

Pakenham

Village Hall

Conditions of Hire



PAKENHAM VILLAGE HALL AND PLAYING FIELD ASSOCIATION
Registered Charity No. 1081815

Pakenham Village Hall

Conditions of Hire

PLEASE NOTE: If the Hirer is in any doubt as to the meaning of the following the Booking Secretary should be consulted.

1 HIRERS RESPONSIBILITY / SUPERVISION

- 1.1 The Hirer, not being a person under 18 years of age, must ensure that the Village Hall is used in a safe, responsible and orderly manner.
- 1.2 The Hirer agrees to follow the hire conditions laid down in this document.
- 1.3 The Hirer will also be responsible to supervise the behavior of all persons using the premises, whatever their capacity, including supervision of car parking to avoid any obstructions.

2 USE OF PREMISES & EQUIPMENT

- 2.1 The Hirer shall not use the premises and equipment for any purpose other than that booked by them and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way.
- 2.2 The Committee reserves the right to close the Premises without notice should the use of the premises be abused.
- 2.3 Crockery, Glassware and Cutlery is available to Hirers. however, should note that tea towels and dishcloths are not provided.
- 2.4 Hirers are responsible for ensuring that the audio equipment is used in an appropriate manner.

3 ALCOHOL

- 3.1 The Village Hall does have a license for the sale and consumption of alcohol. Hirers are

responsible for meeting the obligations of the license and must seek permission from the person named on the license prior to an event to sell alcohol.

- 3.2 Consumption of alcohol purchased on or brought into the premises shall be consumed within the Hall and No alcohol is to be consumed outside the Premises.

4 BETTING & LOTTERIES

The Hirer shall ensure that nothing is done on, or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

5 FIRE REGULATIONS

The hirer should be aware of and comply with the following.

- 5.1 The maximum number of people in attendance is 120 (100 if seated at tables)
- 5.2 That all exits are always unobstructed.
- 5.3 There should be no alteration to or interference with electrical or other fittings
- 5.4 In the event of a fire the Hirer will evacuate the premises including attention to disabled persons and children. The Hirer will call the Fire Brigade and be familiar with the use and location of fire equipment.
- 5.5 The hirer is encouraged to carry out their own Fire and general risk assessment, highlighting the areas that pertain to their own group of users and their activities.
- 5.6 Fireworks are prohibited both inside and outside of the village hall.

6 HEALTH & HYGIENE

- 6.1 The Hirer must take full responsibility for any food cooked, sold or eaten on the premises.
- 6.2 The hirer must also take full responsibility for any professional caterer or catering firm employed by them.
- 6.3 The Hirer shall provide their own laundered tea towels and dishcloths, removing them from the kitchen at the end of the hire period.

7 ACCIDENTS

The Hirer must report all accidents to the Village Hall Committee as soon as possible, so that the necessary formal report to the local authority can be completed if necessary. The Accident Book located in the kitchen drawer must also be completed by the Hirer.

8 SAFEGUARDING POLICIES

The Hirer will ensure that they, their employees and professional suppliers of activities in the hall comply with the Hall's Safeguarding Policy for the protection of children and vulnerable adults. (details can be found on the noticeboard in the main entrance hall)

The Hirer will ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 2004 and that only fit and proper persons have access to the children.

9 BOOKINGS

- 9.1 Bookings requests should be submitted via our automated system on our website www.pakenhamvillage.co.uk
- 9.2 Bookings are available in full days or sessions as follows
- Morning session 09:00 – 13:00
 - Afternoon session 13:30 – 17:30
 - Evening session 18:00 – 22:00
- Hirers wishing to apply for an extension of these times may request this on their initial application.
- 9.3 Completion of the Hire Application Form does not automatically guarantee your booking. Confirmation of bookings will be emailed to the applicant.
- 9.4 Full payment of hire costs plus any required deposit must be made 7 days prior to the date of the event. Failure to do so may result in cancellation of your booking.
- 9.5 Invoicing and payment for Regular users is by prior agreement with the Booking Secretary
- 9.6 The Village Hall and Playing Field Association Committee reserves the right to refuse a booking for whatever reason.
- 9.7 If circumstances beyond the control of the Village Hall and Playing Field Association Committee, prevent the availability of the premises, all payments made will be refunded and will be the limit of any liability.
- 9.8 Non-profit making Hirers take preference in accordance with The Charity Commission rules.
- 9.9 Any electrical equipment that the Hirer wishes to bring and use at the premises must be safe and fit for purpose.
- 9.10 The Hirer will not make use of the Premises or put equipment or goods in the Premises before the hire period commences unless prior agreement has been reached.
- 9.11 The Hirer will vacate the Premises by the end of their hire period leaving the Premises and Contents in a clean condition so as not to inconvenience the next Hirer.

10 CANCELLATION

- 10.1 The Village Hall Committee will cancel a hiring if the Premises is required as a Polling Station.
- 10.2 A booking may be cancelled by the Hirer up to 7 days prior to the event. In the event of a later cancellation, the hire charge will remain payable in full.

11 HIRE CHARGES

- 11.1 Current Hire Charges for the Village Hall are available on the noticeboard at the Village Hall and on the website. These are subject to annual review and change.
- 11.2 Payment should be made electronically as detailed in the invoice received for this event.
- 11.3 The hall hiring hours are 08:00 – 23:00 (midnight on Fridays and Saturdays and 22:00 on Sundays). Hirers wishing to apply for an extension to this may do so through the Booking Secretary in advance of the event. The Committee reserves the right to refuse any such application for whatever reason.

12 UNFIT FOR USE

In the event of the Premises being rendered unfit for the use for which it has been hired the Committee shall not be liable for any resulting loss or damage whatsoever.

13 INSURANCES

- 13.1 Private persons and organisations hiring and using the Premises for village activities and charities as well as private parties including birthdays and weddings will be indemnified under the terms of the Premises 'Public Liability' insurance cover for any claim caused by their negligence whilst they are within the Premises boundaries.
- 13.2 Private persons and organisations hiring the Premises **for profit including instructors and trainers employed by village groups** will **not** be so indemnified and must arrange their own insurance.
- 13.3 Any goods, equipment or belongings stored or left on the Premises by the Hirer are **not** covered by the Premises insurance; only items and equipment forming part of the Village Premises inventory are insured.
- 13.4 The Premises insurance policy is available for scrutiny by arrangement with the Booking Secretary.

14 UNUSUAL EVENT

Should the Premises be required for an activity that is obviously outside the scope of the Standard Conditions, the Hirer **must** notify the Booking Secretary at the time of the booking.

15 MUSIC

- 15.1 The Hirer will ensure that noise is kept within reasonable levels (especially regarding the bass adjustment of bands / discos).
- 15.2 Windows and doors to be kept closed whilst music is being played.

Performing Rights Society dues are included in the hire charge and hirers are hereby granted permission to use live or recorded music at their event if they notify the Booking Secretary on the Hire Application Form. Hirers are required to ensure that any music entertainment does not amount to anti-social noise nuisance.

16 SALE OF GOODS

The Hirer shall, if selling goods on the premises, comply with the Fair-Trading Laws and Codes of Practice. The Hirer will ensure that the price of all goods and services is displayed, as shall be the organiser's name and address.

17 SMOKING

The Smoke-free (Premises and Enforcement) Regulations 2006 prohibit smoking within the village hall.

18 DEFECTS & BREAKAGES

The Hirer will advise the Booking Secretary of any breakages or damage that occurs during the Hire. The Hirer will be responsible for all costs incurred by any breakage or damage occasioned by their hire. The Hirer is also asked to advise the Booking Secretary of any other defect found in the Premises or any fault with the Equipment.

19 NOISE & NUISANCE

The Hirer will ensure that minimum noise is made on arrival and departure.

20 END OF HIRE

Before the hall is vacated, the Hirer must ensure that: -

- The floor is swept in both the hall and the kitchen
- The tables are wiped clean, folded and returned to the table storage area
- The chairs are stacked at the back of the hall
- That any kitchen equipment / crockery / utensils are cleaned and put away
- That work surfaces in the kitchen are wiped clean
- That the dishwasher is emptied if used
- That all general rubbish is removed or placed in the bins provided
- ALL bottles must be removed from the premises. There are NO recycling facilities at the village hall.
- That all taps are turned off in the toilets
- That all lights and electrical switches are turned off
- That all windows are shut and doors secured.

Thank you very much.

Pakenham Village Hall and Playing Field Association