

Peldon Village Hall Management Committee

CONDITIONS OF HIRE OF HALL

GENERAL MATTERS

1. The Peldon Village Hall is a Community Facility, managed by the Management Committee in the interests of the Community. It is available for hire by members of the public and local organisations, subject to the acceptance by the hirer of these conditions of hire.
2. The Village Hall is licensed for the provision of the following Licensable Activities in accordance with the Licensing Act 2003:
 - The provision of regulated entertainment, including plays, films, indoor sporting events, live music, recorded music, performances of dances and anything similar;
 - Provision of entertainment facilities for making music, dancing and anything similar.
3. The Hall is not licensed for boxing or wrestling entertainment, the provision of late night refreshment and the supply (ie sale) of alcohol. As a matter of policy, the Hall will not be available for hire for the first two of these activities. Hirers who intend to sell alcohol are required to obtain the necessary License prior to the event at their own expense, and to provide evidence of having done so to the Caretaker in advance.
4. The Management Committee is responsible for ensuring that the four licensing objectives under the Licensing Act 2003 are met. Consequently it is a condition of hire that the following matters are observed by all hirers of the Hall:
 - Prevention of Crime and Disorder – A responsible person or persons must be in attendance at all times to ensure that there is no crime and disorder and that good behaviour is maintained, particularly when alcohol is consumed.
 - Public Safety – The Hall is maintained in good order by the Committee, and hirers should bring to the attention of the Caretaker any areas of concern. Any equipment that hirers may bring into the Hall must not represent a potential hazard. Emergency exits from the Hall must remain clear at all times. The Hall must not be overcrowded – maximum numbers appropriate to the event will be agreed at the time of booking.
 - Prevention of Public Nuisance – Hirers must have consideration for the interests of local residents when arriving at and leaving the Hall, both in the level of noise and in parking vehicles on the road if the car park is full. Noise levels at events in the Hall (including outdoor events) must not be excessive.
 - Protection of Children – All activities in the Hall involving children must be suitable for children and supervised at all times by a responsible adult, normally a parent.
5. The Management Committee reserves the right to decline any request to hire the Hall in its absolute discretion.
6. All hirers of the Hall agree to indemnify the Management Committee in respect of any costs or liabilities incurred as a consequence of their failure to observe any of these Conditions of Hire.

TERMS OF HIRE

1. All bookings must be made in advance through the Caretaker.
2. The Hall is available for hire between the hours of 9.00am and 11.00pm, and outside these hours (except for Licensable Activities) by arrangement with the Caretaker.
3. An additional half hour is allowed before and after the hire period for setting up and clearing up.
4. Hire charges are published separately and are updated from time to time.
5. The Committee reserve the right to ask for a deposit or for payment in advance of the full hire charge at its absolute discretion. Otherwise hire charges are payable on completion of the event or when invoiced by the Treasurer.
6. Hirers will be charged for any damages incurred to the building or equipment.

HIRE CHARGES

	<u>Regular Users and Village Organisations</u>	<u>Individuals and Commercial Users</u>
1. Main Hall, Committee Room and Kitchen	£7.00 per hour	£12.00 per hour
2. Committee Room only	£5.00 per hour	£5.00 per hour

OPERATIONAL MATTERS

1. Heating in the hall is set to come on and off at appropriate times. Please do not try to alter the timings.
 2. Please do not cover heaters or stack chairs in front of them.
 3. There is a heater, hot water heater and fridge in the kitchen, switch on if needed on arrival.
 4. Please use blu-tack or similar to secure any decorations. Do not use drawing pins or similar.
- Please leave the hall clean and tidy at the end of your hire. There is a broom, brush and dustpan in the storeroom in the hall.
5. If any liquid is spilt please wipe up with a cloth from the kitchen. Do not wash the hall floor.
 6. Please take notice of the rubbish re-cycling arrangements in the kitchen. Organisations that fail to segregate recyclable rubbish will be required to dispose of all of their rubbish. Any extra rubbish and sharp objects must be taken away by the hirer.
 7. When leaving the hall please make sure that **all** lights are off and windows and doors are closed.
 8. Please inform the Caretaker of any damages incurred.
 9. Your attention is drawn to the fire safety notice in the entrance lobby. Please ensure that all people using the hall are made aware of the procedure to be followed in the event of a fire.

By Order of the Peldon Village Hall Management Committee

CHAIRMAN:	MR K BANKS	01206 735004
SECRETARY:	MRS J WALKER	01206 735418
TREASURER:	MR R HOLMES	01206 735510
CARETAKER:	MRS C MOORE	01206 735228

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