

BETLEY & DISTRICT VILLAGE HALL - STANDARD CONDITIONS OF HIRE (June 2021)

Registered Charity 510984

If the hirer is in any doubt about the meaning of the following, the Hall Booking Clerk should be consulted immediately

1. All applications for hiring Betley Village Hall must be made in writing on the official Application Form. For a single booking, it must be made at least 2 weeks before the event accompanied by a deposit.
2. The deposit will serve **five** purposes:
 - a) **Secures the booking**
 - b) **Cancellation.** If the hire booking is cancelled within 4 weeks of the hire date, the deposit **will not be** refunded,
 - c) **Cleanliness:** If the premises and surrounds are left in a clean and tidy condition the deposit will be refunded to the person named on the hire agreement form. If not, the deposit, or a part of it, at the discretion of the Committee will be retained by the Village Hall.
 - d) **Loss of keys.** There will be a charge of £25 for a lost front door key.
 - e) **Breach of Premises Licence/Personal Compliance Undertakings** - the deposit **will not be** refunded
3. The hire fee is payable **in full** no later than two weeks before the date of the hire. If the hire fee is not paid by that due date the Committee reserves the right to re-let the Hall for the date in question and retain the deposit in lieu of (effective) cancellation. Unless hall is re-let, the hire fee will not be returned if the booking is cancelled in these last two weeks.
Bookings may be considered up to 2 years in advance of the date of hire.
4. **THE HIRER must be aged 25+ years**
5. **THE HIRER** will, during the period of hire, be responsible for supervision of the premises, the fabric and the 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, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway. No articles of an explosive, inflammable nature or any article producing obnoxious smells shall be permitted in any part of the building.
6. **THE HIRER** shall keep all entrances and exits free from obstruction at all times and properly lit by the lights provided.
7. **Bookings by caravan groups** must ensure that access is maintained for users of village hall external facilities – the bowling green, tennis court and play area. These users will be asked to park by the front entrance of the village Hall during caravan rallies.
8. No liability will be accepted for the loss of **HIRER'S** equipment, whether personal or otherwise. Any items left on the premises at any time are at owner's risk.
9. Any additional seating or other furniture required must be provided at **HIRER'S** own expense. **THE HIRER** shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof, nor allow the consumption of alcoholic liquor thereon without the necessary licence.

- 10. Any bar that is being run by an organisation not linked to, and trained by, the VH will be required to obtain a TEN from Newcastle Borough Council if they plan to carry out licensable activities (particularly the sale of alcohol and music performances). THE HIRER shall be responsible in ensuring no person under the age of 18 consumes alcohol and for the observance of the same and all other regulations appertaining to the premises stipulated by the Fire Authority, Police or Local Authority**
- 11. THE HIRER** shall be the appointed Fire Officer during the period of hire and must ensure that an emergency evacuation announcement is made at the start of function. **THE HIRER** must notify the Fire Service in the event of a fire, ensure correct usage of fire alarm and extinguishers together with evacuation of the premises to an assembly point on the main car park. Any misuse of the fire extinguishers or fire alarm system involving a call out for repair or restoration of extinguishers or fire alarm will be charged to **THE HIRER**.
- 12. THE HIRER** shall compensate the Committee for the cost of repair of any damage done to any part of the property, including the curtilage thereof, or the contents of the building including the fire extinguishers or fire alarm, which may occur during the period of hire as a result of the hiring.
- 13. At the end of the hiring, THE HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, the water boiler in kitchen and all hall lights switched off, windows and doors properly locked and secured unless directed otherwise. Any contents including tables, chairs, crockery and cutlery temporarily removed from their usual positions must be replaced properly.**
- 14.** No equipment belonging to **THE COMMITTEE** may be hired or removed from the premises at any time without permission.
- 15. THE COMMITTEE** reserve the right to cancel a hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or by - election, or when it has to be used in the event of a major emergency as a Rest Centre, in which case **THE HIRER** shall be entitled to a refund of any deposit already paid.
- 16.** The Secretary or other Officers of the Committee shall have full right of access to any part of the premises at any time, & **THE HIRER** shall be held responsible for seeing that such provision is made.
- 17.** In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired the Committee shall not be liable to **THE HIRER** for any resulting loss or damage whatsoever.
- 18. NO DOGS OR OTHER ANIMALS** shall be permitted on any part of the premises, unless by prior agreement.
- 19.** Not more than **200** persons shall be permitted to be on the premises at any one time when the premises are in use for the purpose of dancing only. Not more than **130** persons shall be permitted for the purpose of functions utilising seating at tables, and not more than **160** persons where there is a combination of dancing and seating.
- 20. THE HIRER** is hereby notified that Hirer's Liability Insurance is not provided by the Village Hall Committee and **THE HIRER** is advised to consider whether this is deemed appropriate to put in place for the Hirer's event.

21. ALL HIRERS are requested to remove all their general non recyclable waste from the premises on completion of their event. For evening functions, arrangements can be made to store the bagged waste in the entrance lobby for collection and removal by the hirer the following morning.

There are limited facilities, situated at back corner of hall, for recycling of cardboard/paper, glass, metal cans and plastic packaging. There is a food waste bin in the kitchen.

No cans or glass bottles must be deposited in the outside bins after 21.00. Failure to comply with this is likely to result in a loss of deposit. For evening events, arrangements can be made for access the following morning before 10.00 a.m. or, with due care, the recycling bins can be wheeled into the entrance lobby for filling – ensure the external doors are closed!