

WALKINGTON VILLAGE HALL COMMITTEE

Conditions and Particulars of Letting

THE HALL MUST BE LEFT IN A CLEAN AND TIDY STATE AS FOUND AND ALL RUBBISH REMOVED (NOT LEFT OUTSIDE THE HALL)

APPLICATIONS

No reservation can be made for more than 12 months in advance.

The Committee reserves the right to exercise its discretion and refuse to accept any booking.

The Committee will also have regard to the safety of the premises and/or public.

HIRING CHARGES

Details of hiring charges may be obtained from the Bookings Secretary Mrs A Hearne Tel. 01482 868310

The Committee reserves the right to vary the scale of charges by such amount as they may consider appropriate and the amount charged will be the scale in force at the time of the function.

Hirers should note that any time used in addition to the period booked will be charged at the usual rate. This includes any time used for preparation or clearing.

All bookings must be paid for, in full, prior to the event or the reservations will be cancelled unless other arrangements have been made with the Booking Secretary.

If any damage is attributable to the hirer of the premises, the cost of making good such damage must be paid.

An estimate of the cost shall be supplied to the hirer and an account will be submitted for this amount. In the event of non payment the Committee will take proceedings against the hirer for the recovery of the cost.

A £50 refundable deposit is required for events / selling serving alcohol.

CANCELLATIONS

The Committee reserves the right to cancel a booking for essential maintenance and repairs or if the hall is required for Local Government purposes e.g. as a Polling Station.

NOISE LEVELS

Any member of the Committee shall have the authority to satisfy him/herself on the level of sound and conduct of any musically accompanied function and may instruct the hirer, or person in charge, to make adjustments as requested.

At discotheques, dances and musical concerts open to the public no 'passes out' shall be granted and no admittance after 10.00 pm.

All entertainment must cease by 12midnight Monday to Saturday and by 10.30 on Sundays.

ALCOHOL ON THE PREMISES

The hall is licensed for the sale and consumption of alcohol.

If an outside bar is required the Barrel Public House, East End Walkington must be given first refusal as Mr Ruston is the licensee.

If any alcohol is to be taken into the hall for any function the Booking Secretary must be informed at time of booking. Failure to do so could result in the event being cancelled.

Mr Ruston or any member of the Committee shall have the authority to enter the premises and to curtail the event if they consider the licence is in jeopardy. Ie Underage drinking or drunken behaviour.

SMOKING

IT IS AGAINST THE LAW TO SMOKE ANYWHERE WITHIN THE PREMISES OR IN THE FRONT DOORWAY OR USE E CIGARETTES. The hirer is responsible that this law is observed.

CONDUCT OF FUNCTIONS

The maximum number who may be present at any function is 180. These figures are set by the Fire Authority and should not be exceeded in any circumstances. 120 sitting theatre style, 80 at tables. For an adult Disco 80 is the maximum number

Hirers must ensure that adequate preparation and clearing time is included in the period of hire.
The Hirer must ensure that the hall is cleared and closed within 30 minutes of the expiration of the letting.
THIS TIME CANNOT BE USED BY THE HIRER FOR CLEARING UP but is to enable the caretaker to check and close the hall. THE HALL MUST BE LEFT IN A CLEAN AND TIDY STATE AS FOUND

No decorations, furnishings etc. are to be fixed without the prior approval of the committee and if so approved shall be fixed on the day of hire and removed not later than 9am on the following day, or at an agreed time.
STICKY TAPE MUST NOT BE USED TO SECURE DECORATIONS.

Any electrical equipment brought in the hall must have a PAT test certificate.

No posters advertising any function are permitted to be displayed on the doors, walls or windows of the hall except by prior arrangement.

The hirer shall be responsible for the provisions of an adequate number of responsible attendants including a doorman, at the following functions:

Discotheques, dances, musical concerts, dramatic performance, wedding reception and celebrations, parties, birthday parties and shows.

THE HIRER MUST REMAIN ON THE PREMISES THROUGHOUT THE PERIOD OF THE BOOKING UNLESS PREVIOUSLY AGREED WITH THE BOOKING SECRETARY.

The hirer is responsible for any damage caused to the hall or its contents.

The hirer must familiarise him/herself with the fire precautions and what to do in the event of a fire. No naked flames, gas bottles, smoke machines or devices of any similar sort shall be brought into the premises. This restriction includes such items as calor gas bottles, propane gas bottles, apparatus and facilities for the inflation of balloons and similar provisions. Items of a hazardous or potentially hazardous nature are forbidden for use on the premises in view of the safety factors which must be observed in the usage of public premises.

Hirers must have particular regard to the conduct of persons attending the function both leaving the hall after a function and outside the hall during the function.

A hirer shall not permit anything which is indecorous or improper or likely to cause annoyance, discomfort or disturbance, to the occupants of the hall or to any resident living in the vicinity of the hall.

Hirers shall make adequate provision to ensure no damage occurs during the function and that the hall is left clean and tidy at the end of the hiring. Any damage should be reported immediately to the Booking Secretary or The Committee secretary.

No bicycles are permitted in the building. No bicycles, pushchairs or prams are to be left on the path to the right of the hall where they could cause an obstruction in case of a fire.

The hirer may have free use of the crockery in the kitchen but breakages must be paid for. Tea towels are not provided. **REFUSE MUST BE REMOVED BY THE HIRER, NOT LEFT IN THE HALL OR OUTSIDE THE HALL.**

The police and any member of the Village Hall Committee shall at all times have free access to the hall on demand.

FURTHER ASSISTANCE

The hall is licensed and suitable for a wide range of events this can be checked with the Secretary, Mrs A Hearne 01482 868310.

