Lucy & Vincent Brown Village Hall

Standard Conditions of Hire

If the hirer is in any doubt as to the meaning of the following, the bookings secretary should be contacted immediately.

1) The Hirer

(a) shall pay for the hire of the hall and its facilities in advance, using the on-line booking system. Payments shall be made on the following basis:

(i) For small events, costing less than £100, full payment with the completed contract of hire.

(ii) For larger events, a non-refundable deposit of 25% or £25, whichever is the greater, with the completed contract of hire. The balance is then due 28 days before the date of the booking.

Payment should take place at the time of booking, to confirm it;

If the booking is not confirmed after 21 days, it will be cancelled

(b) bank transfer is the preferred method of payment, cheques to be made payable to the "Lucy & Vincent Brown Village Hall".

(c) shall, in the event of cancellation, receive a refund on the following basis:

(i) more than 28 days before the event: 100%, less any deposit paid.

(ii) between 21 and 28 days: 75%, less any deposit paid.

(iii) between 14 and 21 days: 50%, less any deposit paid.

(iv) between 7 and 14 days: 25%, less any deposit paid.

(v) less than 7 days: no refund.

2) The Hirer will, during the period of hire, be responsible for:

(a) **only use the room you have hired**, ensuring that all approaches to, and ways from, exit doors, are free from obstruction, and be aware of general health and safety

(b) supervision and care of the premises, the fabric and contents, to avoid damage. however slight.

(c) The behaviour of all persons using the premises, whatever their capacity.

(d) proper supervision of car parking arrangements, so as to avoid obstruction of the highway.

(e) Ensuring that noise is controlled so as not to disturb local residents.

(f) Ensuring that the end of session checklist is followed before your departure.

3) The Hirer

(a) Shall observe the requirements as laid down in the licence for public dancing or music, including the appendix outlining the managers (i.e. hirers) responsibilities, which are posted on the website.

(b) Shall observe fire regulations and restrict the number of guests to 150 in the Main Hall and 50 in the Douglas Taylor room, and be aware of all fire escape routes and inform others of the evacuation procedure.

(c) shall observe the no smoking/vaping policy within the building.

(d) shall not sublet or use the premises for any unlawful purposes, or in any unlawful way, nor do anything, or bring onto the premises anything, which will endanger the same or any insurance policies in respect thereof.

(e) Shall not allow the use of naked lights at any time, particularly candles.

(f) Make note of appendix 1 & 2 of these conditions related to escape routes and fire extinguishers

4) The Hirer

(a) Shall be responsible for, and for obtaining a licence for the consumption of, intoxicating liquor if hiring a cash bar.

(b) shall indemnify the Hall Management Committee against any claims or proceedings in respect of copyright fees or damages arising out of their use of the premises.

(c) must submit to the booking's secretary, when requested, any programme details required by the performing rights society.

5) The Hirer

shall indemnify the Hall Management Committee for the cost of any repair of any damage done to any part of the property, including the curtilage thereof, and any replacement, or any loss or damage to the furniture, equipment and fittings.

6) The Hirer

(a) shall be responsible for any articles and clothing placed in the cloakrooms, toilets and other rooms.

(b) Shall indemnify the Hall Management Committee against any claims arising from any loss or damage to such articles and clothing during the period of hire.

(c) shall be responsible for recording all accidents on the accident report sheet, which is located in the lobby.

The Hall Management Committee cannot accept responsibility at any time;

(a) for articles and clothing left in the building or curtilage.

(b) for damage to vehicles in the car park or garden.

7) If the Hirer

wishes to cancel the booking before the date of the event, and the Hall Management Committee is unable to conclude a replacement booking, the question of payment or the repayment of the hire fee shall be at the discretion of the Hall Management Committee.

8) The Hirer will ensure

(a) that all functions end by 23-00 (11-00pm); 22-00 (10.00pm) on a Sunday.

(b) that the entire premises and car park are vacated by 23-59 (11-59pm); 22-15 (10.15pm) on a Sunday.

(c) that there is no nuisance to local residents.

9) At the end of the period of hire, The Hirer shall be responsible for

(a) Removing unsold items and bar equipment.

(b) leaving the premises and surrounds in a clean and tidy condition, **properly locked and secured.**

(c) Turning off lights and heaters (where appropriate).

(d) Closing all doors and ventilators.

(e) Replacing all chairs, tables and contents temporarily removed from their usual positions.

If these conditions are not met, the Hall Management Committee shall be at liberty to make an additional charge.

10) The Hall Management Committee

Reserve the right to cancel a hiring, if necessary at short notice, in the event of the hall being required for use as a polling station for a parliamentary or local government election or by-election. In such case the hirer shall be entitled to a refund of any monies already paid.

11) The Hall Management Committee

shall not be liable to the hirer for any resulting loss or damage in the event of the hall, or any part thereof, being rendered unfit for use for which it has been hired.

12) The Hall Management Committee reserves the right

(a) Of free admission for one or two officers of the Committee to any function, for any period.

(b) to refuse any application for hire of the hall for any reason it may consider sufficient.

(c) to pass on any costs or charges incurred as a result of the hirer leaving the premises in an untidy or damaged condition.

13) Use of the garden

Hirers of the Main Hall have full and, if they wish, exclusive use of the garden during their period of hire.

Hirers of the Douglas Taylor room may have use of the garden if;

(a) There is no booking in the Main Hall during their period of hire.

or

(b) They gain permission from the hirers of the Main Hall during their period of hire.

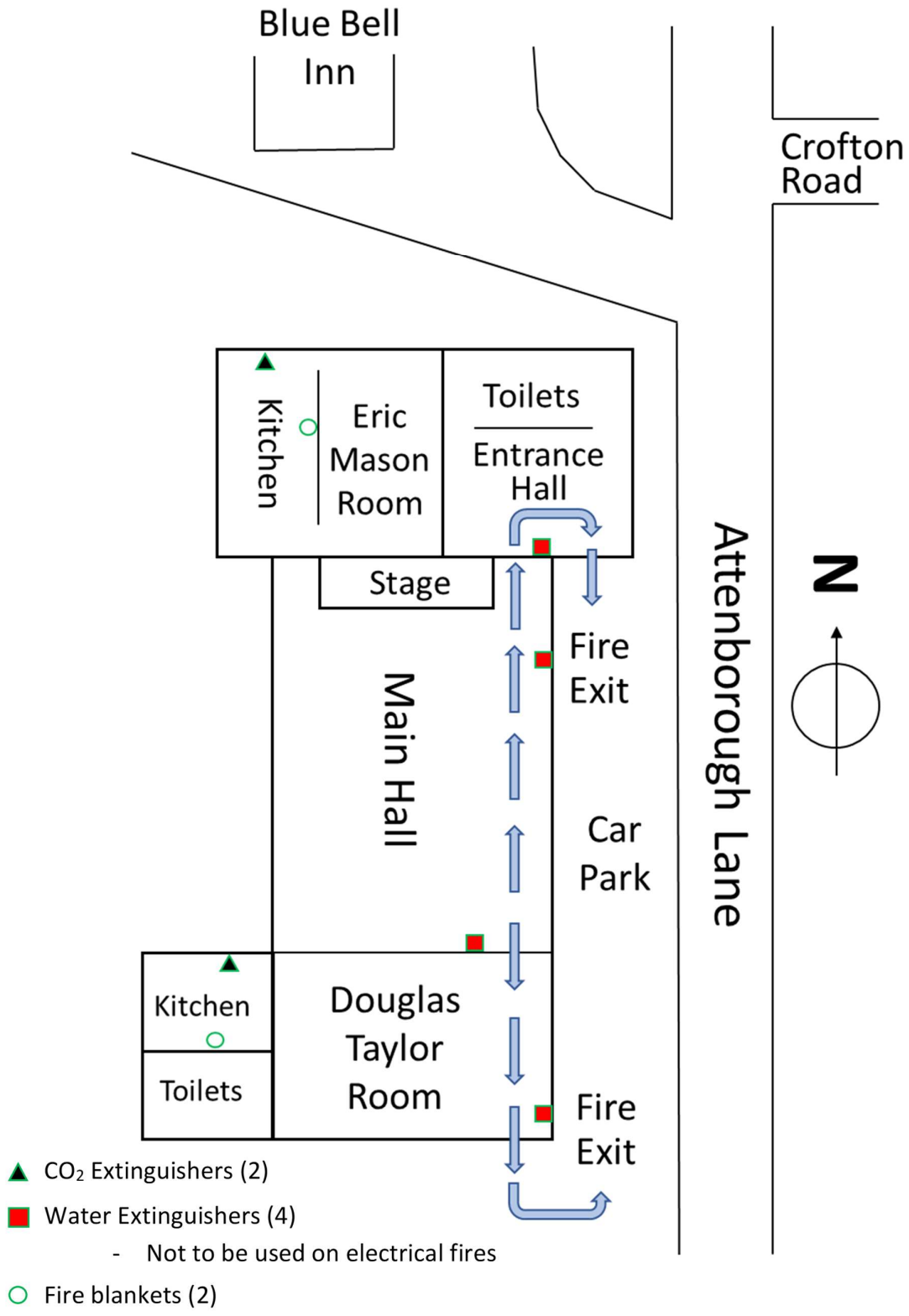
The permission should be gained beforehand through the Booking Secretary. If the hirers of the Main Hall grant permission, then they can impose any conditions on the use they think fit. If they refuse then they do not have to give a reason or justify their decision in any way.

14) Recyclable Waste

The Management Committee would encourage all users to recycle as much waste as possible by taking it to their own bins or to the local council refuse site.

In the highly unlikely event of the village hall not being open for your function, please contact (in the first instance) Tim Orten telephone: 07938 748964.

Appendix 1 - Attenborough Village Hall – Fire routes and extinguishers



Appendix 2 - Fire extinguishers types and usage

FIRE TYPE	POWDER	FOAM	CO2	WATER	WET CHEMICAL
CLASS A **SOLIDS** (eg. Wood, Plastic, Paper)	✓	✓	✗	✓	✗
CLASS B **FLAMMABLE LIQUIDS** (eg. Paint, Solvents, Fuels)	✓	✓	✓	✗	✗
CLASS C **GASSES** (eg. Propane, Butane, LPG)	✓	✗	✗	✗	✗
CLASS D **METALS** (eg. Lithium, Magnesium)	✓	✗	✗	✗	✗
ELECTRICAL **EQUIPMENT** (eg. Computers, TVs)	✓	✗	✓	✗	✗
CLASS F **COOKING OILS** (eg. Cooking Fat, Olive Oil)	✗	✗	✗	✗	✓