

ACCIDENTS AND DANGEROUS INCIDENTS:

A first aid box is available in the kitchen for minor injuries.

For more serious injuries advice may be sought from **NHS Direct – 0845 4647**.

For emergencies- **Dial 999** and give this address:

Ellel Village Hall, Main Road, Galgate, Lancaster, LA2 0LQ

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It is strongly recommended that all users have their own mobile phones for emergencies. It is the responsibility of **the Hirer** to ensure that all accidents or incidents, however minor, are recorded in the Accident/Incident log book located in the kitchen with the first aid equipment and the Hall Manager or a member of the Ellel Village Hall Trust Committee informed as soon as is practical.

UNAUTHORISED ITEMS:

The Hirer shall ensure that none of the following items are brought into the premises -
Illegal drugs, highly flammable substances, heating appliances, fireworks, animals (except guide or hearing dogs).

COLLECTIONS & LOTTERIES:

No collections, games of chance, sweepstakes or lotteries, nor any betting shall be conducted on the premises unless conducted as fundraising and with the agreement of the Ellel Village Hall Trust Committee.

INSURANCE COVER:

Infringement of Copyright: The Hirer shall be responsible for all actions, costs, expenses, awards of damage etc relating to any claims following the unauthorised play, playing, performance or use of any records, audio tapes, video tapes, compact discs, mini discs, etc or the unauthorised use of any apparatus or equipment which happens during the period of hire of the hall. The Ellel Village Hall Trust Committee holds a PRS licence for the village hall but the hirer may require a PPL licence – refer to www.ppluk.com

TV Licensing: Ellel Village Hall does **NOT** have a TV licence. Television programmes cannot be watched or recorded as they are being shown on TV, using any device. The hirer is responsible for any fine resulting from any such activity.

Claims Following Death or Injury: The hirer will be responsible for all costs, expenses, settlements and awards of damages etc in respect of the death of or injury to any person arising out of or in connection with the use by the Hirer of the hall.

Claims about Property: The Hirer will be responsible for settling all claims including costs, expenses awards of damages etc relating to claims following damage to or the loss, theft, or removal of any property brought to or left in the hall

The Hirer should ensure that they hold appropriate insurance cover for the events that they organise. In particular, it is strongly recommended that where hirers are directly responsible for supervising children on BOUNCY CASTLES or similar they should take out appropriate cover.

Ellel Village Hall Trust Committee are insured against any claims arising out of their own negligence.

END OF HIRE:

The Hirer will ensure that –

- Attendees are encouraged to respect residents of the area when leaving the building i.e. quietly
- All areas of the hall and surrounds (i.e. storage rooms, toilets, car park area, footpaths etc) are left in a clean and tidy condition and any contents temporarily removed from their usual positions are properly replaced.
- All chairs are neatly stacked away.
- All stacked chairs are moved using the appropriate chair trolley and not dragged along the floor.
- All electrical lights, sockets and fans are turned off.
- All tables are cleaned and stacked away.
- All spills are mopped up.
- All windows, doors and shutters are locked.
- All Internal doors are shut.
- All rubbish is put in the outside bins.
- Premises are properly locked and secured.

For an additional charge the village hall can clean and tidy after your event...please ring the Hall Manager for prices.

Ellel Village Hall Trust Committee are not responsible for any items stored or left on the premises.