

BINFIELD MEMORIAL HALL

Registered charity No. 237516

CONDITIONS OF HIRE

Binfield Memorial Hall is a charitable community hall run by a management committee of volunteer trustees who are co-opted and elected members of the public and representatives of local organisations. The hall is licensed for music, singing and dancing at private parties and charitable events, and by the Performing Rights Society for the public performance of copyright music.

The aim is to provide a warm and welcoming environment for local residents to use and the committee and community appreciate your reciprocal care and in using the premises. The hall is cleaned every week but not between every booking so please leave the hall as you would wish to find it.

Keys for access

Hall keys are kept in the key safe. You will be sent the key code. Please return the keys to the key safe at the end of the hire ready for the next user. The key code will be changed frequently. A set of backup keys are kept at the Binfield Club, ask bar staff if needed.

Hire charge

The hall will be provisionally booked until the hire fee is received together with the booking form accepting the terms and conditions and hire charge.

Deposits

The hire fee secures the date. A refundable deposit for damages may be required for certain events at the discretion of the Hall Management Committee.

Bar Licence

A "paying bar" for alcohol at an event requires a bar licence and a copy of the licence must be provided 2 weeks in advance of the event.

Music Licence

Binfield Memorial Hall has a PPL and PRS licence which allows for music to be played at private parties and charity and voluntary non-profit events. Any commercial events or classes such as dance and fitness classes that charge for attendance need to have their own PPL licence if music is to be played as the hall cannot convey its licence. Below is copy from the hall's licence:

Scope of tariff

This tariff applies (subject to the other terms set out below) to the playing in public of sound recordings within the repertoire controlled by PPL at:

- *Community buildings run by voluntary organisations such as community centres, village/memorial/parochial halls, separate church halls serving the community at large, women's institutes, welfare institutes and comparable premises in respect of their use for a miscellany of entertainments or functions at which sound recordings are played in public*

Exclusions (where the hall licence cannot be conveyed)

- *any third party hire to commercial organisations and individuals earning an income from providing the activity such as aerobics classes, practice and social dance classes/sessions or any event where the profit does not go entirely to the voluntary organisation (to this extent, responsibility for holding the relevant PPL licence rests with the hiring third party);*
- *musical events for which the price of admission (whether by ticket, programme or otherwise) is £20 or more, which are chargeable under PPL's appropriate tariff(s);*
- *jukeboxes (as PPL licenses jukeboxes via the jukebox operators/hirers)*

Safeguarding

Hirers are responsible for safeguarding at their event and must comply with the Binfield Memorial Hall Safeguarding Policy and have their own suitable safeguarding policy if applicable. The hirer's safeguarding policy should be shared with Binfield Memorial Hall if requested.

Fire Door Safety

The fire door must be kept clear of obstruction so it is accessible as an emergency exit. It can be opened to bring in food etc. but please make sure it is properly closed when you leave.

Putting up decorations etc on walls and doors

Please use a form of blu tac and do not use sellotape to attach any decorations or such to walls and doors. Please remove the blu tac afterwards. The ceiling is not suitable for any attachments.

Clearing up and Furniture

Chairs and tables are available for use and stored in the cupboard. Before leaving the hall please clean tables used and return to the cupboard, sweep the floor and mop any spillages.

There is a hall users cleaning cupboard housing cleaning equipment. The key is on the key ring.

Rubbish, bottles, cans and helium balloon canisters

Please bring rubbish bags and remove all rubbish from the site.

Locking up

Please make sure lights and fans and taps are switched off, windows and doors are closed and the front door is securely locked when you leave. Please double check the kitchen fire door is properly closed if you have opened it.

Car Park

The car park is for hall users only. When leaving the hall all cars must be moved from the car park. Please close the car park gate.

Hall Management Committee

In the event of a problem with the premises the Hall Management Committee reserve the right to close the hall and or car park at short notice if necessary.

Cancellations

If you cancel within 2 weeks of the date of your booking the £50 holding deposit will be retained.

Damage

Any damage caused to the hall premises or equipment at your event must be reported. You may be charged for the cost of repairs.

No smoking

Smoking is not permitted anywhere inside the hall