

STANDARD CONDITIONS OF HIRE

(last updated August 2021)

For the purposes of these conditions, the term 'hirer' or you/your shall refer to an individual hirer or, where the hirer is an organisation, the authorised representative. The 'committee' and we/us/our refers to Arkholme Village Hall management committee, charity board of trustees and its representatives.

By hiring Arkholme Village Hall you are agreeing to abide by these conditions.

General duty of care

During the period of hire, you are responsible for the supervision of the premises. This includes both the fabric of the building and its contents, their care, their safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises in whatever capacity.

You indemnify the committee for the cost of the repair of any damage done to any part of the property, including contents of the buildings and the grounds, which may occur during the period of hire. The committee accepts no liability for your use of the hall other than our own public liability responsibilities regarding the premises and facilities provided.

You must not use the premises for any purpose other than that agreed, sub-hire the premises, or do or allow anything that would put the building at risk or invalidate the insurance.

During your event

Please do not attach anything to the painted or varnished walls other than with the hooks provided.

Please supervise **car-parking arrangements** to avoid any obstruction to the highway.

Please ensure that the minimum of **noise** is made on arrival and departure.

Fireworks are allowed in the grounds only by prior arrangement and must be finished before 10.30pm.

Should you wish to make use of the **playing field** this must be booked separately in advance of the event date.

No **dogs** are allowed inside the building or on the playing field (except guide dogs).

At the end of your event

You are responsible for leaving the premises and surroundings clean and tidy, in the condition you find it when you arrive, properly locked and secured unless directed otherwise, and with any contents temporarily removed from their usual position properly replaced; otherwise the committee shall be at liberty to make an additional charge. For large parties and events the committee shall be at liberty to request an additional refundable security deposit to be paid in advance of the event. This will be refunded after the event once the committee is satisfied that the premises has been left in a satisfactory condition.

A selection of cleaning materials can be found in the kitchen, along with instructions for accessing the cleaning cupboard including mop, bucket, brushes and vacuum cleaner. The hall is cleaned thoroughly twice a week by a professional cleaning contractor but please bear in mind that the hall may be in use by other hirers before its next scheduled clean.

You are responsible for setting up and clearing away tables and chairs and returning the hall to its standard set up at the end of your hire. Please leave 4 round tables on the carpeted area of the main hall with 4 chairs around each; remaining chairs should be stacked **no more than 6 high** at the sides of the carpeted area of the main hall and at the rear of the committee room.

Take care when lifting heavy objects, please use the trolley available, which can accommodate up to 6 chairs.

Waste can be disposed of in the bins at the side of the hall by the shed. There is a large commercial blue bin for general waste along with a glass recycling wheelie bin and a selection of boxes for card/paper and plastic and cans. Please take any large or bulky items away with you or any waste that will not fit properly into the bins.

Licensing and bar services

You must not sell or allow the sale of alcohol on the premises. By hiring the hall you accept full responsibility for complying with this rule which is part of our licence condition. You must not allow the consumption of alcohol on the premises unless you have our permission for this. You must not allow the consumption of alcohol by any person under the age of 18.

If you wish to have the bar available at your event (for the sale of alcoholic and non-alcoholic beverages) this must be arranged at least 14 days prior to the event. When the bar is open you must ensure no alcoholic beverages are brought into the venue or consumed during your event other than those purchased via the bar.

The bar is licensed to provide alcohol for consumption on the premises 19.00 to 23.00 Monday to Thursday, 19.00 to 01.00 Friday, 12.30 to 01.00 Saturday and 12.30 to 23.00 Sunday.

You must not do or allow anything in contravention of the laws relating to gaming, betting and lotteries. You must comply with all conditions and regulations made in respect to the premises by (amongst others) the Local Authority, the Fire Authority and the local Magistrates' Court, particularly in connection with any event which includes dancing, music, stage plays or similar public entertainment.

The cut off time for the music license is 00:30 Friday and Saturday, 23:00 otherwise.

Health and Safety

If preparing, serving or selling food, you must observe all relevant food health and hygiene legislation and regulations.

Any electrical appliances brought into the premises must be safe and in good working order, and used in a safe manner.

There is a First Aid kit in the kitchen, if it is used you must report this to the committee.

Any accidents or near misses must be reported to the committee and entered into the accident book which can be found in the kitchen.

You must consult the committee if you intend to bring any kind of pressurised gas cylinder onto the premises. Smoking is not allowed inside the building.

Fire Safety

You should familiarise yourself with the locations of the fire exits, fire extinguishers and fire blanket, and take responsibility for the procedures to be followed in the event of a fire, as detailed on the wall in the foyer (by the fire control panel).

If your event is to be attended by anyone who would need extra help leaving the building in the event of a fire (for example a disabled person or child) you must decide the arrangements for means of escape in advance, and have a plan for looking after these people once they have left the building.

Any display stands, theatrical scenery, play equipment or similar items brought into the hall must be fire retardant.

Candles must be limited to tealights and other small candles in suitable safe containers.

Please do not:

- Allow rooms to become overcrowded
- Allow noise levels that would drown out the fire alarm
- Block **fire exits or escape routes** internally or externally. Please discuss positioning with us in advance of large items such as marquees and bouncy castles.
- Block or wedge open **internal fire doors**, these will close automatically if the fire alarm sounds
- Cover, hide, move interfere with, or impair access to, fire extinguishers or fire alarm points
- Allow waste materials, packaging, or other potentially flammable items, near any heat source
- Bring into the building any fireworks, flares, gas or oil-fired heaters, flammable liquids, chemicals or gases
- Use **smoke machines** as they set off the fire alarm
- Allow **party poppers or confetti** inside the building as they stain the floor and could be a fire hazard.

Children

You must ensure that any activities for children comply with the provisions of the Children's Act or other relevant regulations and that only fit and proper persons have access to children.

Children are not allowed in the kitchen at any time.

Children under the age of 16 must be accompanied by an adult at all times.

Please do not allow children to climb on or under the tables or chairs.

Cancellation

The committee reserves the right to cancel the hire in the event of the hall being required for use as a polling station for a parliamentary or local government election or by-election. In which case the hirer will be entitled to a refund of any deposit already paid.

In the event of the hall or any part of it being rendered unfit for the use for which it has been hired, the committee shall not be liable to the hirer for any resulting loss or damage.

If you wish to cancel the booking before the date of the event and the committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the committee. The committee is at liberty to retain any booking deposit to cover administrative costs.

The committee reserves the right to refuse a booking without notice or to cancel the hire agreement at any time either before or during the term of the agreement on giving 7 days notice to the hirer. The hirer shall be entitled upon such notice to reimbursement of any relevant deposit or rental charges that have been paid by the hirer to the committee but the committee shall not be liable to make any further payment to the hirer.

Contact Details

Please use the following numbers if you need to contact the hall management:

Main contact: 07716 122940, arkholmevillagehall@gmail.com

Emergency contacts: 07482 571360, 07929 651768, 07973 370083