

COLERNE VILLAGE HALL ASSOCIATION – Hiring Conditions

The Hiring of the Hall is subject to BOTH these HIRING CONDITIONS & The LICENSING CONDITIONS displayed on the Statutory Notice Board in the Main Hall 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 AT THE HALL OR SECURED IN THE BOX. IF THE KEY IS NOT AT THE HALL 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.

If a Bouncy Castle or Soft Play Equipment is hired for use at the Hall (Inside or Outside) a copy of the Supplier's Public Liability Insurance MUST be given to the Booking Secretary prior to the use at the Hall

The Committee accepts no responsibility for the loss of, or from, or to, personal property while in the Hall or grounds, nor for any personal accident or injuries.

There is a SINK in the cleaning equipment cupboard for use for non-related food items.

RESPONSIBILITIES OF THE HIRER DURING THEIR BOOKING PERIOD

1. The supervision of the premises, 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 premises whatever their capacity.
The hirer has a duty to safeguard children and vulnerable adults; the Hall's safeguarding policy is displayed in the Hall and on the website. **No Ball Games (or anything of a similar kind) are permitted inside the Hall.**
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, cinematic equipment, sound equipment, windows, nor to abnormal cleaning, the cost of this is the Hirer's responsibility.
3. Any electrical equipment taken into the Hall 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 Hall 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 Hall. **The tables and chairs must not be used outside the Hall under any circumstances. The cinematic and acoustic equipment should only be used by someone who has received instruction in its use.**
5. Preparing the Hall for his/her use by arranging tables, etc, if decorating the Hall for a function 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 Hall, during the Hiring session, so as not to cause annoyance to residents living nearby. The Hall should be entered and vacated in an orderly and quiet manner to prevent residents being unreasonably disturbed.
A RESPONSIBLE ADULT MUST BE IN THE HALL AT ALL TIMES DURING THE HIRING SESSION.
7. Exit signs are illuminated at all times and clear access **must always** be left to all exit doors.
8. Not using the premises for any purpose other than that described on the hiring form and shall not sub-let the premises or use the premises 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. Ensure that they fully understand the action to be taken in the case of fire. This procedure is specified on the Statutory Notice Board in the Main Hall. The fire extinguishers provided throughout the hall must only be used for their specific purpose and must be kept in their proper places.

END OF BOOKING RESPONSIBILITIES

The hirer is responsible for leaving the Hall 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 Hall 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 in the Hall on the Store Room door, Function Room door and in the Chair Store. All decoration should be removed after the function. If any blinds are down put back up especially the Main Door Blinds.
11. Sweep over the whole Hall floor and mop up any sticky patches and spills with a wet mop; all cleaning equipment is stored in the Cleaning Equipment Cupboard in the Foyer. Vacuum the foyer carpet if necessary.
12. Leave the kitchen clean and tidy with all worktops wiped over and mop the floor if required. Make sure the electric cooker is turned off. If the thermostats for the heaters have been used then turn them to the 'off' position. If the microwave or toaster has been moved then replace them into their correct location. 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 Hall premises, the grounds or in the street outside.
13. Check all toilets and toilet corridor and if necessary mop up any sticky patches or spills.
14. Turn off the Heaters in the Main Hall by setting the thermostats to position '5' degrees. Make sure all lights are switched off in the Main Hall, Kitchen, Function Room and Foyer. The lights in the main toilets, kitchen lobby and the external building lights are PIR controlled and will turn off after a set period of time.
15. Ensure that all Fire Exits are secured, windows latched and all areas of the Hall have been vacated before the Main Hall 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 Kitchen for the reporting of any maintenance problems.

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.

FUNDRAISING EVENTS

Events up to 750 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.

Fireworks, pyrotechnics, smoke devices and dry ice are amongst certain activities not covered by the Hall's insurance.

VILLAGE HALL GROUNDS:

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 Wiltshire Council. A copy of this notice should be sent to the person in charge of bookings.

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" 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.

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 hall 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 & Broadband.)

ACOUSTIC EQUIPMENT INCLUDING HEARING LOOP

– By arrangement with the Booking Secretary:

If the Hirer wishes to use the stage acoustic equipment then they need to be trained and a deposit taken. If the Hirer has used the stage lighting/acoustic equipment it is his/her responsibility to ensure everything is left as found and then switched off and left safe, especially the sound/lighting box on stage; the padlock should be secured before leaving the stage. Any issues with this equipment should be reported to the Booking Secretary no later than the following day.

MONEY

No money should be left anywhere on the premises when the premises are not in use.

FIRST AID & ACCIDENTS:

A First Aid Box and an accident book are located in the Kitchen; any accident should be recorded in the accident 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 Hall to either its structure or equipment must be reported to the Booking Secretary no later than the following day. If doors 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.

DOGS POLICY:

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

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 PRESUMES THE HIRER
HAS READ, UNDERSTOOD AND AGREED TO THE COLERNE VILLAGE HALL'S
HIRING AND LICENSING CONDITIONS**