

HOLT VILLAGE HALL- Regulations for Hiring the Hall

GENERAL TERMS & CONDITIONS

1. All applications for hiring the Hall shall be made on the Hire Application Form.
2. The Village Hall Trustees (hereinafter called the Management Committee) reserves the right to refuse any application for booking without liability for any compensation.
3. In accordance with the conditions governing the Hall's Public Entertainment Licence, Hirers are asked to note that the hours of opening of the Hall are limited and unless agreed otherwise in writing music to stop by 23.30 and hall locked up by 23.59. Holt Village Hall has a premises licence authorizing the supply of alcohol (on sales), the performance of live and recorded music, exhibition of films and plays, performance of dance, provision of facilities for dancing, making music and entertainment of a similar description, late night refreshment. – **see Appendix 1 for further details including late night closing.**

The maximum number of persons, including staff, permitted to be present on the premises during licensed hours shall not exceed :

Ground Floor

Main Hall & Skittle Alley when used for dancing	235
Main Hall & Skittle Alley when used for functions utilizing tables and chairs	150
Main Hall & Skittle Alley when used for functions combining dancing and tables/chairs	150
Main Hall & Skittle Alley when used for a standing audience	300

First Floor

Upstairs Hall when used for dancing	60
Upstairs Hall when used for functions utilizing chairs and tables	60
Upstairs Hall when used for a standing audience	60

4. In addition to the hire charge a further deposit will normally be required and this sum must be paid at the time the hiring is confirmed. It will be used to make good any damage caused by the Hirer or for any additional costs arising from the hiring. Any balance will be returned to the Hirer but should the costs exceed this sum the extra charge shall be borne by the Hirer. The Management Committee reserve the right to attend any function in order to carry out spot checks.
5. The completed form of application shall be returned to the Bookings Secretary together with the appropriate payment (payment methods are detailed on the application form).

COMMERCIAL HIRING WITH MUSIC

Commercial organisations and individuals earning an income from the use of the village hall where recorded music is used must have in place their own PPL (phonographic performance licence) and demonstrate evidence of this on confirming the hiring, with their payment.

AGE AND SUPERVISION

The Hirer of the Hall must be over 18 years and will be responsible for the good conduct of persons using the premises and provide, in addition to the hirer, a minimum of 2 competent attendants on duty on the premises to assist people entering and leaving, none of whom shall be less than 18 years of age. If most of the audience is under 18, the number of attendants shall be not less than one per 10 children/young persons (or part thereof) present. All persons on duty shall have been instructed in their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the fire fighting equipment available, how to call the fire brigade and evacuation procedure.

CARE OF THE HALL

- Smoking is not permitted in any area of the Village Hall.
- Vaping is not permitted in any area of the Village Hall.
- No nails, screws, sellotape, hooks or fastenings of any sort shall be driven into any walls, ceilings, floors etc.,
- Smoke machines, bubble machines and similar items are not permitted in the Village Hall,
- Animals shall not be brought into the Hall (other than assistance animals).

ALCOHOL

If the Hirer wishes to sell alcohol at the function or event, then this must be stated at the time of booking and the Hirer is required to follow the licensing conditions (attached as Appendix 1 when relevant).

In all cases Hirers must:

- Ensure there is no drunken or disorderly behaviour.
- Keep noise emanating from the premises to an acceptable level.
- Not allow disorderly conduct on licensed premises
- Not supply alcohol to a person who is drunk or under the age of 18.

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(Note: If a specified alcoholic drink is included in an entry charge then a licence is required and additional drinks may not be sold without a licence. If it is stated that complimentary drinks will be available then a licence is not required.)

PUBLIC SAFETY COMPLIANCE

The Hirer shall comply with all conditions and regulations made in respect of the premises by:.....

- The Local Authority - **available separately**
- The Licensing Authority - **available separately**
- The Holt Village Hall Fire Risk Assessment - **available separately**

..... particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children/young persons.

The hirer shall also comply with:

- The hall's Health and Safety policy - **available separately**
- The Holt Village Hall Risk Assessment - **available separately**
- Any government guidelines, or good practice regarding COVID-19 or similar.

The Hirer will ensure that they have received instruction either in writing or verbally about the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Reporting procedures in case of an accident.

During all times the Hall is in use involving seating, gangways not less than 1m wide and leading directly to the exits shall be provided. No seat shall be more than 3m from a gangway. At all times that the premises are in use a clear unobstructed route not less than 1m wide shall be provided to the exits. All exits shall be kept clear and usable.

The Hirer shall ensure:

- Fire exits are not blocked by furniture or equipment;
- All escape routes are kept free from obstruction and can be safely used;
- Any fire doors are not wedged open;
- Exit signs and the emergency lighting supply illuminating exit signs and routes is turned on the whole time an event is in progress;
- There are no obvious fire hazards on the premises;
- adequate arrangements are made for the safe evacuation of disabled people.

PREVENTION OF FIRE

The Hirer shall not:

- Permit highly flammable substances to be brought into, or used in any portion of the premises;
- Use naked flames in any part of the hall, other than the kitchen;
- Erect decorations of a combustible nature e.g. polystyrene or cotton wool without the consent of the management committee;
- Use unauthorised heating appliances when the premises are open to the public without the consent of the management committee. Portable Liquid Petroleum Gas appliances shall not be used;
- Bring any portable electrical appliances onto the premises unless they have been Portable Appliance Tested.

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 management committee.

ACCIDENTS AND DANGEROUS OCCURRENCES

Any injury incurred on the premises must be reported to a member of the village hall management committee as soon as possible (see Key Holders below) who will ensure the relevant section in the village hall's accident book is completed. Any failure of equipment belonging to the village hall or brought in by the Hirer must also be reported as soon as possible.

PREVENTION OF PUBLIC NUISANCE

The Hirer:

- Shall not permit activities to extend beyond the licensing hours, except on New Year's Eve, with the consent of the management committee;
- Shall endeavour to ensure those arriving and leaving the premises at night do so quietly.

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PROTECTION OF CHILDREN & VULNERABLE ADULTS FROM HARM

The Hirer will ensure that:

- No alcohol shall be sold or supplied to those aged under 18, unless they are eating a meal, in which case no alcohol shall be supplied to those under 16;
- No children shall be allowed on the premises unless accompanied by an adult supervisor between the hours of midnight and 5 am;
- No illegal drugs shall be brought onto the premises;
- No children shall be admitted to films who are below the age classification for the film(s) on show;
- No gambling or entertainment of an adult or sexual nature shall be permitted;
- Bullying, shouting, physical violence, sexism and racism towards children and vulnerable adults shall not be permitted.

CANCELLATION

- If the Hirer wishes to cancel the booking before the date of the event a **minimum of 8 weeks notice (12 for larger events)** to avoid being charged. Cancellations between 8 and 4 week will be charged at 50%, cancellations of less than 4 weeks will incur a full fee. Any refunding of the fee shall be at the sole discretion of the village hall committee.
- The village hall reserves the right to cancel this hiring by written notice to the Hirer. In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the village hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

END OF HIRE

- At the end of the function the Hirer shall be responsible for leaving the premises in a clean and secure condition (refer to Appendix 2). The Hirer shall ensure that all lighting is switched off and that all external doors are locked and that all windows are closed.
- The Hall must be cleared of all patrons within half an hour prior to the time fixed for the end of the function.
- In cases where outside catering, furniture, utensils or similar are brought into the Hall, the Hirer must ensure that all such items are removed from the Hall within the time agreed with the Bookings Secretary, having regard to the various bookings in the Hall. Failure to remove such items within the specified time could incur loss of the deposit set out in Paragraph 4.

The Village Hall Management Committee cannot accept any liability for any loss or damage sustained in respect of property, articles or any other items brought into, placed or left in the Hall by or on behalf of the Hirer or any other person.

KEY HOLDERS

As the Village Hall Management Committee do not employ a full time caretaker it is the responsibility of the Hirer to obtain and return the key as directed by Tim Mason Telephone: 07421 838343 (Church View Farm, Melksham Road, Holt, BA14 6QT).

APPENDICIES

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| Appendix 1 | Premises Licence and Licensing Conditions for Holt Village Hall (1 pages) |
| Appendix 2 | Checklist when hiring Holt Village Hall (1 page) |

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Revision History for Information Only

January 2023

- Was dated September 2020
- Item 3 now contains a reference to Appendix 1 and late night opening
- Appendix 1 now 1page, not 3
- Appendix 3 COVID -19 Special Conditions of Hire. deleted and replaced by "The hirer shall also comply with any government guidelines, or good practice regarding COVID-19 or similar"