

Doveridge Village Hall Conditions of Hire

Please read these conditions carefully before completing the Booking Form. If you have any queries please discuss them with either our Bookings Secretary (**Rosemarie Fleming**), or one of our Licence Supervisors (**Tony Morley or John Ward**). All bookings are provisional until a completed Booking Form and deposits have been received by our Bookings Secretary. The balance of payment is due when you receive the hiring invoice.

The 'Hirer' shall mean an individual person or the authorised representative of the organisation, the 'Committee' shall mean Doveridge Village Hall Management Committee and the 'Hall' shall mean Doveridge Village Hall.

1. Booking Deposits

The Hirer shall pay a **£10 non-refundable deposit** (subject to Clause 21) to confirm the hire of the Hall.

You may also be asked to supply a separate cheque as a '**Good Care**' deposit*. This will be refunded if the Hall is left clean and tidy, all lights and air conditioning turned off, windows closed and the furniture stacked away safely as indicated by the relevant notices and Hirers' Checklist.

* Your Booking Form will state whether or not this additional deposit is required, and how much to pay.

2. Booking Times

The period of hire, as specified on the Booking Form, must not be exceeded unless agreed with the Bookings Secretary, because the Hall may be booked immediately after your event. **The earliest the keys can be picked up is 30 minutes before the agreed start of the booking period.**

a) Hourly Rate Bookings

- the agreed period of hire allows an extra half hour for setting up and clearing up
- if more time is required for preparation this must be stated on the Booking Form
- the charge for additional preparation period is 50% of the appropriate hourly hire charge.

b) Party Rate Bookings – allow the Hirer to use the Hall all day.

The Hirer must ensure that all music and dancing finishes by midnight on Mondays to Saturdays and 10.30 p.m. on Sundays. The bar must be closed at 11.30 p.m. (Mondays to Saturdays) and 10.30 p.m. on Sundays.

3. Supervision

During the period of hire the Hirer shall be responsible for supervision of the premises, the fabric and the contents, safety and the behaviour of all persons using the premises whatever their capacity, including car parking arrangements so as to avoid obstruction of Sand Lane.

All parties for **under 18 year olds** must be fully supervised by **at least 4 responsible adults – 2 at the entrance and 2 inside the Hall.**

4. Use of Premises

The Hirer shall not use the premises for any purpose other than that described on the Booking Form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose.

5. Damages and Loss of Crockery and Cutlery

The Hirer shall make good or pay for all damage (including accidental damage) to the premises, fixtures, fittings and other contents, including the loss of any crockery and cutlery. All damages must be reported to the Bookings Secretary or the Designated Licence Holder – see contact details at the end of this document.

6. Dangerous and Unsuitable Performances

Bookings for performances involving danger to the public, or of a sexually explicit nature, shall not be permitted.

7. Gaming, Betting and Lotteries

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

8. Film Shows

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.

9. Licences – Alcohol and Entertainment

The Hall holds a **Full Premises Licence** (alcohol, theatre and entertainment) which can only be activated by contacting one of our two **Licence Supervisors**. See section 29. Contacts, for details.

If **ALCOHOL** is to be consumed in any form and, if there will be more than **THREE ENTERTAINERS** performing at the event, these licence requirements **MUST** be discussed with one of the Licence Supervisors. There is a £10 fee for each of these licences, which must be paid with other deposits.

10. Public Safety Compliance

The Hirer acknowledges that they have received information on the following matters:

- the action to be taken in event of fire, including calling the Fire Brigade and evacuating the hall.
- the location and use of fire equipment as indicated in the Hirers' Information Sheet
- escape routes and the need to keep them clear
- method of operation of escape door fastenings
- that all fire doors must be closed at the time of a fire.

In advance of an entertainment or play the Hirer shall check the following items:

- that all fire exits are unlocked and panic bolts in good working order
- **that all escape routes are free of obstruction and can be safely used**
- that any fire doors are not wedged open
- that exit signs are illuminated
- that there are no obvious fire hazards on the premises.

To comply with the Fire Regulations a **maximum of 150 people are allowed into the Hall at any one time.**

11. Outbreaks of Fire

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the **Secretary of the Committee** - see contact details in the last section below.

12. Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator. **The Hirer is responsible for all outbreaks of food poisoning.**

13. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliance, brought by them onto the premises, shall be safe, in good working order and comply with current electrical regulations and any legal requirements. It should also be used in a safe manner, so that power circuits are not overloaded, causing fuses to trip out.

14. Indemnity

The Hirer shall indemnify and keep indemnified each member of the Committee and the Hall's employees, volunteers, agents and invitees against:-

- (a) the cost of repair of any damage done to any part of the premises and its surrounding pathways and car park or the contents of the premises
- (b) all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
- (c) all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer.

The Village Hall is insured against any claims arising out of its own negligence.

15. Accidents and Dangerous Occurrences

The Hirer must report all accidents, involving injury to the public, to the Bookings Secretary as soon as possible and complete the relevant section in the Hall's **Accident Book** hanging on the wall above the First Aid cabinet in the kitchen.

16. Explosives and Flammable Substances (including Fireworks)

The hirer shall ensure that:

- (a) Highly flammable substances, including Fireworks (indoor and outdoor) are not brought into, or used in any part of the premises (buildings and grounds) and that
- (b) No internal decorations of a combustible nature (e.g. polystyrene, fabrics) shall be erected without the consent of the Committee. No decorations are to be put up near light fittings or heaters.

17. Unauthorised Heating Appliances

No unauthorised heating appliances (e.g. portable LPG) shall be used inside the premises.

18. Drunk and Disorderly Behaviour and Supply of Illegal Drugs

Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk, nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

19. No Smoking

Smoking is not permitted anywhere inside the Hall. Cigarette bins are located outside the front and rear door entrances.

20. Animals

The Hirer shall ensure that no animals (including birds), except dogs trained for impaired people, are brought into the premises. **No animals whatsoever are to enter the kitchen at any time.**

21. Cancellation

By the Hirer: If the Hirer wishes to cancel the booking before the date of the event the repayment of the deposits and hiring fee, already paid, shall be at the discretion of the Committee.

By the Committee: The Committee reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a local or parliamentary elections
- (b) such hiring will lead to a breach of licensing conditions or other legal or statutory requirements
- (c) unlawful or unsuitable activities will take place at the premises
- (d) the premises becoming unfit for the use intended by the Hirer
- (e) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

22. Noise

In consideration of our neighbours the Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.

23. Stored Equipment

The Committee accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring.

24. No Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Committee. Any such alteration or addition so approved shall, at the discretion of the Committee, remain in the premises at the end of the hiring. If it is to be removed after the event the Hirer must make good to the satisfaction of the Committee any damage caused to the premises by such removal.

25. End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise. All chairs and tables used during the hire period must be returned to their normal storage positions and stacked according to the instructions displayed on the walls. Otherwise the Committee shall be at liberty to either hold back a part or all of the 'Good Care' deposit paid or, make an additional charge.

All rubbish must be placed in plastic bags and put in the green skip located at the side of the Hall. The Committee encourages recycling and therefore requests that the Hirer puts empty bottles and cans in the recycling point in the Village Club car park situated next to the Hall.

Please have the 'Hirers' Closing Checklist' with you to make sure everything is closed down before you leave.

26. Post Function Clearing Up

If the Hirer wishes to delay clearing up until the following day (e.g. after a late evening booking) this must be requested on the Booking Form. The Committee have the right to refuse this request.

If two adjacent Hirers negotiate an arrangement, whereby the second Hirer can accept that the Hall may not be completely clear and tidy, this must be reported to the Bookings Secretary. The Committee may ask for this arrangement to be put in writing – to avoid any dispute between the two Hirers.

27. Alteration of Hire Charges

The Committee reserves the right to increase the hire charge at any time, subject to a minimum notice, in writing, of two months. Hire charges are reviewed annually in December and any increases implemented at the beginning of January of the following year.

28. No Rights

Hiring the Hall constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

29. Contacts

Bookings Secretary:

Rosemarie Fleming. 'Ashlea' Chapel Green, Doveridge, Derbyshire. DE6 5JY.

Tel: 07973 521043. Email: rosemariedvhbooking@gmail.com

Licence Supervisors:

Tony Morley. 'Loxley' 9 High Street, Doveridge, Derbyshire. DE6 5NA.

Tel: 01889 562728. Email: morley2001@hotmail.com

John Ward. 29 Waterpark Road, Doveridge, Derbyshire. DE6 5NU.

Tel: 01889 567522. Mobile: 07743 931402.

Issued by Doveridge Village Hall Management Committee – March 2016