

# COLERNE VILLAGE HALL ASSOCIATION

**The Hiring of the Hall is subject to the conditions below and overleaf and of the 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.**

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.

1. **The hirer is responsible for 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 policy is displayed in the Hall and on the website.**

### **THE HALL IS NOT INSURED FOR THE USE OF BOUNCY CASTLES (INSIDE OR OUTSIDE)**

**No Ball Games (or anything of a similar kind) are permitted inside 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.

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, piano, cinematic equipment, sound equipment, 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 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 unless agreed in advance with the person in charge of bookings. **The tables and chairs must not be used outside the Hall under any circumstances.**

**The cinematic and acoustic equipment may only be used by someone trained in its use.**

5. The Hirer is responsible for preparing the Hall for his/her use by arranging tables, etc, and for clearing them away afterwards. The chairs and tables should be replaced as shown in the main hall hire plan; a copy is displayed in the Hall. If decorating the Hall for a function use non-combustible decorations and care must be taken to avoid damage to paintwork, doors, windows etc. All decoration should be removed after the function.

**Clearing up and cleaning must be completed within the booking session. Washing up should be done and 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.**

6. **It is the Hirer's responsibility to control 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. **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.

9. **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.
10. The Hirer shall not use 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.
11. The Hall has a PRS 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 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.
12. On leaving the Hall it is the Hirer's responsibility to ensure that the Hall is vacated and left in a clean and tidy state, all Fire Exits are secured, windows latched, all lights are switched off, the gas cooker is turned off and the Main Hall door locked before the key is returned to the key box.  
If the cooker or lights are left on, a reasonable charge will be assessed for the excess gas or electricity, or damage to gas kettles, which the Hirer will be called upon to pay. 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. 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.  
(NB. The main toilet area lighting is on automatic sensors so will switch off automatically.)  
If the heaters in the Main Hall have been used the thermostats should be set at **5 degrees** at the end of the hiring.  
**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.**
13. 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.
14. 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.**
15. 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.

**HEARING LOOP, MICROPHONES, PROJECTOR, SCREEN, SOUND SYSTEM  
ALL AVAILABLE FOR USE BY ARRANGEMENT WITH THE BOOKING SECRETARY.**

**BROADBAND IS AVAILABLE**

**The Supervisors or Organisers of the Function or Group should make themselves aware of the location of all 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.  
AN ACCIDENT BOOK IS LOCATED IN THE KITCHEN CUPBOARD UNDER THE HATCH. 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 ON THE PREMISES WHEN THE PREMISES ARE NOT IN USE.**

**It is against the law to smoke anywhere in these premises.**

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

**There is a SINK in the cleaner's cupboard for use for non-related food items.**

There is a Maintenance File in the Kitchen for the reporting of any maintenance problems.

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

**The Premises Licence is displayed in the Hall 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.

No use of Lasers for special display purposes, strobe lights, naked flame, pyrotechnics, smoke devices or dry ice shall be used on the premises without prior written consent of the Licensing Authority. All conditions attached to any consent shall be observed.

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.

There shall not be any performance of an obscene or indecent nature.

ALL SCENERY SHOULD BE FIRE RETARDENT. Costumes worn by performers should be of such materials as will not readily catch fire.

**Safety Conditions:**

- a) The maximum number of persons permitted to use the Main Hall for the purposes shown, is as follows:
- |                                                        |     |
|--------------------------------------------------------|-----|
| 1. When used for dancing                               | 200 |
| 2. When used for functions utilising tables and chairs | 130 |
| 3. When used for purposes combining 1 and 2 above      | 130 |
| 4. When used for a standing audience                   | 280 |
| 5. The maximum seating                                 | 180 |
- b) Gangways intersecting the rows of seating are to be not less than 1.1metres in width, must lead directly to exits, and intersect the seating in such a manner that the centre line of any seat is not more than 3.66 metres from a gangway, measured along the line of seating.
- c) At least one attendant, not being the person in charge of the function, is to be on duty at each exit to assist persons in entering and leaving the Hall. If over 100 people are present there should be at least two attendants.
- d) Each attendant is to be instructed by the Hirer of the Hall in the safety precautions to be observed, and in the action to be taken in the event of fire or other emergency.
- e) **THE FRONT DOOR TO THE HALL MUST REMAIN UNLOCKED WHEN THE HALL IS IN USE, SO IT OPENS IF JUST PUSHED SHOULD THERE BE A NEED FOR AN EMERGENCY EVACUATION OF THE HALL.**