

COLERNE VILLAGE HALL ASSOCIATION

The Hiring of the Room is subject to the conditions below and overleaf and of the Hall Licensing Conditions.

The Committee will not be held liable for any circumstances arising by anyone not complying with these conditions.

BOOKINGS WILL ONLY BE ACCEPTED FROM PERSONS OVER THE AGE OF 18

1. The Hirer is responsible for supervision of the room, protection of the fabric and contents; their care, safety from damage however slight; or change of any sort and the behaviour of all persons using the room whatever their capacity. **The hirer has a duty to safeguard children and vulnerable adults; the Hall's policy is displayed in the room and on the website.**
The Committee accepts no responsibility for the loss of, or from, or to, personal property while in the Room or grounds, nor for any personal accident or injuries.
2. The fee includes normal heating, lighting and cleaning, and the cost of reasonable replacement of small breakages, e.g. crockery; but not the cost of repair of damage to other items, e.g. tables, glass, nor to abnormal cleaning, the cost of this is the Hirer's responsibility.
Any damage or breakages should be reported immediately to the Booking Secretary.
3. Any electrical equipment taken into the Room must comply with current health & safety standards. The Committee reserve the right to prohibit the use of any electrical equipment not displaying a compliance sticker. If electrical equipment taken in to the Room by the Hirer causes difficulties, a charge may be made. No unauthorised heating appliances may be used without the consent of the Committee.
Portable liquid petroleum gas appliances are not allowed under any circumstances.
4. No equipment or furniture should be removed from the Room unless agreed in advance with the person in charge of bookings.
The tables and chairs must not be used outside the Room under any circumstances.
5. The Hirer is responsible for preparing the Room for his/her use. If decorating the Room for any reason use non-combustible decorations and care must be taken to avoid damage to paintwork, doors, windows etc. All decoration should be removed at the end of the session.
All rubbish must be taken away and disposed of either at home or the local recycling centre. No rubbish must be left in the grounds or in the street outside. Clearing up and cleaning must be completed within the booking session.
6. **It is the Hirer's responsibility to control noise, both inside and outside the Room, during the Hiring session, so as not to cause annoyance to residents living nearby. The Room should be entered and vacated in an orderly and quiet manner to prevent residents being unreasonably disturbed**
A RESPONSIBLE ADULT MUST BE IN THE ROOM AT ALL TIMES DURING THE HIRING SESSION.
7. **CLEAR ACCESS MUST ALWAYS BE LEFT TO THE EXIT DOOR.**
8. The Hirer shall not use the room for any purpose other than that described on the hiring form and shall not sub-let the room or use the room for any unlawful purpose or do anything which may endanger the premises and/or contents or endanger any insurance policies covering premises and/or contents.
9. The Hall has a P.R.S Licence for the performance of live music and a PPL Licence to play recorded music; however any hiring where live music is performed for gain or recorded music is for gain must also have the appropriate licence. If a film is shown the hirer must have a Movie Licence. The Hall also has a TV Licence.
10. **The Hirer is responsible for ensuring that when the Room is vacated it is left in a clean and tidy state, the room is empty, the door is locked; windows latched, any electrical equipment and lights are switched off.**
If lights and electrical equipment are left on, a reasonable charge will be assessed for the excess electricity, which the Hirer will be called upon to pay. If the door or windows are left open resulting in theft or damage to the Hall the Hirer will be charged for any loss or damage in full. **THE KEY MUST REMAIN ON SITE AT ALL TIMES; EITHER IN SOMEONE'S POSSESSION IN THE ROOM OR SECURED IN THE BOX. IF THE KEY IS NOT IN THE ROOM SECURE IN SOMEONE'S POSSESSION OR SECURED IN THE BOX A £10 FEE WILL BE CHARGED. IF THE KEY IS LOST THE HIRER WILL BE LIABLE TO PAY FOR A REPLACEMENT LOCK AND KEYS.**
11. Under Insurance rules, if this hiring is for **Commercial Purposes** then the Hirer must ensure at least £2M (Million) of Public Liability. Evidence of this must be provided before this booking can be accepted.
12. Fundraising events up to 500 attendees are covered for Public Liability Insurance providing nothing of a hazardous nature is involved; if such activities are involved the hirer must provide their own Public Liability Insurance and send a copy to the Booking Secretary prior to the event. Bouncy Castles, fireworks, pyrotechnics, smoke devices and dry ice are amongst certain activities not covered by the Hall's insurance.

13. If a booking has been made and it is desired to cancel it, at least seven days notice must be given; otherwise the Committee may levy a cancellation charge. Cancellation of hire by the Committee due to unforeseen circumstances will not make the Committee liable for any expenses incurred by the hirer.

ALCOHOL: The Hall is licensed for the sale of Alcohol, **within the premises**, Monday to Saturday, Noon-Midnight & Sunday, Noon-11pm. If alcohol is to be sold the authorisation form giving the Village Hall Management Committee's permission to do so should be completed and returned with the Booking Form.

If alcohol is to be sold or consumed in the grounds of the Village Hall a Temporary Event Notice will be required from North Wiltshire District Council, a copy of which should be given to the person in charge of bookings.

No alcohol should be sold to anyone under the age of 18.

No alcohol is permitted during "under 18" events, whether booked by an individual or a group.

If alcohol is found on the premises or within the grounds of the Village Hall during such an individual's hiring event the event will be terminated immediately without refund. The Committee reserve the right to refuse such parties to the Hirer in the future. If alcohol is found during a group's hiring session the session will be terminated immediately without refund. The Committee reserve the right to suspend the group indefinitely.

Late Night Refreshment: The Hall is **not** licensed for the provision of late night refreshment between the hours of 11pm to 6am. No hot food should be served during these hours.

BROADBAND IS AVAILABLE FOR USE BY ARRANGEMENT WITH THE BOOKING SECRETARY.
(A SMALL FEE MAY BE PAYABLE)

The Hall Licence only covers activities within the building, if any part of an event is to be held in the grounds a Temporary Event Notice (T.E.N.) will be required from North Wiltshire District Council. A copy of this notice should be sent to the person in charge of bookings.

The Supervisors or Organisers of the Function or Group should make themselves aware of the location of the Fire Fighting Equipment, Fire Exits and Fire Notices. The Supervisors or Organisers should thoroughly read the Emergency Evacuation Procedure and appoint a person to take responsibility in an emergency. A Log Book for any incidents is located in the Cleaner's Cupboard in a Red File in the lobby of the main building.

A FIRST AID KIT IS LOCATED IN THE CUPBOARD AND AN ACCIDENT BOOK IS LOCATED IN THE DRAWER OF THE CUPBOARD. ANY ACCIDENT SHOULD BE RECORDED IN THIS BOOK. IF THE ACCIDENT IS OF A SERIOUS NATURE IT MUST BE REPORTED TO THE BOOKING SECRETARY NO LATER THAN THE DAY FOLLOWING THE INCIDENT

NO MONEY SHOULD BE LEFT IN THE ROOM WHEN THE ROOM IS NOT IN USE

It is against the law to smoke in the room.

(It is the hirer's responsibility to ensure no-one smokes whilst in the room)

Access to the Main Hall is NOT permitted except in an Emergency.

Safety Conditions:

- a) **The maximum number of persons permitted to use the room is 24.**
- b) **THE OUTSIDE DOOR TO THE ROOM MUST BE UNLATCHED & UNLOCKED WHEN THE ROOM IS IN USE.**

THE COMMITTEE RESERVE THE RIGHT FOR A MEMBER OF THE COMMITTEE TO ATTEND ANY HIRING TO ENSURE ALL CONDITIONS OF HIRE ARE BEING OBSERVED.

A copy of The Premises Licence is displayed in the Room and hirers must comply with all conditions within the Licence.

Some of the conditions are outlined below:

Authorised officers of the Licensing Authority, the Wiltshire Constabulary and the Wiltshire Fire Brigade, shall, whilst on official duties, at all times have free access to the premises.

The admission of children under the age of 18 to exhibitions of Films and Videos/DVDs shall be restricted in accordance with any recommendations made by the appropriate authorities.

There shall be no exhibition, demonstration or performance of hypnotism, mesmerism or any similar act or process which produces or is intended to produce in any other person any form of induced sleep or trance in which the susceptibility of the mind of that person to suggestion or direction is increased or intended to be increased unless specifically authorised by the Licensing Authority.