

PICKWELL AND LEESTHORPE VILLAGE HALL

Hall Information:

- The Hall's Entertainment Licence is until Midnight, Monday to Friday, and 11:30pm Saturday.
- The Hall can accommodate 80 people standing or 50 people seated.
- The Hirer needs to take into account time for setting up and clearing away after an event.

This is included in the hire charge.

- Please make all bank transfers payable to Pickwell and Leesthorpe Village Hall.

When making a BACs payment include your invoice number as a reference.

Sort Code 20-49-17 Account number 60116068

- The hire charge includes the use of kitchen equipment, crockery, cutlery, glasses, projector/screen, electricity and heating.
- Please leave the Hall clean and tidy. The Hirer is responsible for:
 - washing and drying kitchen items and returning them to cupboards;
 - supplying their own tea towels;
 - emptying and removing rubbish from the kitchen bin;
 - sweeping the kitchen and Hall floor;
 - returning tables and chairs to their original positions.
 - turning off all heaters including water heater
 - Turning off water during winter months
- Please park on Main Street. Offloading is acceptable in front of the Hall.
- There is a no smoking or vaping policy on the premises.
- Well behaved dogs are welcome.

STANDARD CONDITIONS OF HIRE

NOTE: If any Hirer is in any doubt as to the meaning of the following information the Booking

Secretary should be immediately consulted.

THE HIRER will, during the period of the hiring, be responsible for:

- supervision of the premises
- the fabric and contents, their care, safety from damage however slight; or change of any sort

- the behaviour of all persons using the premises whatever their capacity,
- including proper supervision of car parking arrangements to avoid obstruction of the highway

THE HIRER shall not use the premises for any purpose other than that described in the hiring

agreement 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 same or render invalid any insurance policies. THE HIRER shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor. THE HIRER shall insure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries. THE HIRER shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays. THE HIRER shall if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations. THE HIRER shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order and have a PAT certificate. Where a residual circuit breaker is provided under terms of the PEL or CPL the hirer must make use of it in the interests of public safety. THE HIRER shall indemnify the Village Hall Trustees for the cost of repair of any damage done to any part of the property including the contents of the buildings which may occur during the period of the hiring because of the hiring. THE HIRER shall be responsible for making arrangements to insure against any third-party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the Village Hall. (The Village Hall Trustees is insured against any claims arising out of its own negligence). THE HIRER must report all accidents involving injury to the public as soon as possible. An Accident Report Book is kept in the Village Hall for this purpose. Certain

types of accident or injury must be reported to the local authority.

ANIMALS

With the intention of aiming to balance the potential competing impacts of permitting dogs on

the Village Hall premises, the Trustees have agreed the following Policy:

i) ii) iii) iv) Well-behaved domestic pet dogs may be brought on to the Village Hall premises, both

inside and out, provided they are kept under the control of their owner(s) at all times

Dog owners who bring dogs anywhere on the Village Hall premises do so expressly

and entirely at their own risk and on the basis that all damage, injury or other liability

caused by their dog(s) will be that of the owner(s) of the dog(s) and that they agree

to pay for any dog-related cleaning and indemnify the Village Hall Trustees in respect

of all liability (including for the avoidance of doubt any consequential liability) and

any associated legal costs

Owners are required to remove dog excrement from the grounds.

The Trustees reserve the right to ask a dog owner to remove their dog(s) from the

Village Hall premises in the event of any issues arising in relation to their behaviour

Assistance pets are welcome on the premises.

THE HIRER shall ensure that if children are present the safe guarding procedures are followed. As

stated in <https://acre.org.uk/wp-content/uploads/Information-Sheet-5-Safeguarding-April-2021-Final.pdf>

THE HIRER shall not carry out fly posting or any other form of unauthorised advertisements for

any event taking place in the Hall, and shall indemnify the Committee accordingly against all

action, claims and proceedings arising from any breach of this condition.

Failure to observe this

condition may lead to prosecution by the local authority.

IF THE HIRER wishes to cancel the booking before the date of the event and the Committee is

unable to conclude a replacement booking, the question of the payment or repayment of the feeshall be at the discretion of the Trustees.

THE COMMITTEE reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election in which case the Hirer shall be entitled to a refund of any deposit already paid. IN THE EVENT of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the hirer for any consequential loss or expense.

THE TRUSTEES reserves the right to refuse a booking.

THE HIRER is required to be 20 years or above.

THE HIRER shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the TRUSTEES shall be at liberty to make an additional charge.

EXCLUDED ACTIVITIES - the following are NOT allowed:

- firework displays and bonfires
- bouncy castles and other inflatable devices inside the premises
- Barbeques
- THE HIRER shall ensure that the minimum of noise is made on arrival and departure.