

# TERMS AND CONDITIONS FOR THE HIRE OF HAUGHTON VILLAGE HALL

## **Introduction**

These regulations apply equally to all users. They have been prepared for the information of Hirers and the safety of the Public. Many of these conditions are required by Law.

## **Smoking**

No smoking is allowed anywhere on Haughton Village Hall premises.

## **Cost of Hire**

The cost of hire will be charged at the rate current at the time of the event, unless pre-paid at the time of booking. At the end of each function, the Hall must be cleaned and ready for use before vacating the premises.

## **Security Deposit**

A security deposit may be required from non-affiliated hirers. If the Hall and car park are undamaged and left in a tidy condition (with table and chairs re-stacked as found and all litter removed) the security deposit will be refunded in full. If the Hall and car park are not left as found, a reasonable cost of re-instatement will be deducted from the deposit.

## **Alcohol Licenses**

The Hall is NOT licensed for the sale of alcohol under licensing laws.

Hirers are reminded that it is illegal to sell alcohol without a Licence, and that all events involving Licensed Bars must be strictly controlled. Admission must be by prior invitation or by ticket sold in advance.

## **Hours**

Permitted opening hours are set by law and must be strictly adhered to:

Monday to Friday 9.00am – 1.00am

Saturday 9.00am – 12 midnight

Sunday (children's parties only) 12 midday – 6.00pm

Christmas Day or Good Friday are not available for public entertainment.

An extension of the Saturday midnight finishing time can only be allowed in exceptional circumstances. Each case must be approved by the Committee and will be subject to the granting of a special order by a Magistrate (under the Licensing Act 2005) to permit the bar to remain open after 11.30pm. The Hall can then be kept open for 30 minutes after the bar closes.

## **Booking Application**

All Hirers not affiliated to the Hall must complete and sign an official booking form. The booking form should be returned to the Booking Clerk.

Keys to the Hall may be collected prior to the booking.

## **Confirmation of Booking**

All casual bookings must be acknowledged to be effective.

## **Cancellation Charges**

**Full charge** if less than 7 days' notice is given

**50% charge** if 8 to 30 days' notice is given

**25% charge** if 31 to 45 days' notice is given

**No charge** levied if over 45 days' notice is given

## **Car Parking**

Cars can be parked in the Hall's car park at the front and side of the Hall. On no account are Cars to be parked in Royds Close or its access road.

## **Music and Dancing**

The Hall is licensed for music and dancing. Discos (not associated with a party) are not permitted except when organised and run by an affiliated organisation. Hirers must not move or use the covered piano without special permission.

The Hall is not licensed for hypnotic show.

## **Decorations**

The surfaces of the Hall and fittings, except notice boards and stage battens, must not be pierced or blemished. Curtains must not have anything pinned to them.

## **Permitted Numbers**

The *maximum* permitted in the Hall:

130 Persons seated at tables

180 Persons close seated for stage performances

200 Persons dancing with no tables in use

## **Noise and Behaviour**

The Hirer must, to the best of their ability, maintain and keep good order and decent behaviour within the Hall and outside. Hirers must not permit any lewd, obscene, or indecent performance to take place in the Hall, or allow any indecent poster, advertisement file, photograph, or programme to be displayed or shown therein.

**Please Note: The Village Hall is in a residential area. Hirers are responsible for the behaviour of their guests and steps must be taken to ensure that the level of noise emanating from the Hall, or cause when persons leave the Hall later at night, is such as not to disturb the residents in the locality.**

## **Safety Regulations**

- a) No equipment or appliances, other than the Hall's fittings, must be used for cooking or heating. Any sound or lighting equipment brought into the Hall for entertainments purposes must be safe for use and properly maintained. The Village Hall Committee is not liable for any equipment brought into the Village Hall by Hirers.
- b) All doors and emergency exits must be kept unlocked and clear of obstructions when the Hall is in use.
- c) **Smoking is strictly prohibited within the Hall.**
- d) Whenever public entertainment is in progress, the Hirer must ensure that a minimum of two attendants are on duty to assist persons entering or leaving the Hall. The attendants must be made aware of the 'Fire Routes' detailing the action to be taken in the event of a fire.

- e) No children are allowed in the kitchen area or on the stage.
- f) At the end of each function or event, the Hirer must make safety checks to ensure that:
  - All internal doors and windows are closed
  - All emergency exits are locked
  - All lighting and electric sockets are switched off
  - The piano cover is replaced (if used)

### **Indemnity**

All bookings of the Hall are made on the understanding that the Hirer has read and accepts these conditions and regulations, and that they will indemnify the Management Committee against any failure to observe them during the period of hire.

### **Public Liability Insurance**

The Village Hall's insurance policy includes persons hiring the premises. Hirers are advised to insure against damage or theft of personal property.

### **Damage to Polished Floor**

If the polished floor is spoilt or damaged by unnecessary wetting, then the cost of reinstatement will be charged to the Hirer. Spilt drinks must be carefully mopped using a damp mop.

### **Cleaning Apparatus**

Cleaning apparatus is stored in the table and chairs storeroom. Please follow the instructions for use and disposal of water.