

# 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 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 AT THE HALL OR SECURED IN THE BOX, INCLUDING OVERNIGHT. IF THE KEY IS NOT AT THE HALL 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.**

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 & Products Liability Insurance **MUST** be sent to the Booking Administrator prior to the use at the Hall

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

**NO SMOKING OR VAPING IS ALLOWED WITHIN THE HALL PREMISES**

**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 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.  
**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 **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 Hall 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 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. If using any ladder ensure it is used safely and responsibly in accordance with HSE Guidance. It is not advisable to use smoke machines as they will set off the fire alarms which will necessitate evacuation of the Hall.
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-hire the premises or use the premises for any unlawful or unsuitable purpose nor do anything or bring on to the premises 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 Statutory Notice Board in the Main Hall and on the Hall's Website. The fire extinguishers provided throughout the hall must only be used for their specific purpose and must be kept in their proper places.
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 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:-

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 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.
12. 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 if necessary.
13. 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 has been moved then replace it in its 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.
14. Check all toilets and toilet corridor and if necessary mop up any sticky patches or spills.
15. 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, Stage, Store Rooms 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.
16. 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.**

## **STANDARD CONDITIONS OF HIRE**

**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.**

### **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 Main Hall in accordance with our WiFi Policy.

### **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.

### **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 Administrator prior to the event.

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

### **MONEY:**

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

### **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 Booking Administrator.

### **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 Hall 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 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. 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 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 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; entrance or ticket prices must be below £20. The PRS does not cover theatrical performances i.e. shows, pantomime, ballet etc. This licence must be arranged with the appropriate rights holder.

Recorded music may be played at Private Functions; however anyone hiring the hall 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 on the premises 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.

## **ACOUSTIC EQUIPMENT INCLUDING HEARING LOOP:**

### **– By arrangement only**

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 Village Hall Secretary no later than the following day:  
email [secretarycolvhall@yahoo.com](mailto:secretarycolvhall@yahoo.com).

### **Stored Equipment:**

The Committee accept no responsibility for any stored equipment or other property brought in or left at the premises, 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 Village Hall

### **MOBILITY SCOOTERS:**

If driven to the Hall and parked outside the Scooter should not block a Fire Exit nor impede any doorway or pathway.

It is preferred that Mobility Scooters are not driven into the Hall; a wheelchair is available on request which is used at the person's own risk.

If a Mobility Scooter is driven anywhere within the Hall the following should be observed:

No scooter should exceed a limit of 4mph and should always proceed with extreme caution especially if in a crowded area; if any person is injured or any property damaged by a Mobility Scooter it will be the driver's responsibility and the Hall Management Committee will be under no liability in any way.

The Mobility Scooter must not be left unattended within the Hall nor impede any Fire Exit or doorway at any time; the Main Hall wooden floor is polished and it would be appreciated if care is taken when driving over it. The owner of the Scooter should be aware that in event of a fire they must evacuate last to ensure no Fire Exit is blocked.

### **No Rights:**

This agreement constitutes permission to use the premises 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 COLERNE VILLAGE HALL PRESUMES THE HIRER HAS READ, UNDERSTOOD AND AGREED TO THE COLERNE VILLAGE HALL'S HIRING AND LICENSING CONDITIONS**