

SAXILBY WATMOUGH MEMORIAL VILLAGE HALL

(Saxilby Village Hall)

Registered Charity No: 521979

TERMS AND CONDITIONS OF HIRE

(also refer to the RATES OF HIRE payable from 1 October 2022 (new bookings) and 1 JANUARY 2023 (all other bookings))

1. BOOKINGS

All requests for the hire of rooms and all communications relating thereto will be dealt with by the Booking Secretary. The Hirer shall pay for all time required for setting up and clearing away and this time **must** be included in the times booked. After a booking has been confirmed and there is a change of Leader or Group organiser that person is required to inform the Booking Secretary **and** confirm in writing they fully understand the current Terms and Conditions of Hire. The Village Hall Committee (VHC) may, in its absolute discretion, refuse any request for the hire of rooms, or impose any conditions for or during the hire, without stating any reason for such refusal or imposition. **A booking form must be completed, signed and deposit paid to secure the hire. Full payment must be made at least 14 days before the event is due to take place.** For cancellations see section 5

2. CHARGES and PAYMENTS

The hiring charge shall be calculated using the current scale of charges as advertised and referred to above, and as determined by the VHC from time to time. The VHC may waive or amend such charges when, and for such reason, as it sees fit and reserves the right to vary the hiring charges without prior notice, but undertakes to maintain the total hiring charge payable at the time a booking is confirmed, provided that booking is within 90 days of the date of the variation. **An additional charge may be made for late departure.** For regular users where invoices are issued payment shall be made within 21 days of the date of issue. Failure to pay such invoices within the said timescale may result in the suspension or cancellation of that booking. Bar facilities are available at an additional cost – please contact the Licensee to arrange (section 4 refers).

3. FOOD CONSUMPTION

There is an additional, refundable, payment of £50 per room for any booking that involves the preparation and/or serving of food. **This payment should be paid in cash, not by bank transfer and paid direct to the booking secretary before the event.** Any refund will be subject to the kitchen and room(s) used being cleaned to the satisfactory standard of the VHC which means all floor areas being free of food and rubbish, tables being wiped down before being stored correctly and the kitchen work surfaces, all utensils used and the cooker (if used) cleaned. The whole deposit will be forfeited if the cleaning is unsatisfactory. The Caretaker will be pleased to provide guidance on the expectations required.

4. ALCOHOL

If bar facilities are arranged only drinks purchased at the bar should be consumed on the premises. If bar facilities are not obtained for an event to which the public pay to be admitted, no alcoholic drinks shall be brought into or consumed on the premises. It is the responsibility of the Hirer to contact the Licensee to discuss any special requirements. **Contact : Mr Michael Brown 01522 702200 of the Anglers Public House. A minimum 14 days notice is required.**

5. CANCELLATION

A minimum 7 days notice is required to cancel a booking - if less than 7 days is given the full hire charge will be payable. Notice of cancellation must be made direct to the booking secretary either by telephone or email (see section 1). The Hirer must make sure they receive a confirmation that the cancellation notice has been received. Any booking which has not been fully paid for in full 14 days before the event will be cancelled, unless alternative arrangements have been made.

6. FACILITIES

The hirer should only use the room(s) booked and paid for, together with the kitchen and toilets (use of which may be shared). The foyer is solely for access to other parts of the building and should not be used as an overflow to the room(s) booked. Unhindered access must be maintained to all areas of the Hall. The following are specifically excluded from the hire:-

- The use of bar facilities unless pre-arranged (**See Section 2 and 4**)
- Stage lighting and curtains (other than normal house lights and tabs (black curtains)). If these facilities are required the hirer must approach Saxilby Drama Circle whose property they are, giving a minimum **21** days notice.
Contact : Julie Holmes 01522 702128.
- Any equipment stored in the Hall which belongs to any other person or organisation other than the Village Hall.

7. STAGE USE

The stage may be subject to restricted availability when a Drama Circle production is in progress. The stage and rear room, if used, should be left clear of rubbish, including glasses and unused food. Any items on the stage or in the wings should not be moved or damaged in any way. If your event may require the use of the stage, and before confirming a booking, please contact the Drama Circle to discuss how any restrictions may affect your intended booking. (See Section 6b).

8. THE HIRER'S OBLIGATIONS and INSURANCE

The VHC will not accept any responsibility or liability for loss or damage to any property unless caused by their personnel. The use of any naked flame is strictly prohibited.

The Hirer is responsible for

- **Understanding the current Terms and Conditions of Hire which are in force.**
- Risk assessment completion and Local Licence compliance (see section 10 and 11 below)
- ensuring that all areas, including the stage, are left in a satisfactory clean and tidy state. All bags of rubbish, suitably closed, shall be left as directed by the caretaker.
- all their items brought into/left in the Hall and the VHC recommends such items are insured, if appropriate, and indemnifies the VHC against any claims arising from the loss of or damage to such items, or damage or injury arising from the use of such items, howsoever caused, during the Hirer's use of the Hall. All electrical items brought into the Hall must conform to current testing regulations.
- ensuring all tables and chairs (cleaned and undamaged) are returned to their original position unless prior arrangements have been made with the caretaker. (also see Section 9)
- ensuring that notices, garlands, etc are not attached to decorated surfaces of the room by the use of drawing pins or sellotape. Helium filled balloons, if used, must be securely fastened and not allowed to float to the ceiling.
- **ensuring all helpers are aware of the requirements regarding tables and chairs and abide by them.**
- the decent and orderly conduct of the event, and undertakes to make good any damage to the structure of the Hall, and any loss or damage to the furniture or equipment in the Hall, caused during the Hirers use of the Hall.
- prohibiting any area to be used for any extremist or terrorist activities or for the dissemination of extremist views or materials during their hire, at any time.
- confirming, by signing the booking form, that they understand their obligations and that all items used/stored in the hall, at any time, are appropriately insured.

9. TABLES AND CHAIRS MOVEMENT

Tables and chairs must not be dragged along the floor and must be correctly stored after use, tables in the trolley provided and chairs to the recommended stacking height. Tables shall not be sat on and the table trolley shall not be used for any purpose other than storing tables. **Chairs should be moved using the lift provided and not dragged along the floor.**

10. RISK ASSESSMENT

The Hirer should undertake a Risk Assessment for their event, especially where physical activities and/or games may be taking place and should take all necessary Health and Safety precautions before, during and after their event, including when moving furniture, offering catering facilities and using portable electrical equipment brought into the premises. Special attention should be paid to serving hot liquids and trailing cables. Emergency exits should not be compromised at any time.

Bouncy Castles. It is the Hirer's responsibility to ensure such items are insured, and used correctly. The VHC accepts no responsibility in this regard.

The Stage. If used, the Hirer, must make sure it is not overcrowded and that all persons can safely exit without creating danger to themselves or others in the event of an emergency.

Emergency Procedures. The Hirer should be familiar with the location of emergency exits and have a plan to ensure that an orderly and safe evacuation can be made in the event of an emergency **and** be able to account for all persons present. **Hirer's or attendee's vehicles must not obstruct emergency exits.** In the event of a fire the VHC does not recommend Hirers endanger themselves or others by using firefighting equipment unless it is safe and they are qualified to do so.

First Aid.

The Hirer shall be aware of the First Aid facilities which are provided and in the event of an incident complete an appropriate section of the Accident Book. The Caretaker must be advised at the earliest opportunity of any incident. (See section 14)

11. LOCAL AUTHORITY LICENCE

The Hirer is totally responsible for ensuring that the terms of the Licence granted by the Local Authority are complied with, and shall comply with the following :-

- a)

<u>Capacity</u> of the Main Hall:	Seated 200	Dancing 172
<u>Capacity</u> of the Lounge:	Seated 120	Dancing 80
<u>Capacity</u> of the Meeting Room	Seated 40	n/a
- b) Fire Exits: approaches to internal fire exit doors must be kept clear and free from obstruction at all times. **There can be no exceptions.**
- c) Sporting Events: must comply with the requirements of the relevant local authority, from whom advice should be sought.
- d) Noise: The hirer shall take all reasonable steps to avoid unnecessary noise at the end of events finishing after 11.00 pm. No music shall be played after midnight.
- e) Smoking:
Smoking is not permitted anywhere within the Building including toilets .

12. ACCESS AND DEPARTURE

Admission to the Hall will be by arrangement with the Caretaker. At the end of the event the Hirer shall ensure that all lights and water taps are turned off, if used the cooker is turned off and all external doors, **including fire exits**, are securely closed, including the door onto Sykes Lane. The front door key is to be returned in accordance with instructions from the Caretaker.

13. RIGHTS OF THE VILLAGE HALL COMMITTEE

Village Hall Committee members shall be entitled to free and unhindered admission to the Hall at any time during the Hirers use of the rooms booked, but precluding their participation in the event for which the room has been hired. If entry is required the VHC member should, where practical, introduce themselves especially if they are not known to the Hirer. If young persons are present the Hirer should be advised of the purpose of the entry and ideally accompany the member during the visit. The Village Hall Committee reserves the right to amend, cancel or change any of the terms or conditions without notice.

14. ACCIDENTS and REPORTABLE INCIDENTS

Should an accident or incident occur during the period of hire the Hirer shall at the earliest opportunity, or within 24 hours, complete a section in the accident book and advise the Chairman or Booking Secretary. In the event of any breakages or damage to property, howsoever caused, this must be reported immediately to the Booking Secretary and the damaged item(s) not used but safely isolated for the remainder of the hire.

Should any event arise which is not specifically covered within these Terms and Conditions then common sense shall prevail at the time but the issue should be brought to the attention of the VHC within 24 hours of the event arising and they will then decide how the matter will be dealt with in the future.

15. CONTACT DETAILS

Chairman Mr K Jubb 01522 702320
Booking Secretary Mr Neil Webster 07523 642036

These terms and conditions replace all previous Terms and Conditions of Hire that have been issued.

February 2023

A large print copy of these Terms and Conditions can be provided. Please ask.

Name of Hirer

Signature

Date /...../.....

A copy of the signed Terms and Conditions should be returned to the Booking Secretary