

Swindon Village Hall

Standard Conditions of Hire

1. Licences

Special conditions of hire comply with the Public Entertainment's Licence issued under Local Government (Miscellaneous Provisions) Act 1982 / Stage Play Licence issued under the Theatres Act 1968. The Hirer hereby acknowledges receipt of a copy of the conditions of the Public Entertainments Licence / Stage Play Licence for the premises.

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the Public Entertainment / Stage Play Licence relating to the management and supervision of the premises are met.

2. Definitions

For the purpose of these conditions, the term "Hirer" shall mean an individual Hirer, or where the Hirer is an organisation, the authorised representative.

3. Fire Safety

The Hirer must be aware of the actions to be followed in the event of a fire on the premises. Evacuating the Hall, use of escape doors and calling the Fire Brigade (999, post code GL51 9QP). Appreciation of the importance of fire doors and keeping them closed in the event of a fire. In advance of the entertainment or play, the Hirer shall check that:

They are familiar with the location and use of fire equipment.

All fire exits are unlocked and panic bolts are in good working order.

All escape routes are maintained to be clear of obstructions and can be safely used.

Fire doors are not kept open.

Exit signs are illuminated.

There are no obvious fire hazards on the premises.

In addition to the Hirer, there must be a minimum of three competent persons on duty to assist people entering and leaving the premises, none of whom shall be less than 18 years old. If the majority of the audience is under 16 years old, the minimum number of competent persons shall be five.

4. Capacity

The number of people permitted on the premises under the Entertainment Licence granted shall not exceed the following:

Sit down meal: 90, Dance / party: 120, Stage performance: 150

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5. Hall Clearance

The Hall and any other rooms must be left in a clean and tidy condition, all chairs and tables to be stacked in the storage room to the right of the stage so as not to obstruct any exits. On leaving the premises ensure that all doors and windows are secured and that all electric items are unplugged and the lights switched off. All rubbish is to be left in the bins located in the main car park. Setting up and clearing out must be done within your booked time slot.

6. Bar Clearance

Once the drinks licence has ceased (see published licensed hours), all occupants in the bar room will be asked to move into the Hall in order for the bar staff to clear the bar area. It is a licence requirement for the bar area to be cleared and the alarm system activated prior to midnight.

7. Bar Staff

The bar staff are **unpaid volunteers** and deserve to be treated with due courtesy by all.

8. Bar Facilities

These facilities are provided on request and this should be made known at the time of hiring. The Hirer is responsible for ensuring that all licensing laws are obeyed including ensuring that no alcoholic drinks are purchased for or consumed by persons under 18 years of age. The Hirer is advised that the bar staff are under instructions to remove all glasses, empty or otherwise, at the end of drinking up time which is 20 minutes after the bar has closed. This applies to all parts of the Hall premises. Once the bar is closed, any other glasses shall be washed and left in the kitchen.

9. Special Deposit

A special deposit of £100 must be paid by the Hirer to the Committee who, within 28 days of the termination of the period of hire, will repay such deposit to the Hirer less the cost of rectifying any damage caused to the premises and/or contents thereof during the period of hiring as a result of the hiring.

10. Cancellation

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 the repayment of the fee shall be at the discretion of the Committee.

The Committee reserves the right to cancel the hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary, Local Government or By Election in which the Hirer shall be entitled to a refund of deposits paid.

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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 resulting losses whatsoever.

11. Final word

All persons using the Hall do so entirely at their own risk, the Hall committee does not accept responsibility for personal injury, loss or damage to personal property. All cars must be parked in an orderly manner in the car parks at each end of the Hall and not in front of the building. The Hall is situated in a residential area - please keep external noise to a minimum. Thank you.