

# 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 being met by the person making the booking. 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, INCLUDING OVERNIGHT. IF THE KEY IS NOT IN THE ROOM SECURE IN SOMEONE'S POSSESSION OR SECURED IN THE BOX OR IT IS HANDED TO THE NEXT HIRER INSTEAD OF BEING REPLACED AND SECURED IN THE BOX A £10 FINE 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**

**NO SMOKING OR VAPING IS ALLOWED IN THE ROOM**

**If a Gas Leak is detected follow the procedure specified on the Statutory Notice Board**

### **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.
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 should be safe, in good working order, and used in a safe manner and 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. **Highly Flammable Substances and 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. If using the step ladder ensure it is used safely and responsibly in accordance with HSE Guidance.
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-hire the room or use the room for any unlawful or unsuitable purpose nor do anything or bring into the room anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without written permission.
9. Ensure that they fully understand the action to be taken in the case of fire and comply with the Local Authority, the Licencing Authority and the Hall's Evacuation Procedure. This procedure is specified on the Notice Board in the Room and on the Hall's Website. The fire extinguisher provided in the room must only be used for its specific purpose and must be kept in its proper place.
10. If preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

## **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:-

11. 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.
12. Sweep up any debris on the Room's floor and mop the floor if required; cleaning equipment is in the sink unit cupboard.
13. 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.
14. Check the toilet area and ensure left clean.
15. 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.
16. 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.**

## **STANDARD CONDITIONS OF HIRE**

**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.**

### **Safeguarding Children, Young People and Adults at Risk:**

Any activities for children, young people and adults at risk should only be provided by fit and proper persons as specified in the Hall's Safeguarding Policy

### **WiFi Services:**

WiFi internet access is provided free of charge to legitimate users of the Room in accordance with our WiFi Policy.

### **PROJECTOR and SCREEN:**

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

### **COMMERCIAL BOOKINGS, BUSINESS HIRERS & POLITICAL HIRE:**

Under Insurance rules, if the hiring is for **ANY OF THE ABOVE** then the Hirer must have their own Public Liability Insurance; evidence of this must be provided before the booking can be accepted.

### **MONEY:**

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

### **DOGS POLICY:**

No Dogs with the exception of all types of assistance dogs are allowed into the Hall's grounds or buildings. Guide dogs, Hearing dogs and assistance dog owners must be allowed in the grounds and building with their dogs.

### **DAMAGE:**

Any major damage which occurs in the Room to either its structure or equipment must be reported to the Village Hall Secretary no later than the following day, email: [secretarycolvhall@yahoo.com](mailto:secretarycolvhall@yahoo.com). If the door or windows are left open resulting in theft or damage to the Room the Hirer will be charged for any loss or damage in full. The Hirer is also liable for costs arising from accidental and malicious loss or damage and for loss or damage arising from the hirer's negligence to any part of the premises including its land or its contents.

### **FIRST AID & ACCIDENTS:**

A First Aid Box is located in the cupboard under the sink. 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 Village Hall Secretary no later than the day following the incident, email [secretarycolvhall@yahoo.com](mailto:secretarycolvhall@yahoo.com).

### **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 to the Village Hall Secretary.

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 sent to the Booking Administrator.

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.

### **Drunk and Disorderly Behaviour and Supply of Illegal Drugs:**

To ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way will be asked to leave the premises in accordance with the Licensing Act 2003.

### **LICENCES:**

The Hall has a TV Licence

#### **Music**

The Hall has a Music Licence covering PRS for the performance of live music.

Recorded music may be played at Private Functions; however anyone hiring the room for commercial purposes or for profit making purposes where recorded music is played **must** have their own PPL Licence.

#### **Film**

If a film is shown the hirer **must** have the appropriate copyright licences for the film. Children must be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.

### **Gaming, Betting and Lotteries:**

The hall is not licensed for gambling and the hirer should ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, (e.g. Bingo) betting (e.g. Horse Racing) and lotteries.

### **Sale of Goods:**

If selling goods in the room the hirer must comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular the total prices of all goods and services must be prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturer's Recommended Retail Prices.

### **Stored Equipment:**

The Committee accept no responsibility for any stored equipment or other property brought in or left in the room, and all liability for loss or damage is hereby excluded. All equipment and other property (other than agreed stored equipment) must be removed at the end of each hiring. Under no circumstances should inflammable substances be stored or left anywhere in the room.

**No Rights:**

This agreement constitutes permission to use the room and confers no tenancy or other right of occupation on you.

**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.

The Committee Reserve the right to cancel a booking in the event of:

- (i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- (ii) Our reasonably considering that (a) your hiring will lead to a breach of licensing conditions, if applicable, or other legal statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of your hiring;
- (iii) the premises becoming unfit for your intended use; this will include exceptional weather conditions;
- (iv) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any charge already paid, but we will not be liable for any other costs associated with the hiring.

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 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**