

**TERMS AND CONDITIONS FOR HIRING
TINTINHULL VILLAGE HALL**

(V8 – 29 Jan 2020)

1. GENERAL INFORMATION

1.1 The premises are managed by the Tintinhull Village Hall Committee on behalf of the Tintinhull Parish Council as sole Charity Trustee, a registered Charity Number 1163176.

1.2 The premises are non-profit making, providing a service to the community, and rely on the co-operation of all users. Hiring charges cover running expenses, general maintenance and making improvements to the building.

1.3 The Hall Committee want you to enjoy the facilities and to continue to make good use of the premises.

1.4 Hire of the premises is available by those aged 18 or over

1.5 Hall capacities:

Main Hall

1.5.1 Chairs in close rows (cinema style): 170

1.5.2 Dancing: 180

1.5.3 Seating with tables only: 128

Meeting room

1.5.4 Standing 50

1.5.5 Seated 33

1.6 Hirers are expected to familiarise themselves with the facilities, exit routes, and fire extinguisher locations.

1.7 The Hall, Meeting Room and Served to the Meeting Room can be booked via the website: www.tintinhullvillagehall.co.uk or by emailing the Booking Secretary at enquiries@tintinhullvillagehall.co.uk

1.8 Hirers must set up and take down within their booked time so this must be allowed for. Hirers are not entitled to enter the main hall, meeting room or the served to the meeting room before the start of their booked time and must leave the hall no later than the end of their booked time. This ensures fairness for all hall users and prevents conflict.

1.9 Hirers are responsible for the following:

2. NOISE, NUISANCE AND DISTURBANCE TO NEIGHBOURS

2.1 Ending all functions by midnight unless granted an exemption by the Tintinhull Village Hall Committee.

2.2 Ensuring that the minimum of noise is made on arrival and departure, particularly late at night or early in the morning.

2.3 Preventing nuisance to our neighbours, particularly at large, well-attended events by:

2.3.1 Avoiding traffic congestion outside the hall by directing cars to the three nearby carparks

2.3.2 Organising smooth and legitimate access to the hall, by ensuring that all guests/visitors have the correct invitation or tickets

2.3.3 Ensuring that activity (especially music) is contained within the hall and external doors are kept closed

2.3.4 Preventing food and drink (especially alcohol) being consumed outside the hall

2.3.5 Maintaining good behaviour on the premises and its surroundings and ensuring that there is minimal disturbance outside the hall

3. FIRE SAFETY (Regulatory Reform (Fire Safety) Order 2005)

3.1 Appointing a 'Responsible Person' to ensure all activities are conducted in a way safe from Fire. (We recommend that the location of Fire Exits, Fire Extinguishers and toilets be advised to all

groups at the start of an event. These are displayed on a floor plan in the Entrance Foyer.) A First Aid box and Accident Book are kept in the Servery to the Meeting Room.

3.2 Ensuring that no flammable materials are stored anywhere in the hall

3.3 Ensuring that any material in agreed storage does not obstruct any fire exits and must allow easy access by other hirers

3.4 Ensuring that access to and from Fire Exits are kept clear of obstructions at all times

3.5 Ensuring that the number of persons on the premises do not exceed the number shown at paragraph 1.5 above, in accordance with the fire regulations

3.6 Smoking is prohibited throughout the hall and at its entrances and exits. The designated smoking area is to the rear of the Village Hall Car park where an Ashtray is mounted on the Hall wall for your use

3.7 Obtaining the consent of the Bookings Secretary for the storage of materials and/or equipment

3.8 Ensuring that everything is stored tidily and secure in places agreed by the Bookings Secretary

4. INSURANCE & DAMAGE

4.1 The Village hall insurance only covers public liability and loss caused by Fire, Theft or Storm damage.

4.2 Regular Hirers are advised to take out their own insurance for their particular activity and responsibilities

4.3 People booking the hall for occasional private hire may find that their own household policy might provide cover, but each user must check with their insurance provider.

4.4 All materials, kitchen goods and other equipment are stored at the owner's risk unless otherwise insured by them

5. CONDUCT & CLEANING

5.1 Leaving the premises in the same state as they were found upon entry, unless a cleaning charge has been booked and paid for prior to the event

5.2 Sweeping the floors

5.3 Ensuring that all rubbish, recycling, bottles etc are removed from the premises

5.4 Flushing the toilets and leaving them clean and tidy

5.5 Replacing Tables and Chairs as found

5.6 Nothing is to be stuck or pinned to the walls

5.7 No Gambling, Betting or Lotteries shall take place on the premises

5.8 Switching off all internal lights

5.9 Obtaining the consent of the Bookings secretary before decorating the Hall

6. FOOD & CATERING

6.1 Leaving the kitchen in a state of cleanliness, fit to be used by the next hirer.

6.2 Cleaning and returning kitchen crockery or equipment, if used.

6.3 Preventing the Kitchen from being used for any other purpose

6.4 Preventing animals from entering the kitchen

6.5 Taking away food and perishables.

7. SECURITY

7.1 Locking all doors with an electronic keyfob after leaving the building

7.2 Returning the Electronic key and reporting any damage to the Booking Secretary

7.3 Hall Management reserves the right to enter the hall at any time during any event.

8. CHILDREN (Child Care Act 2006)

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Child Care Act 2006 and that only fit and proper persons who have passed the appropriate Disclosure and Barring Service (DBS) checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer should be made aware of the Village Hall Safeguarding Policy (to be found in the Display folder). The Hirer shall provide the Village Hall Committee with a copy of their DBS check and Child Protection Policy on request.

9. REGULATED ENTERTAINMENT

The Village Hall does not have a Premises License but has exemptions which mean that hirers can:

- 9.1. Put on a performance of a play, live music and recorded music between 0800 and 2300 hrs
- 9.2. Show films between 0800 and 2300 hrs provided that it is not for profit
- 9.3. Carry out indoor sporting events between 0800 and 2300 hrs.
- 9.4. Show live TV broadcasts between 0800 and 2300 hrs.
- 9.5. Hirers may organise and pay for their own temporary entertainment licence (TEN) but this must be discussed with the Bookings secretary as early as possible beforehand. The receipt for any TENs licence must be shown to the booking secretary at a minimum of ten days before the event

10. FEES, PAYMENTS, DEPOSITS AND CANCELLATIONS

- 10.1 Details of current hire fees and returnable deposits are shown on the hall website and notice board.
- 10.2 The deposit of £10 (required for the Electronic key to gain access and unset/set the alarms) will be refunded when a functioning electronic key is returned. It must be returned to the Booking Secretary within 14 days of an event, otherwise it will be considered to have been mislaid and the key deposit will be forfeit.
- 10.3 A deposit of up to £250 is required for occasional Hirers, which will be returned provided that:
 - 10.3.1 After inspection a deduction may be made for the costs of minor damage or losses incurred.
 - 10.3.2 No nuisance has been caused to neighbours which has been reported to, and upheld by, The Village Hall Committee or Parish Council.
- 10.4 Payment must be received at least 7 days before any booking commences, or the first booking (if a group of bookings), unless agreed with the Bookings Secretary. The Village Hall Committee reserves the right to cancel any booking where payment is not received**
- 10.5 Cancellations or amendments to any booking must be made in writing or by email to the Booking Secretary at least 7 days in advance of the booking. Failure to give 7 days' notice will result in the hirer being liable for the full hiring fees of that booking.**
- 10.5 We thank you for your co-operation and hope that you enjoy the use of the Hall and its facilities. We are keen to receive any feedback from you and hope that you will recommend us to your friends and families.

11. IMPORTANT – NOTICE OF CONTRACT

These terms and conditions are displayed on the hall website and notice board. By proceeding with booking the hall you are making an agreement to accept and comply with them.