

Village Hall Lettings Policy

TERMS & CONDITIONS OF HIRE

Use of the Centre

The use of the Village Hall is subject to the following rules and in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

1. Equal Opportunities

The shall be open to all members of the community in compliance with the provisions of the Equality Act 2010.

2. Applying to use the Centre

- a) Application for use of the Centre shall be made to the Parish Clerk or Senior Parish Worker.
- b) The right to refuse any application for the use of the facilities is reserved by the Parish Clerk.
- c) All arrangements for the use of the facilities are subject to the Parish Council reserving the right to cancel bookings when the premises are required for use as a Polling Station / by local council / for a parish council function /or are rendered unfit for the intended purpose.
- d) Local groups shall normally have priority use of the facilities but all arrangements to hire facilities made from outside bodies will be honoured except as provided for in (c) above.

3. Hours of Opening

Facilities at the Village Hall are normally available for use between the hours of 8.15am to 9pm. In exceptional cases these hours may be extended on application to the Clerk.

4. Maximum Capacity

The Main Hall has a maximum capacity of 290, the Meeting Room of up to 30 seated depending on layout and on no account shall these figures be exceeded.

5. Safety Requirements

All conditions attached to the granting of the Centre's Premises Licence shall be strictly observed. Nothing shall be done to endanger the users of the building and the policies of insurance relating to it and its contents. In particular:

- a) Obstructions must not be placed in the gangways or exits, nor in front of the emergency exits which must be immediately available for free public access.
- b) The emergency lighting supply must be turned on during the whole time the premises are occupied & must illuminate all exit signs & routes.
- c) Fire fighting equipment shall be kept in its proper place and only used for its intended purpose.
- d) The fire brigade shall be called to **any** outbreak of fire.
- e) Performances involving danger to the public shall not be held.
- f) Highly flammable substances shall not be brought into or used in any part of the building.
- g) No unauthorised heating appliances shall be used on the premises.

- h) The First Aid box shall be readily available to all users of the premises. Located: in the kitchen
- i) All electrical equipment brought onto the premises shall comply with the current Electricity at Work Regulations. Each item must be Portable Appliance Tested by a certified electrician.
- j) There is a No Smoking policy throughout the building **and** its grounds.

6. Supervision

The hirer or person in charge of the activity shall not be under 21 years of age and shall be on the premises for the entire period of hire or duration of the activity. When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons aged 21 or over on duty. It is the hirer's responsibility to ensure appropriate supervision (according to age and ability of the children/young people) of all children/young persons under the age of 18.

7. Licencing

The Hirer is required to comply with the conditions of the Premises Licence in respect of regulated entertainment, music, dance and sale/supply of alcohol.

The Hirer must obtain and provide their own music licence.

The sale of alcohol is a licensable activity under the Licensing Act 2003. Either a Premises Licence or a Temporary Event Notice will be required. Applications for Premises Licences must be submitted to the Local Authority (Newark and Sherwood District Council) at least two months before the Event is to take place. Every sale of alcohol made under a Premises Licence must be authorised by a Personal Licence holder.

Temporary Event Notices must be served on the Licensing Authority and the Police at least 10 days before the Event are to take place. However, it is recommended that organisers submit the Notice between one and two months in advance of the planned event.

The use of the Event beyond the time indicated on the Premises Licence or Temporary Events Notice is not permitted.

The Hirer shall ensure that any licence, permit or other consent that may be required is obtained, whether from the Council or otherwise, before the Event may take place and shall, where requested, produce to the Council on demand copies of such licence, permit or consent. If any such licence, permit or consent has not been obtained, the Council reserves the right to cancel the booking. Nothing should be done by the Hirer that shall or may contravene the terms and conditions of any licence (e.g. Premises Licence), permit and/or licence or consent issued in respect of the Venue.

8. Storage

The permission must be obtained before goods or equipment are left /stored at the centre, except when the Clerk has authorised overnight storage of goods & equipment brought to the Centre before a particular event.

9. Loss of Property

The Parish Council cannot accept responsibility for damage to or loss or theft of Centre users' property and effects.

10. Car Parking

Hirers' cars may be brought to the front of the premises to off-load and load only. Clients are asked not to park on the road outside the hall. There is a dedicated Car Park behind the hall accessed through the double gate.

11. Nuisance

- a) Litter shall not be left in or about the Centre premises.
- b) Except in the case of guide dogs for the blind or deaf or to visit dog training classes, dogs shall not be admitted into the centre.
- c) Hirers are responsible for ensuring that the noise level of their function is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses & property.

12. Cleaning & Security/Care of Centre

All use of the Centre premises & facilities is subject to the hirers accepting responsibility for returning furniture / equipment to their original position and for securing doors/windows of the premises as directed by staff. All hirers shall leave the premises & surrounds in a clean & tidy condition. Stiletto heels or high heel shoes with the protective plastic heel cap missing (i.e. metal tip showing) are not to be worn in the main hall.

13. Payment

Hirers will be required to pay a refundable Damage Deposit of £50.00. The hirer & a centre representative will check the room at the start/finish of hire giving the opportunity to raise any concerns regarding the condition of the room(s).

Full payment of room hire, including Damage Deposit, must be received at least 12 working days prior to the event / room hire taking place. Failure to pay will result in a declined booking. Regular Hirers: Invoices must be paid by the due date otherwise the Clerk or Assets Committee reserve the right to refuse future bookings.

If a payment made to the Centre, by a hirer, is subsequently declined causing us bank charges. We will seek reimbursement from the hirer concerned for the charge incurred. Only cancellations giving with 28 days' notice will be refunded.

14. Additional Safety Measures

All hirers must read & be familiar with the Fire Safety Procedures.

All hirers must accept responsibility for the safety of their guests/ anyone attending their function. They must identify & assess any potential risk posed. For large events a written risk assessment must be completed & a copy given to the Clerk.

Suitable Bouncy Castles are permitted in the Main Hall.. However, all hirers must accept responsibility for making sure they conform to the safety procedures laid down by the Bouncy Castle Hire Company as the Manager / Management Committee cannot accept responsibility. Hirers must also ask to see, from the Bouncy Castle Hire Company, a copy of their Public Liability Insurance & proof that the Bouncy Castles are maintained, for safety, on a regular basis. Copies must be given to management.

It is essential that all access routes, fire alarm panic buttons, gangways, exits & emergency exits are kept clear at all times & free from obstruction. Parents / carers with buggies or pushchairs must ensure that these do not obstruct access to fire alarm panic buttons, gangways, exits & emergency exits. Please leave them in the buggy park if they are not in use.

15. Contacts

The Parish Clerk

The Village Hall, Church Road, Clipstone Village, Mansfield, NG21 9DF

Tel: 01623-626857

Email: bookings@clipstoneparishcouncil.org or clerk@clipstoneparishcouncil.org

Clipstone Village Hall Booking Form

Name: _____ Organisation: _____

Address (incl. postcode): _____

Telephone/Mobile No: _____ Email: _____

Date and frequency of Event(s): _____

Start date: _____ End date _____

Event Description _____

Anticipated average number of participants: _____

Clipstone Village Hall uses personal data for the purposes of managing hall bookings, emergencies, finances, events and publicity. Please tick here that you agree for Clipstone Village Hall to retain your personal data for these purposes.

Please tick here if you are willing for us to share your contact details with other groups and organisations benefitting the residents of the Parish of Clipstone.

Minimum Booking is one hour. Please also allow sufficient time for setting up/clearing away.

Room For Hire:	Time From:	Time To:
Main Hall		
Meeting Room		
Kitchen		
Foyer		
(+)Plus Damage Deposit	£50.00	

Please sign here if your organisation has its own Public Liability Insurance: _____ If you are hiring the hall to run a group and charge your members, please provide proof of public liability insurance for your group's activity. Please provide proof of qualification to teach your group and any licences required.

Please provide details of expected number of guests/attendees, number of tables/chairs required:

Hirer Declaration:

I have read the Terms & Conditions governing the use and hiring of the Clipstone Village Hall and hereby agree to be bound by such conditions.

Applicants Signature: _____ Date: _____

Please return your completed form to:

The Village Hall, Church Road, Clipstone Village, Mansfield, NG21 9DF Email:

bookings@clipstoneparishcouncil.org