

# **HOLNE VILLAGE HALL**

## **Terms and conditions of hire**

It is important when you hire or use Holne Village Hall that you read and understand these Conditions of Hire. They do apply in all cases, whether or not you have formally agreed to them; and to all bookings, whether regular, occasional or one-off. The terms and conditions of hire should be read in conjunction with Village Hall policies on Health and Safety; Equal Opportunities; safeguarding, which are displayed on the website and available in the village hall.

The right to refuse any application for the use of hall facilities is reserved to the Management Committee, or the secretary, provided that the secretary reports his/her action to the next meeting of the management committee. The management committee may refuse an application to use the hall's facilities if the use by a particular organisation presents a risk of public disorder or of alienating the committee's beneficiaries or supporters.

### **Applications for hiring the hall**

Application for use of the hall shall be made to the Booking Secretary via the online booking system, or completion of a paper application form.

### **Maximum Capacity**

The Village Hall has a maximum capacity of 65 seated or 90 standing and on no account shall these figures be exceeded due to regulations. If it is felt that a bigger capacity is required, please discuss the provision of a marquee to fit outside the fire door, with the Booking Clerk. There would be extra payment for this.

### **Charges and Deposits**

Charges for bookings are shown on the online booking system and on the invoice issued after a provisional booking is made, or as notified by the bookings Secretary/clerk if dealing directly with them. Extra requirements such as chair and table setting out/clearing away etc may attract an additional charge which will be discussed before a booking is finalised. Non-regular users may be asked for an additional security deposit, which will be returned when the trustees have inspected the premises for damage and cleanliness after the event. The deposit is determined with regard to the risk associated with the hire. Teenage parties, where accepted, will attract a much higher deposit than other events. A charge may be deducted, or deposit forfeited without notice, to cover work or expenses necessitated by damage or complaints, including poor condition of

the Hall after hire; rubbish left inside or outside the Halls; excessive noise; and antisocial behaviour or disturbance.

### **Invoicing and Payment**

Regular users will be invoiced in advance for block bookings and are required to make full payment within one month of the issue of invoices. All other hirers will be invoiced at time of booking and full payment is required within a week of issue of the invoice. By exception, the management committee may permit other payment arrangements. Payment is to be made via BACS, Paypal, Cheques or cash. We cannot accept payment by credit or debit card.

### **Cancellation by the Hirer and Charges**

If the hirer cancels a confirmed booking less than 1 months before the hire date, full fees will be retained. The Security deposit will be returned. If the hirer wishes to change the date of a confirmed booking this will be accommodated where possible; but if this cannot be done because there is not a suitable slot in the diary, and the cancellation is made less than 1 months before the hire date, then full fees will be retained.

### **Cancellations by the Village Hall Management Committee**

The Management Committee reserves the right to cancel a booking in the following circumstances:

- The premises being required as a Polling Station for a Parliamentary or Local Government election or by-election
- The premises becoming unfit for the use intended by the hirer
- An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire or explosion and those exposed to such risks

In such circumstances any deposit or fee paid will be refunded; but the Village Hall will not be liable to the hirer for any resulting direct or indirect loss or damages.

### **Access to the Halls and periods of hire**

Bookings relate only to the specific days and times hired. Hire periods are as follows:  
Monday – Saturday 0800-2345

Sunday 0800-2230;

Hirers should allow for any setting up of and putting away/dismantling any furniture/equipment within the hire period. Access is by key. Hirers may be issued with a key or given the code to the relevant key box, with instructions provided in the

confirmation email. Keys must be replaced in the key box after the booking is completed.

### **Supervision**

The hirer or his/her representative must be present during the period of hire and ensure that terms and conditions are observed. The hirer will, during the period of the hire, be responsible for: supervision of the premises; the fabric and contents and their care and safety; also, the behaviour of all persons using the premises, including proper supervision of car parking arrangements to avoid obstruction of other users.

When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty.

### **Use of premises**

Except where special arrangements have been made, hirers are expected to set up tables and chairs and other equipment as required and to return them to the appropriate area after use. Tables should be wiped down if necessary and care taken in moving furniture to avoid damaging the floors.

### **The basic rule is that the room and facilities should be left as they were found**

The hirer is responsible for leaving the premises in a clean and tidy condition and for ensuring lights, taps, equipment etc are all turned off and where appropriate, the building is secured.

### **All rubbish and waste must be taken away and disposed of by the hirer**

The hirer will be required to make good or pay for all damage (including accidental damage) to the premises and their contents; and a charge may also be made to cover the costs of any additional cleaning required, including rubbish removal.

The hirer shall not use the premises for any purpose other than that described in the hiring acceptance form; and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way; nor do anything or bring onto the premises anything which may endanger the premises. The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries

**Stored equipment** The Management Committee accepts no responsibility for any stored equipment or other property brought on to or left at the Halls. All equipment and other property (other than stored equipment/property) must be removed at the end of

each hiring. The Management Committee may use its discretion to remove and/or dispose of property in the following circumstances:

- failure by the hirer either to pay charges due, or to remove property within 7 days after the agreed storage period has ended; and
- failure by the hirer to dispose of any property brought onto the premise

### **Smoking**

The hirer must ensure that the hirer's invitees comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision will be asked to leave the Hall. There is no smoking permitted in the hall or the car park.

### **Fire safety**

All hirers must make themselves, and all individuals using the premises, aware of emergency escape routes.

All conditions attached to the granting of the hall's Public Entertainments licence, stage play or other licences shall be strictly observed. Nothing shall be done which will endanger the users of the building, and the insurance cover relating to it and to its contents. In particular:

- a) obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately free for public egress
- b) the emergency lighting supply is always turned on and illuminates all exit signs and routes
- c) fire fighting apparatus shall be kept in its proper place and only used for its intended purpose
- d) the Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Secretary
- e) performances involving danger to the public shall not be given
- f) highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton etc) shall be undertaken or erected without the consent of the Management Committee
- g) no unauthorised heating appliances shall be used on the premises

h) the First Aid box shall be readily available to all users of the premises. It is located on the cupboard door in the hall. The Secretary shall be informed of any accident or injury occurring on the premises

i) all electrical equipment brought into the building shall comply with the Electricity at Work Regulations, 1989. The Management Committee disclaims all responsibility for all claims and costs arising out of any such equipment that does not comply.

j) no fireworks, "chinese lanterns", "sky lanterns", or similar devices shall be let off inside or outside, without the prior approval of the Management Committee

### **Licensed Activities**

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the express permission of the Management Committee, whose consent must also be obtained prior to seeking a Temporary Event Notice for the sale of alcoholic liquor.

### **Accidents**

The hirer must report to the Bookings Clerk, all accidents involving injury to the public; and the hirer must also complete the Village Hall Accident Book (available in the First Aid Box).

### **Children Act 1989**

The hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act 1989 and any subsequent legislation; and must ensure that only fit and proper persons who have passed the appropriate Criminal Records Bureau Checks have access to the children.

### **No Alterations**

No alterations or additions may be made to the premises nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the premises without the prior permission of the Management Committee. Any alteration, fixture or fitting or attachment so approved shall, at the discretion of the Management Committee, remain in the premises at the end of the hiring. It will become the property of the Village Hall unless removed by the hirer, who must make good any damage caused to the premises by such removal.

### **Fly posting**

The hirer shall not carry out or allow without permission fly posting or any other form of unauthorised advertisement for any event taking place at the Village Hall. No Rights  
The hiring agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the hirer.

### **Recorded Music Licence**

It is the responsibility of any independent user group which uses recorded music in its activities to check if it requires a licence from Phonographic Performances Ltd (PPL) and if so, to obtain one.

### **Loss of Property**

The committee cannot accept responsibility for damage to, or the loss or theft of, hall users' property and effects.

### **Car Parking**

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the hall. Where parking accommodation is provided and available, this must be used, and in any case users of the Hall should avoid undue noise on arrival and departure. Access to adjacent dwellings shall be left unblocked at all times.

### **Nuisance**

- a) Litter shall not be left in or about the Hall premises.
- b) Except in the case of trained guide dogs for the blind, dogs shall only be permitted in the Hall in connection with organised activities such as dog training or dog shows.
- c) Hirers and organisers of events are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby properties.

If the Hirer is in any doubt as to the meaning of any of the above, contact the bookings clerk on [villagehallholne@gmail.com](mailto:villagehallholne@gmail.com)

Holne village policies can be found online at [www.holnevillage.co.uk](http://www.holnevillage.co.uk)