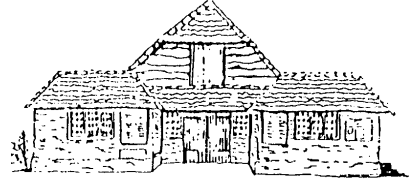


CONDITIONS OF HIRE FOR CHAWTON VILLAGE HALL

Chawton Village Hall, Winchester Road, Chawton, Alton, Hampshire GU34 1SB

Our Village Hall may be available for use/hire

Weekdays [Monday to Saturday] from 9 am to 12 midnight
Sundays/Bank Holidays from 9.30 am to 12 midnight



IN YOUR OWN INTERESTS **please ensure to read all these conditions, and contact the Booking Officer if you are in any doubt as to their meaning, as they form part of your Hire Agreement**

The Hall is available for adult and children's private parties, wedding receptions, fundraising as well as contract bookings. The maximum number of persons, under the Licensing/Fire Regulations that may use the hall is **80** persons

No booking is assured until the Booking Officer has received the signed Hire Agreement and the (returnable) deposit. The Management Committee reserve the right to decline to proceed with any booking, although a valid reason will be offered.

If any required or mandatory licences/ permissions, (as outlined later in these Conditions), have not been obtained by the hirer/s the booking will be cancelled and the deposit refunded (see cancellation clause). Any licences/permissions required must be shown (or copied) to the Booking Officer at least 3 weeks before your function.

The Conditions of our Hall, and in particular, our (Premises) Licence does not include a Personal Licence to sell Alcohol and, as alcohol may not be sold or obtained for those under 18 years of age we are unable to take bookings for parties for those specifically aged between 13 and 17 years. No-one under the age of 18 may hire the hall for any reason. The hire will only be to adults – for functions to be held (for those under 18 years of age) and we will expect responsible adult control at all times.

A **Cancellation** Fee – of the full charge – (or £10 if more than a month's notice is given) will be charged unless we can either re-let the hall or you can provide an acceptable reason to cancel with less than a month's notice.

For reasons beyond our control e.g. man made or natural disaster, whereby the premises are rendered immediately unavailable, your function will be cancelled and full refunds made.

The Management Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

Indemnity In the event of any significant or wilful damage to the contents of the premises or its surrounds you will be held liable for the excess. Your deposit will be held and you will also be liable for any excess over and above the deposit amount. These amounts will be at the discretion of the Committee.

We would expect Hirers to take out indemnity on their own behalf to cover **any** eventuality such as cancellation or damage of any kind.

Chawton Village Hall Management Committee has Public Liability Insurance.

Functions must normally stop by midnight (including music), when any clearing up must start. Both preparation and clearing up time must be included in the time you require the use of the hall. It is expected that hirers will leave the premises (and its contents), both inside and out, in **good, clean** order. If this is not done additional charges may be made at our current rates.

Payment A Deposit Cheque (of £100) is required for every function, payable at the time of booking, unless otherwise agreed (for it to be sent at another time), by the Booking Officer. The deposit cheque will be destroyed (21 days after your function) if no extra cleaning is required, damage caused nor complaints received from villagers who may have been disturbed or inconvenienced by the function. Please enclose a SAE (indicating which) if you would like your deposit cheque to be returned to you, or you require a receipt.

All cheques to be made payable to **Chawton Village Hall** and payment in full for the hire/use of the hall is required before the event/function – at the latest on collection of the keys. Alternatively cash (exact amount) may be paid. The deposit and hire charge need to be separate payments.

The Management Committee are committed to The Equal Opportunities Act (2004) regarding every prospective Hirer/User and we ask all Hirers/Users to respect this whilst using our Hall.

If you need any further details about your booking please contact the Booking Officer, as no written confirmation of booking is sent. Also contact the Booking Officer, in good time, to see if you can extend your booking – if you find you have not originally allowed yourself/yourself enough time to set/clear up.

SCHEDULE OF CHARGES FROM 1ST SEPTEMBER 2006 (until further notice)

[All inclusive in every hire is the use of hall, kitchen with crockery etc., bar and furniture, as well as heating and lighting. We do not have any glasses/tumblers at the hall.]

| | <u>Per Hour</u> | <u>Per Day</u> |
|---|-----------------|----------------|
| <u>General Rate</u> | £10.00 | £100.00 |
| <u>Chawton Village Residents</u> (18 years and over) | £ 8.00 | £ 80.00 |
| <u>Children's Parties</u> (up to 12 years and finishing by 6 pm) | £ 7.00 | |
| <u>Contract Bookings</u> [N.B. Minimum Session of 2 hours] | | |
| <u>General Rate</u> | £ 8.50/hour | --- |
| <u>Chawton Village Residents</u> | £ 5.50/hour | --- |
| <u>Local Authority Bookings</u> (Elections etc.) | --- | £120 |

ALL THE FOLLOWING INFORMATION/CONDITIONS APPLY TO EVERY USE OF THE PREMISES

N. B. As Hirer you are responsible to ensure that **everyone** using the premises complies with **all** these Conditions

Safety Requirements Nothing should be done which will endanger the users of the building, or invalidate the insurance policies relating to the premises or its contents. In particular :

- (a) The **emergency lighting supply** (to emergency exits) must be turned on during the whole time the premises are in use. Switches are just inside the main hall, above the fire extinguisher.
- (b) The **2 fire exits** must be free of obstruction at all times and the hirer should be aware of how the doors open. May we suggest that these exits are pointed out to all adults. Should the hall need to be evacuated the 'assembly point' is the village hall car park, or if necessary the

Over ...

- (b) **Fire exits** (con't) pavement, across the road, opposite the main door. Disabled persons should be assisted if they require this. At least 2 competent over 18 year olds (apart from the hirer) should be available (having not consumed alcohol) to assist in the event of any emergency and know how to operate the fire fighting equipment. All Emergency Services are **999**
- (c) **Fire extinguishers/Blanket** should be kept in their proper place and only used for their intended purpose. The Fire & Rescue Service must be called to any outbreak of fire, however slight, and details should be supplied promptly to the Booking Officer.
- (d) Highly flammable substances should not be brought into or used in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton, etc.) may be used without the consent of the Committee, nor positioned near lighting or heaters.
- (e) No unauthorised heating or cooling appliances should be used on the premises.
- (f) **All portable electrical equipment**, brought into the building, must have been tested recently, (ideally annually), by a competent electrician, and we may well request written proof. It would be advisable for the Hirer to ensure that, for example, disco or caterers' equipment, has been regularly Portable Appliance Tested. The Management's Insurance Policy does not cover any electrical equipment/appliance that has not been tested, is found to be faulty or causes damage. Nor will the Committee be responsible for **any** claims or costs arising from such use. The Committee is required to have regular and full electrical testing of the premises.

The Hirer therefore agrees to accept responsibility for ensuring **any** equipment (electric or non-electric) is in safe order for the event for which the hire is being arranged.

- (g) Our Insurance Policy does not cover the use of fireworks inside or outside the building except for our annual firework display.
- (h) The named hirer will be expected to remain on the premises for the full duration of the function, including ensuring that no alcohol is obtained or given to anyone under 18 and will be responsible for the behaviour of all those attending the function, both inside and in the surrounds of the hall.
- (i) A Condition of the License of the Hall is that 'Children shall be protected from harm.' Therefore no activities or groups involving either children under eight years of age or vulnerable adults will be permitted on the premises except with the written agreement of the Management Committee, which will require that the relevant provisions of the Children Act 1989 and subsequent legislation, and any conditions required by OFSTED or the local Social Services are complied with. For individual hirers (such as private parties) it is the responsibility of the organisers to ensure that only fit and proper persons have access to young children, and that such persons should at all times be in attendance upon children in the hall.

Licences/Permissions The Licensing Act 2003 (enacted 2005) purpose is to –

Ensure Public Safety Prevention of Nuisance and the Protection of Children from Harm

The Management Committee's Premises Licence from East Hampshire District Council includes Public Entertainment and Theatre Licences (for regulated entertainment). Our current Performing Rights Society Licence (for the performance of copyright music owned by the composers, authors or publishers of musical works) covers you. But see also Music Licence on page 4.

We do not have a Personal Licence (permitting the sale of alcohol) therefore under the Licensing Act 2003 an application will need to be made to –

The Licensing Department, East Hampshire District Council (01730 – 234389) [or more information on eMail : licensing@easthants.gov.uk or www.easthants.gov.uk] for :-

Over ...

(A) A Temporary Event Notice (TEN) which will be required if there is to be any sale of alcohol on the premises, which includes where a ‘glass of wine is included in the ticket price.’ This arrangement also applies where a bar is ‘brought in’ or provided and drinks sold. If however the hirer/organiser provide alcohol or those attending are asked to bring their own drinks, and no purchase is made at the event, a TEN is not required. Application for a TEN takes at least 10 working days and your copy should be at the Hall for the duration of your function.

On or around the hall premises (at any event or function) neither sales nor supply of alcohol may be made directly or indirectly to persons under the age of 18 years, nor given to them. To do so is to commit an offence and you will be breaking the law under present legislation.

(B) For slides or films where income will be generated by ticket or betting e.g. a Race Night, a TEN will need to be obtained.

(C) Prizes which include alcohol in a draw which takes place during, e.g. a play interval, will require a TEN.

A TEN is not required if alcohol, in sealed bottles/cans, is part of a raffle or tombola provided the raffle is not the main fund raising effort of the event nor for private gain. However the result must be declared and all tickets for the draw sold on the day of the event. No money prizes are permitted in raffles etc.

A single TEN should cover any or all of the above circumstances for a one-off occasion.

Music Licence It is your responsibility to obtain a Phonographic Performance Licence if required, for public events such as dances, discos, but not private parties and certain fundraising occasions. This licence covers sound recordings of any music or spoken word, used in public or private sessions e.g. contract bookings, such as Keep Fit (to music), stories/songs for children, or just background music, royalties being collected for the companies producing the records, tapes and CDs.

To check if your event requires this Licence, contact Phonographic Performance Ltd. (020 7534 1000) or fax (020 7534 1111), web www.ppluk.com It is your responsibility to check this and show a valid copy to the Booking Officer if this Licence is required. Those running a disco may well have such a Licence but you should check this yourself/selves and confirm this with the Booking Officer. The Management Committee and **yourself** are jointly and severally liable if this licence is required and is not obtained. Fines are steep.

Emergencies For every one’s safety please be aware of what to do in an emergency.

Electricity The RCD (mains electric power) switch is in the cupboard over the bar sink. In the event of a power cut, the emergency lighting, if not already showing, will automatically come on over fire exits and in the toilets. Reverse the RCD switch to resume power. Ordinary lighting timing devices (e.g. car park sensor/over-ride) may be affected by any power cut. Kindly check they are in normal working mode before you leave the premises.

Gas The mains gas lever is also in the bar cupboard and should only be turned off in an emergency. All the gas-fired heaters have their pilot lights left on during the colder months. Instructions about using the heaters are displayed in the kitchen.

Fire For any fire, however small, the Fire and Rescue Service must be called. More details are under Safety Requirements (page 2/3).

Water (Stopcocks) The location of these and how to turn them off are displayed in the kitchen.

Mobile phone reception is sometimes poor in Chawton. The nearest public phone box is, approximately 150 yards, **left** out of the main door, past the (Greyfriar) Pub and opposite Jane Austen House.

Over ...

All Emergencies that have arisen while you have been at the Hall should be reported promptly to the Booking Officer. Accidents or injuries should also be promptly reported to the Booking Officer. A First Aid box is kept in the kitchen and Accident Report Book in the folder of information (both close to the kitchen back door).

N.B. Please note that the Booking Officer cannot always be available when emergencies actually happen, nor for the duration of your function. Contact Numbers are displayed in the kitchen.

Security Door Men Should you require these – special arrangements need to be made and should be discussed with the Booking Officer as soon as possible.

Loss/Damage of Property The Management Committee cannot accept responsibility for damage to, or the loss or theft of, hall users' property and effects

Left Behinds will be retained, then disposed of, if not claimed within 21 days

Footwear It is obviously difficult to tell your guests what they may not wear but we would ask that no stiletto or steel tipped shoes are worn on the premises.

Decorations As you are asked to leave the premises, both inside and out, in good, clean order we ask that no 'party poppers' or similar clinging decorations is used. Drawing pins, staples, nails and 'blutac' should be removed when clearing up and care should be taken that damage is not caused to the paintwork etc. Balloons should be secured at all times within the hall, as if allowed to 'escape' they get 'sucked' up into the lights or fan mechanism causing potentially expensive damage. Please note - there are Pre-school, Toddler Groups and Dog Training sessions operating in the Village Hall and glass, drawing pins, staples etc. left on the floor are a particular hazard to small children and dogs.

Children's Parties (or where children are at adult parties) Toys and play equipment in the storage areas belong to specific groups and are not normally available for general use. Please consider bringing some of your own toys for these events. Smaller tables and chairs are available for your use. Should you be planning to hire play equipment such as a Bouncy Castle for use in our Hall please ensure the firm provide and use (specifically for) indoor matting – so that grit is not transferred in from outdoor use – and in order to protect the floor surface.

N.B. Any hall hirer/user will be liable for damage to the floor surface if adequate precautions are not taken to prevent such or similar damage.

Car Parking The hall has limited parking next to the hall and a dropped kerb on the pavement outside the main door for disabled persons. Please use the Village Hall Car Park first, otherwise parking should be on the roadside nearest the hall. Users are requested to be considerate to nearby residents when parking and leaving the premises. [Any complaints received by the Committee as a result of disturbance or inconvenience to Village residents (see para 2 in your Hire Agreement) may result in a call on your deposit.]

Smoking In view of the proposed legislation to ban smoking in public places we would ask that smokers only smoke outside, close to, and make use of, the cigarette end bin/s provided (outside the main door and kitchen).

Cleaning/Tidying up Please refer to the separate sheet about cleaning and tidying up. It should be remembered that another function may well follow on soon after yours and therefore we ask that you leave everything clean and in good order – **as you might like to find it.** Please allow sufficient time to wash any floors that require it with our requisite cleaning materials (supplied). Extra cleaning may well be charged, out of the Hire Deposit Cheque, if you fail to leave the premises (subject to regular monitoring/inspection) in an acceptable condition.

Over

Security Before finally vacating the premises (always by the main door) on every occasion

Please ensure -

- ❖ All windows are shut and outside doors are bolted (but not inside doors)
- ❖ All inside doors are shut and fire doors correctly fastened.
- ❖ All indoor bins have been checked for smouldering matter before all rubbish has been disposed of
- ❖ All heaters are off (or heat reduced in very cold weather)
- ❖ All furniture has been replaced in its original position. The piano is not to be moved under any circumstances (except with specific permission) or you may be liable for re-tuning charges and /or damage to the floor surface.
- ❖ All lights except security lighting are out. **N.B. Emergency Lighting** - used during your function.
- ❖ Keys returned as agreed

A reminder of these security points are at the main exit

We hope you have an enjoyable time at our Village Hall.

We acknowledge, with thanks, the assistance of Community Matters and ACRE, in compiling and revising our Conditions of Hire.