

WORSALL VILLAGE HALL - HIRING TERM & CONDITIONS

Reviewed September 2021

Please read the following information prior to booking the village hall.

A signed contract between the hirer and the Village Hall Management Committee will be requested prior to certain events taking place.

The Hirer will;

1. **Nominate a Responsible Person who will represent the Hirer** and be present during the hire and be responsible for security and return the keys as directed at the end of hire period.
2. Allow Time for Setup and Clearance of the Hall within the Hire Period.
3. Be responsible for all damage to the premises and its contents and pay for such damage and any consequential costs as may be due in the sole judgement of Worsall Village Hall.
4. Comply with all regulations and conditions imposed by Local Authority, Fire & Rescue Service*, Police and Licensing Authorities*, including the WVH policies and premises Licence referenced herein.
5. Ensure the Hall's specialist equipment (Sound System, Projection, Stage Extensions, Lighting Arrays, and Kitchen Appliances) will only be used with prior permission of WVH and in accordance with instructions given.
6. Not sub-let the premises or use them for any other purpose than previously declared.
7. Inform the Licence Holder whenever the serving or consumption of alcohol is proposed. All events where the supply of alcohol is proposed must only use "toughened" glassware. When alcohol is to be retailed a Personal Licence Holder must be appointed by the Hirer and his/her Licence number disclosed to the Village Hall's Licensee. All of the regulations within the Licensing Act must be applied.
8. **Never allow drunken, disorderly or rowdy behaviour, nor the use/sale of recreational drugs, narcotics and other prohibited substances.**
9. Not discriminate against any person or group on any grounds*.
10. Comply with the Protection of Children and Vulnerable Adults Policy*.
11. Ensure the No Smoking policy is enforced.
12. Not cause noise or nuisance to inconvenience our neighbours.
13. Ensure any cars parked outside the car park do not obstruct other road users.
No parking is allowed alongside the footpath road side.
If Roadside parking is envisaged the Hirer will display the provided "No Parking" cones along the footpath.
14. Ensure parking in the car park is only as indicated – cars and service vehicles are not allowed on landscaped or paved areas.
15. **Ensure all waste and litter is removed from the premises at the end of a hiring without noise or disturbance especially late at night. All glass/plastic recycling must also be removed.**
16. Ensure the premises are secured and equipment left clean, tidy and stored according to displayed information, unless an agreement has been made to have the work carried out by others. There is usually an extra charge for this service. The displayed information suggests how chairs and tables are safely stored.
17. Not mark, alter or attach decorations or fixtures to the fabric of the building, curtain rails or material or any equipment except where hooks are provided at the top of the curtain rails and behind the stage proscenium.
(No Adhesive Tape, Blue Tack, nor Drawing Pins are to be used. 'Command' hooks are permitted).
18. Not be reimbursed any deposit when a late cancellation (too late to secure a replacement booking) is made.
19. Accept that the Worsall Village Hall Management Committee may cancel a booking if the Hall is required as a polling station or emergency centre whereupon a full refund only will be made.
20. Pay all Deposit and Hire Fees and any other cost arising under the terms of these conditions promptly in accordance with the terms stated on the respective Invoice.
21. In the interest of hygiene, hirer to provide own hand and tea towels for kitchen use.

22. Pay for all direct and consequential costs arising from the Hirer's default under the terms of these Conditions.

*The following documents are available on request and are in the Village Hall:

*Child Protection Policy

*Emergency Procedure

*Safety Policy

*Equal Opportunities Policy

*Premises Licence

Night-time closure

[Premises Licencing Authority Rules]

To reduce noise disturbance to nearby residents,

- **ALL outside activities must stop at 11.00pm**
- **No alcohol to be consumed outside the hall after 11.00pm**
- **All doors and windows closed at 11.00pm – to reduce noise, except for access & egress.**
- **The serving and sale of alcohol to stop in the hall at 11.15pm.**
- **The playing of recorded and live music or other noisy entertainment is to stop at 11.30pm.**
- **All events to close at 12.00pm – Midnight, unless permission granted by the Village Hall management committee in writing.**
- **We strongly recommend that Taxis or Minibuses, if required, are booked to collect passengers at 11.30pm.**

Safety Rules

It is the responsibility of the Hirer to protect the Health and Safety of all hall users by ensuring that:

1. Harmful Substances are not brought onto the premises.
2. **Explosive and flammable materials including; fireworks, candles, polystyrene and cotton wool must not be brought onto the premises and that there are no naked flames.** With the exception of candles on a birthday cake
3. **No Gas Appliances or any Gas Bottles are allowed** on the premises.
4. Any decorations approved must not be erected within 0.3 metres (12") of any light fittings.
5. Flammable waste is not be stored or accumulated within the premises.
6. Any upholstered furniture or stage furnishings/drapes must be demonstrably flame retardant.
7. No 'marquee' type ceiling and/or wall lining to rooms, freestanding or otherwise, is permitted.
8. **External fire exit doors, their approaches and ramps are unobstructed.**
9. Exit signs and firefighting equipment are not be obscured or tampered with.
10. Access for emergency vehicles is maintained.
11. The various alarms, safety lighting and electrical safeguard systems are not tampered with in any way.
12. When necessary, **the First Aid Kit is located in the Bar area.** All accidents are to be recorded in the Accident Report Book, which is kept with the First Aid box.
13. **All hygiene regulations should be observed when food and drink is supplied on the premises.**
14. Any electrical equipment brought into the premises is by prior agreement with the Worsall Village Hall Management Committee and has a current portable appliance test (PAT) certificate.
15. **Hirer must have a fully charged mobile phone on the premises at all times.** There is no public phone in the village.
16. Smoke generating equipment must not be used as this will trigger the fire alarm.

17. Should the fire alarm be triggered, power to electrical sockets in the Main Hall is cut off.
This is to prevent the sounds from amplified music over-whelming the Alarm System sounds.
18. All internal doors must be kept unlocked and free from obstruction.
External Doors must also be kept unlocked whenever persons are within the building.
19. The maximum number of persons admitted to the premises must not exceed 250 (standing only) with a reduced number if seated or using tables and also depending on the activity. Booking secretary will advise.
20. All minor accidents must be attended by the Responsible Person and recorded in the accident book in the bar area.
21. Serious Accidents and/or Occurrences must be reported to the Management Committee for them in turn to report to the HSE. This includes all occasions when professional medical help is administered and all occasions of Fire and when the Emergency Services are called.

Fire Emergency Procedure

1. A Fire Alarm system is installed. If the alarm sounds all occupants must leave the building in an orderly fashion and **congregate at the assembly point at the west side of the car park.**
2. The Fire and Rescue service must be contacted (999) unless it is obviously a false alarm. Use a Mobile Phone as there's no public phone in the village.
3. Then, if safe to do so, the Responsible Person may direct the use of fire extinguishers positioned in the Foyer and Kitchen.
4. The alarm will automatically call somebody from the list displayed on the control panel in the Foyer with authority to reset it if it has been a false alarm.
If nobody has contacted you within 10 minutes directly call one of the numbers shown.
5. All fires, however small, must be reported to the Worsall Village Hall Management Committee who will record them in the Fire Log Book.

LOCATION:

**WORSALL VILLAGE HALL
3, CHURCH LANE,
LOW WORSALL,
YARM
TS15 9QB**