

COLERNE VILLAGE HALL ASSOCIATION

Hiring Conditions for the Denys Sargent Room

The Hiring of the ROOM is subject to BOTH these HIRING CONDITIONS & the LICENSING CONDITIONS displayed on the Notice Board in the ROOM and on the Hall's Website. 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.

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.

The maximum number of persons permitted to use the room is 20

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.

RESPONSIBILITIES OF THE HIRER DURING THEIR BOOKING PERIOD

1. The 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 safeguarding policy is displayed in the Room and on the Hall's website.
2. The fee includes normal heating, lighting and cleaning, and the cost of reasonable replacement of small breakages i.e. crockery; but not the cost of repair of damage to other items, e.g. tables, windows, nor to abnormal cleaning, the cost of this is the Hirer's responsibility.
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 into 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. **The tables and chairs must not be used outside the Room under any circumstances.**
5. Preparing the Room for his/her use by arranging tables, etc, if decorating the Room use non-combustible decorations and care must be taken to avoid damage to paintwork, doors, windows etc.
6. Controlling 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. Access to the Main Hall is not permitted.
8. Not using 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 Room and/or contents or endanger any insurance policies covering premises and/or contents.
9. Ensure that they fully understand the action to be taken in the case of fire. This procedure is specified on the Notice Board in the Room. The fire extinguisher provided in the Room must only be used for its specific purpose and must be kept in its proper place.

END OF BOOKING RESPONSIBILITIES

The hirer is responsible for leaving the Room in the state of cleanliness found at the commencement of the booking and this must be completed within the booking session. The hirer is expected to leave the Room in a fit state for the next hiring session by carrying out the following:-

10. Wash over all tables used and any chairs which have been stained prior to them being replaced from where they were taken as shown in the photographs as displayed on the toilet door in the room. Any decorations should be removed after a booking.
11. Sweep up any debris on the Room's floor and mop the floor if required; cleaning equipment is in the sink unit cupboard.
12. Make sure all rubbish is taken away and disposed of either at home or the local recycling centre. No rubbish must be left in the Room, the Hall premises, the grounds or in the street outside; there are small white bin liners in the right hand kitchen unit drawer.
13. Check the toilet area and ensure left clean.
14. Make sure the lights are switched off in the Room; the toilet light is PIR controlled and will turn off after a set period of time. Kettles should be emptied and switched off and no taps left running.
15. Ensure that the windows are closed and everyone has left before the Door is locked and the key is returned to the key box.

Should any additional cleaning be required as a result of non-compliance of any of the above conditions, then the hirer will be charged at a rate of £15 per hour.

There is a Maintenance File in the right hand Kitchen Unit drawer for the reporting of any maintenance problems.

BROADBAND is available for use by arrangement with the Booking Secretary.

PROJECTOR and SCREEN

There is a manual projection screen available for use in the room. A projector is also available, on request.

COMMERCIAL BOOKINGS

Under Insurance rules, if the hiring is for **Commercial Purposes** then the Hirer must ensure at least £2M (Million) of Public Liability. Evidence of this must be provided before the booking can be accepted.

LICENCES

The Hall has a Music Licence covering PRS for the performance of live music and PPL to play recorded music; however anyone hiring the room and live music is performed for gain or the playing of 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)

MONEY

No money should be left anywhere in the room when the room is not in use.

ACCIDENTS:

An accident book is located on the wall in the room; 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.

DAMAGE:

Any major damage which occurs in the Room to either its structure or equipment must be reported to the Booking Secretary no later than the following day. If the door or window is left open resulting in theft or damage to the Room the Hirer will be charged for any loss or damage in full.

DOGS POLICY:

No Dogs with the exception of assistance dogs are allowed into the Room.

SALE AND PROVISION OF 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 Wiltshire 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" bookings, 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 a booking the booking will be terminated immediately without refund. The Committee reserve the right to refuse such bookings to the hirer in the future; individual or group.

CANCELLATIONS:

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.

In the event of exceptional weather conditions, i.e. snow, the Committee will not authorise or clear the Car Park or pathways within the Village Hall grounds. If a hirer undertakes to clear either the Car Park or pathways they do so at their own risk and that of everyone else.

If the Committee cancels a hiring due to exceptional weather conditions then the full hiring amount will be returned to the hirer but no other costs associated with the hiring will be met by the Committee.

Cancellation of hire by the Committee due to any unforeseen circumstances will not make the Committee liable for any expenses incurred by the hirer.

ANY BOOKING MADE FOR THE COLERNE VILLAGE HALL DENYS SARGENT ROOM PRESUMES THE HIRER HAS READ, UNDERSTOOD AND AGREED TO THE COLERNE VILLAGE HALL DENYS SARGENT ROOM'S HIRING CONDITIONS AND THE HALL'S LICENSING CONDITIONS