

# STAGSDEN VILLAGE HALL HIRERS HANDBOOK

## Terms and Conditions of Hire

STAGSDEN VILLAGE HALL & RECREATIONAL ASSOCIATION  
Registered Charity No 1001091

Booking Secretary – Tel 07847 168692

### Contents

I	Summary of Facilities
II	Standard Conditions of Hire
III	Use of Premises
IV	Detailed Conditions of Hire
V	Health & Safety
VI	Public Liability Insurance
VII	Licences

The information covers the conditions on which the hire is made and the restrictions placed by Local Authorities on activity in the hall and the surrounding area.

***Signature to a Hiring Agreement commits the Hirer to their observance. Hirers should therefore read this information carefully, and consult the Booking Secretary, who is the authorised representative of the Management Committee, if they are in any doubt as to the meaning of any items.***

For the purposes of these conditions the term **Hirer** shall mean an individual Hirer, or where the Hirer is an organisation, the authorised representative whose name appears on the Hirers' Agreement Form.

## 1 SUMMARY OF FACILITIES

**Main Hall:** L shaped with a solid wood floor.

**Meeting Room** on the first floor: 15ft wide by 29ft long. The Meeting Room has independent access from the entrance hall via stairs and, by arrangement, lift.

**Large Entrance Foyer** with access to all facilities

**Kitchen:** The facilities meet current Environmental Health Standards and include electrical sockets, a range cooker with double oven, four hob plates and a griddle and warming plate, double sink with drainer, a hand wash basin and a larder fridge. Oven gloves are not provided. For their own safety children are NOT allowed in the kitchen.

**Toilets:** Male, female and disabled toilets with baby-changer unit situated off entrance hall.

### Capacity

Main Hall: 100 Restaurant Style; 120 Theatre Style; 150 Standing.

Community Meeting Room: 25

### Furniture and Equipment

Included in hire:

120 stacking chairs  
6 folding rectangular tables  
10 folding circular tables  
Electric kettles  
Trolley

Available by arrangement:

4 extra folding rectangular tables  
Crockery & cutlery  
Portable staging (138 sq metres)

Fire and First Aid equipment meet the statutory requirements

### Parking

Space for 16 cars. Additional parking is available on the roadside but hirers are requested to park away from housing on the main road. Cars parked at owner's risk.

### Garden and Terrace

There is access to the garden and terrace from the main hall and the kitchen.

Hall furniture may be used on the terrace but must be returned to its original storage place after use.

Hall furniture should not be used on the grass

## **Access**

There is disabled access at the main entrance, and from the main hall onto the terrace and car park. A lift to the first floor meeting room is available by arrangement.

**Telephone:** There is no public telephone in the hall. Hirers are advised to bring their own mobile phone.

## **II – STANDARD CONDITIONS OF HIRE**

*If the Hirer is in any doubt as to the meaning of the following the Booking Secretary should be consulted immediately.*

The Hirer, whether an individual or organisation, can hire the hall subject to availability and the consent of the Village Hall Management Committee.

Priority will be given to local residents and organisations within the village.

The Management Committee reserves the right to make alterations to any of the Conditions of Hire from time to time and at its own discretion.

## **Supervision**

The hall will be unlocked for the period of the hiring and the Hirer shall ensure that the hall is locked if left unattended, during that period. A key will be provided when deemed necessary. The Hirer will also be responsible for supervision of the premises, the fabric and contents, their care, safety from damage however slight, and the behaviour of all persons using the premises whatever their capacity.

If requested the Hirer will be instructed in the use of equipment provided on the premises.

If the Hirer wishes to leave any items or equipment overnight then this must be discussed at the time of hiring and consent obtained from the Booking Secretary.

At the end of the hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition. Floors should be swept and/or mopped as necessary.

## **III USE OF PREMISES**

### **General**

The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire, or use the premises, or allow the premises to be used for any unlawful purpose or in any unlawful way.

The Hirer shall not do anything, or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

If the Hirer has a special need then this should be discussed with the Booking Secretary at the time of booking and written consent obtained.

The Management Committee reserves the right to refuse any application for hire without stating the reasons for so doing.

### **Decorations**

The Hirer shall seek permission from the Booking Secretary before mounting any decorations or display materials to the fabric of the building. Adhesive tape or Blu-tack must NOT be used on the plaster walls. Temporary decorations shall not be erected or fixed in any way, to any part of the property, without the prior consent of the Booking Secretary.

**Smoking** – *Smoking is strictly prohibited in the building.*

Facilities for extinguishing cigarettes are provided on the terrace and outside the main entrance.

### **Heating**

No unauthorised heating appliances, including portable Liquefied Propane Gas appliances shall be used on the premises.

### **Licences**

The Hirer shall be responsible for obtaining any such licences as may be needed, whether for the sale or supply of intoxicating liquor.

The Hall holds a licence from the Performing Rights Society.

### **Gaming, Betting and Lotteries**

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

**Public Safety Compliance.**

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court, or otherwise, particularly in connection with any event which includes public dancing, music or other similar public entertainment or stage plays.

**Health and Hygiene**

The Hirer shall, if preparing serving or selling food, observe all relevant health and hygiene legislation and regulations. (See also Health & Safety)

**Electrical Appliance Safety**

The Hirer shall ensure that any electrical appliances brought by him/her to the premises and used there must be PAT tested and be in good safe working order and used in a safe manner. Where a residual circuit breaker is provided under terms of the PEL or CPL the Hirer must make use of it in the interests of public safety.

**Indemnity**

The Hirer shall indemnify the Management Committee for the cost of repair of any damage done to any part of the property, including the car park and grounds or to the contents of the buildings, which may occur during the period of, or as a result of, the hiring.

The Hirer shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the Village Hall.

**Accidents and Dangerous Occurrences**

The Hirer must report all accidents involving injury to the public to the Booking Secretary and enter details of the incident in the Accident Book, pinned to the notice board.

Any failure of equipment belonging to the Hall must be reported as soon as possible.

**Right of Entry**

Members or employees of the Management Committee, or persons authorised by them, shall have the right of unimpeded entry to the premises at all times.

**Animals**

The Hirer shall ensure that no animals (including birds) except guide dogs are brought onto the premises and no animals whatsoever are to enter the kitchen at any time.

**Compliance with the Children Act**

The Hirer shall ensure that any activities for children comply with the provisions of the Children's Acts 1989, 1997 & 1999.

All children should be supervised by an adult.

**Fly Posting**

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the hall, and shall indemnify the Management Committee accordingly against all action, claims and proceedings arising from any breach of this condition.

Failure to observe this condition may lead to prosecution by the local authority.

**Sale of Goods**

The Hirer shall, if selling goods on the premises comply with the Fair Trading Laws and any code or practice used in connection with such sales.

**Drunk and Disorderly Behaviour & Supply of Illegal Drugs**

The Hirer shall ensure that in order to avoid violent or criminal behaviour, care is taken to avoid excessive consumption of alcohol. Drunk & 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 or 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.

## **IV – DETAILED CONDITIONS OF HIRE**

### **Hire deposit**

A deposit is payable on submission of the Hiring Agreement. The deposit is non- returnable except where the Hirer gives a minimum of six weeks notice of cancellation.

Balance of the hire fee must be paid no later than 14 days prior to the date of booking

### **Refundable Damage Deposit**

In addition to the hire fee a special deposit as described below is payable no less than 14 days prior to the date of the hire. This deposit, less the cost of rectifying any damage and/or the cost of exceptional cleaning or clearing up, will be repaid to the Hirer within 28 days of the termination of the period of hire.

The amounts required are: -

£250 - For block bookings of all facilities, on Saturdays or Sundays and for commercial bookings of more than 2 hours on any day.

£25 – Cash deposit for all other lettings on the day of hiring, which will be returned at the end of the hiring, subject to satisfactory cleaning of the hall.

A special deposit will not be required from local organisations authorised by the Management Committee.

### **Cancellation**

If the Hirer wishes to cancel the booking before the date of the event and the Management Committee is unable to conclude a replacement booking, the question of payment, or repayment, of the fee shall be at the discretion of the Management Committee.

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

The Management Committee reserves the right to cancel the Hiring Agreement at any time, or to prohibit the continuance of an event, if it considers that the Hirer has failed to comply with any of the conditions of Hire, or that the continuance of the event is undesirable. In such circumstance the Hirer shall forfeit the whole of the fees paid for the Hire, and the Management Committee shall not be liable for any payment in respect of any actual or presumed loss of profit or for any other cause.

### **Refusal of Bookings**

The Management Committee reserves the right to refuse a booking without notice or to cancel a hiring agreement at any time either before or during the term of the agreement upon giving 7 days notice in writing to the Hirer. The Hirer shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as having been paid by them.

### **Regular Hire**

First time regular hirers will be subject to a 2-month probationary period following which the Management Committee reserves the right to renew or cancel the Hiring Agreement. If at any time during a period of regular hire the Management Committee decide that the Hirer is not compliant with these Hiring Conditions they may terminate the Hiring Agreement.

### **Hire Period**

The Hirer must include time needed for preparation and clearing up in establishing the total period of hire required as entered on the Hiring Agreement form. Licensing conditions allow the hall to be open for events from 9.00 am any day All events must be completed and premises vacated by:-

23.30 on Monday to Thursday (no music after 23.00)

24.00 on Friday and Saturday (no music after 23.30)

22.00 on Sunday (no music after 21.30)

If the hire period is overrun then the Hirer will forfeit their right to all or part of the refundable damage deposit.

### **End of Hiring**

At the end of the hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise.

All floors should be swept and/or mopped as necessary.

Any contents temporarily removed from their usual positions must be properly replaced.

All refuse removed and correctly placed in outside bins. All excess refuse taken off the premises for disposal.

The Management Committee shall be at liberty to make an additional charge if any of the above are not complied with.

## **Consumption of Food**

Food is not to be served or consumed in the upstairs Meeting Room unless permission has been granted on the Hiring Agreement form at the time of booking.

## **Parking**

The Hirer will be responsible for proper supervision of the car parking to ensure safety, tidy parking and maximum use of the available space and that there is no obstruction to the main access route.

Any vehicle left overnight by those attending the function must be removed by 12.00 noon the next day and earlier if there is another booking.

Please do not cause any inconvenience to our neighbours by parking on the road immediately outside the hall. There is ample roadside parking just a short distance from the hall where there are no houses.

## **Use of Garden and Terrace Area**

Hall furniture may be placed on the paved terrace area only and must be returned to its original storage area

Great care should be taken with the supervision of children in the garden, terrace area and car park.

## **Noise**

The Hirer shall ensure that the minimum of noise be made on arrival and departure and shall take all reasonable steps to ensure that noise emanating from the hall during a hiring is such as not to cause injury to any person or annoyance to residents in the locality.

Music may not be played outside and every effort must be made to restrict general noise levels.

*Please consider the neighbouring residents.*

## **Refuse**

All refuse resulting from the hire must be removed from the building and placed in the outside bins, or dealt with as otherwise directed by the Booking Secretary. Please refer to recycling bin notices for guidance on local instructions.

ALL GLASS and any refuse in excess of bin capacity must be removed from the premises and taken to a tidy tip

## **V- HEALTH AND SAFETY**

### **Responsibilities**

It is the responsibility of the Hirer to ensure that: -

- Damage is not caused to the building or its facilities, which is likely to present a health and safety hazard.
- Equipment and facilities are used in the manner and for the purpose for which they were designed and only by those who are confident to make proper and safe use of them.
- During and after use of the building, all fire exits remain unobstructed both inside and outside and able to be quickly opened in an emergency.
- No equipment and facilities provided for use in the event of a fire are tampered with and that a responsible person is familiar with their use.
- Activities are carried out in a safe manner and in accordance with the most recent health and safety guidance provided for that activity.
- The building is returned to the arrangement and condition it was in at the commencement of the hire period.
- All tables and chairs are located and stacked safely and in stacks not higher than indicated by notice or the Booking Secretary.

### **Stewards/Responsible Adults**

During any event the Hirer must ensure that a sufficient number of stewards/responsible adults are provided, who are familiar with the evacuation and emergency procedures, whenever the premises are open to the public.

No person under 18 years of age shall be engaged in the capacity of steward at the premises.

The minimum number of stewards must be:-

2 adults for up to 100 persons

3 adults for 100 – 150 persons (maximum)

### **Electrical Equipment**

Electrical equipment provided by the Management Committee for the use of hirers is regularly inspected and must be used by the Hirer safely and only for its intended purpose.

It is the responsibility of the Hirer to report equipment that is found to be faulty. Such equipment should not be used

The Hirer must ensure that any electrical equipment brought into the building has a current safety certificate. This certificate must be available if the equipment is more than 12 months old and must be produced on request.

Any temporary installations must comply with British Standards and be removed at the end of the hire period.

## **Chemicals**

The Hirer must not bring any chemicals into the building without the prior written consent of the Management Committee. In the event that consent is given the Hirer must make arrangements for the safe temporary storage of the chemicals and their complete removal at the end of the hire period.

**Pyrotechnics, fireworks, bonfires and firearms are strictly forbidden** within the hall, in the car park and the surrounding garden area at all times.

The Hirer must not bring any equipment into the building that is powered by naked flame including candles.

## **Smoke Machines**

The use of Disco smoke machines is forbidden as these set off the smoke alarms.

## **Gas Filled Balloons**

If gas filled balloons are used, the ceiling fans must not be operated as the balloons could become tangled in them

## **First Aid**

All accidents shall be recorded in the Accident Book, located in the entrance hall. There is a basic First Aid Kit in the kitchen. In the event of an accident occurring which results in anything other than minor cuts or abrasions, it must be reported without delay to the Booking Secretary and an accident report filled in. Where appropriate it should also be reported to the Environmental Health Department at Bedford Borough Council.

## **Food Hygiene**

If preparing, serving or selling food, relevant food, health and hygiene legislation must be complied with.

Food and drink must not be stored in the hall overnight without prior agreement with the Booking Secretary

## **Emergencies**

The Hirer and/or other responsible persons present should be conversant with the location and correct use of first aid and fire-fighting equipment and with the procedures for emergency evacuation of the premises as detailed on the plans and notices displayed throughout the building.

## **Fire Precautions**

Real flame (for candles, lamps, lanterns flambeaux etc.) must not be used nor should fires be lit in the fireplace.

Electrical substitutes should be used

The Hirer shall take all possible steps to eliminate the danger of fire occurring on the premises and shall ensure that responsible adults/stewards and any members of the staff are fully instructed in their duties in the event of a fire or other emergency.

The Fire Brigade should be called to any outbreak of fire and the circumstances reported immediately by the hirer to the Booking Secretary or other committee member. See contact details on Hall Notice Boards.

There is no phone in the hall. Hirers are advised to bring their own mobile phone.

In the case of fire the lift cannot be used. The upstairs Community Meeting room has a 2 hour fire door so disabled occupants unable to use the stairs should remain in the upstairs room with the door closed.

## **Exit and Entrance Doors**

Exit and entrance doors and all external doors must only be used for access and egress for those in attendance and not propped open at any time during the event.

All doors shall be kept unlocked and unobstructed while the premises are open to the public.

## **Gangways, Passages and Staircases**

No person other than stewards shall be allowed to sit or stand in the gangways, passages and staircases during any performance or entertainment and the gangways, passages and staircases shall be kept entirely free from chairs or any other obstruction.

## **Ventilation**

The premises shall be kept properly ventilated to the satisfaction of the Licensing Authority. Electric extractors are fitted in the main hall and may be used as required except when gas filled balloons are present - see above.

## Maintenance of Order

The Licensee and any hirer shall:

- In all things conduct themselves decently, soberly and in an orderly manner and nothing contrary to sobriety, decency or good manners shall be performed, produced, exhibited or represented therein.
- Shall not cause or permit any lewd, obscene or indecent poster, advertisement, film, photograph or programme to be displayed or shown.

## Noise

The Licensee and any hirer shall take all reasonable steps to ensure that any noise emanating from the licensed performance is such as not to cause injury to the hearing of any persons on the premises or annoyance to residents in the locality. All outside doors to be kept shut when music is played.

## Overcrowding

Overcrowding in such a manner as to endanger the safety of the public or to interfere unduly with their comfort shall not be permitted.

## Authorised Seating Capacity

The maximum number of persons admitted to the premises shall not exceed the numbers specified in the licence and detailed below.

	Main Hall	Community Room
Standing	150	25
Restaurant style	100	25
Theatre style seating	120	

## VI - PUBLIC LIABILITY INSURANCE

Stagsden Village Hall Management Committee insurers provide cover up to £5,000,000 for those who use the hall for private or social purposes.

Commercial users (defined as individuals, groups or organisations making a profit or financial gain out of using the building) are not covered by the Management Committee Policy and must arrange their own insurance.

Claims may be judged invalid if any hirers or users fail to observe:

- The Terms and Conditions of Hire Guidelines and notices issued or erected by the Management Committee
- Relevant Licensing conditions
- Current Health and Safety requirements

If the Hirer proposes to use Bouncy Castles or engage in any other hazardous activity, the Booking Secretary must be informed, in writing in advance, as special conditions apply.

## VII- LICENCES

### Serving Alcoholic Drinks and Selling Alcohol

Stagsden Village Hall holds a Premises Licence issued under the Licensing Act 2003, which contains conditions applicable to all events at which regulated entertainment or the sale of alcohol takes place.

A copy of the Licence may be viewed in the foyer of the Village Hall

Full details of the Licence and special conditions may be obtained from the Booking Secretary

*Please note that the village hall is not permanently licensed for the sale of alcohol.*

If alcohol is to be sold on the premises at an event, an application must be made by the hirer for consent from the Booking Secretary to apply to the Licensing Authority for a Temporary Events Notice.

Any bar set up under a Temporary Events Notice must remain within the building and not be set up outside of the Hall.

There is no restriction on the serving of alcohol to adults in the hall where those attending the event make no payment for the alcohol. The law takes both direct and indirect payment into account. Where there is any connection between payment and consumption a Licence may be required, e.g. where free drinks are advertised but participants pay an entrance fee to the event, or donations are accepted.

The use of alcoholic drinks as raffle prizes does not require a licence. Hirers who are in any doubt about the validity of serving free alcoholic drinks should seek advice from the local Police Licensing Officer.

Note: - Use of the licensed premises, otherwise than in accordance with the terms of the licence, may render the licensee and any other person (including the Hirer) who allows the premises to be so used guilty of an offence under the Act.

The Village Hall holds a **PRS Music Licence**.