



## STEVINGTON VILLAGE HALL (SVH)

### HALL HIRE TERMS AND CONDITIONS

#### **Standard Conditions of Hire**

These standard conditions apply to all hiring of the village hall. If the Hirer is in any doubt as to the meaning of the following, the SVH Secretary or Booking Manager should immediately be consulted.

#### **1. Supervision**

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behavior of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. Any accidental damage or breakage should be reported to the Booking Secretary by email as soon as possible. As directed by the SVH Secretary, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

Hirers must be above 21 years in age.

#### **2. Use of Premises**

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 nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

**The hall is not available for the hire of celebration events for persons aged 14 – 21.**

#### **3. 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.

#### **4. Licenses**

The Hirer shall ensure that the appropriate Premises License/Temporary Events Notice is in place if any regulated entertainment and licensable activities will take place. Such activities include the performance of plays; the exhibition of films; indoor sporting events; boxing or wrestling entertainment; the performance of live music; the playing of recorded music; the performance of dance; making music; dancing; entertainment similar to those above; the provision of hot food/drink after 11pm; the sale of alcohol. Copies of all licenses must be provided to the SVH 14 Days prior to the event and displayed for the duration of the event.

**It is the responsibility of the hirer to provide appropriate PRS/PPL licensing for their event.**

**The sale of alcohol is subject to approval of the Premises License Designated Premises Supervisor**



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#### **5. 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 Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

#### **Smoking is not allowed anywhere inside the Hall**

The Hirer acknowledges that they have received instruction in the following matters:

- a) Actions to be taken in event of fire; this includes calling the Fire Brigade and evacuating the hall.
- b) The location and use of fire equipment and alarms.
- c) Escape routes and the need to keep them clear.
- d) Method of operation of escape door fastenings.
- e) Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- f) Location of the first aid box and Health and Safety information

In advance of an entertainment or play the Hirer shall check the following items:

- g) That all fire exits are unlocked and panic bolts in good working order.
- h) That all escape routes are free of obstruction and can be safely used.
- i) That any fire doors are not wedged open.
- j) That exit signs are illuminated.
- k) That there are no obvious fire hazards on the premises.

#### **6. Means of Escape**

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

- a) The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

#### **7. Outbreaks of Fire**

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the SVH Secretary.

#### **8. Health and Hygiene**

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator.



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#### **9. Electrical Appliance Safety**

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer **must** make use of it in the interests of public safety.

#### **10. Indemnity**

The Hirer shall indemnify and keep indemnified each member of the SVH Council and the Village Hall's employees, volunteers, agents and invitees against:

- a) The cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises.
- b) All claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
- c) All claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer.

The Hirer is advised to take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against the Hirer's liability under paragraph 10(a) and all claims arising as a result of the hire.

#### **11. Accidents and Dangerous Occurrences**

The Hirer must report all accidents involving injury to the public to a member of the SVH Council **as soon as possible** and complete the relevant section in the Village Hall's accident book.

Certain types of accident or injury must be reported on a special form to the local authority. The SVH Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported **as soon as possible** to the Booking Manager.

#### **12. Explosives and Flammable Substances**

The hirer shall ensure that:

- (a) Highly flammable substances are not brought into or used in any part of the premises – this includes fireworks of any nature.
- (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Management Committee. No decorations are to be put up near light fittings or heaters.



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#### **13. Heating**

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee.

Hall heating to be returned to programmed settings if adjusted.

Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

#### **14. Drunk and Disorderly Behavior and Supply of Illegal Drugs**

The Hirer shall ensure that in order to avoid disturbing neighbors to the hall and avoid violent or criminal behavior; care shall be taken to avoid excessive consumption of alcohol. Drunk and 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 nor to any person suspected of being under the age of 18. Stevington Village Hall operates a Challenge 25 policy to support this and all hirers must adhere to this policy. 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.

All incidents of refusal, drunkenness or criminal behaviour should be recorded in the bar log book.

#### **15. Animals**

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Village SVH committee. No animals whatsoever are to enter the kitchen at any time.

#### **16. Compliance with The Children Act 1989**

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Disclosure and Barring Service checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities). The Hirer shall provide the Village Hall committee with a copy of their Child Protection Policy on request.

#### **17. 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 premises and shall indemnify and keep indemnified each member of the Village Hall's Management Committee accordingly against all actions, claims and proceedings arising from any breach of this condition.

#### **18. Sale of Goods**

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

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#### **19. Cancellation**

If the Hirer wishes to cancel the booking before the date of the event and the Village Hall 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 Village Hall. The Village Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- The Village Hall Management Committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- The premises becoming unfit for the use intended by the Hirer
- An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

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.

#### **20. End of Hire**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Village Hall shall be at liberty to make an additional charge.

**All waste materials to be placed in the appropriate waste bins i.e. general waste, recycle and green. All bottles to be removed from the premises.**

#### **21. Noise**

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises. Patio doors and windows on the north, south and eastern elevations should be closed at **23.00** to limit noise issues with local housing.

#### **22. Stored Equipment**

Hirers should seek permission from Stevington Village Hall to bring or store any additional equipment in the Village Hall. Stevington Village Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

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#### **23. No Alterations**

No alterations or additions may be made to the premises, nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Hall Secretary. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Village Hall remain in the premises at the end of the hiring.

It will become the property of the Village Hall unless removed by the hirer who must make good to the satisfaction of the hall or, if any damage caused to the premises by such removal.

#### **24. No Rights**

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.



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#### **Inventory of equipment included with a standard hire.**

12 round tables 1.5m dia  
20 round tables 0.9m dia  
5 oblong tables 1.8m x 0.9m  
120 upholstered chairs (internal use only)  
60 folding chairs  
Additional chairs and tables can be provided on a per occasion basis at additional cost.  
6 Up-lighter standard lamps

#### **Internet connectivity**

Free use of broadband and WiFi

#### **Kitchen**

Cutlery and chinaware to cater for 120 covers  
Commercial fridge  
Commercial Gas Cooker 6 large rings single large oven  
Commercial Dish/glass washer 3/8 min cycles  
Microwave  
Hot water dispenser  
2 Kettles, 1 large urn  
Mobile Bain Marie/warming cabinet

**All food and drink to be provided by the hirer or caterers booked for the event.**

#### **Additional chargeable options**

##### **Bar Area facilities**

Small bar, 3 keg taps, beer chiller (3 coil unit) large fridge, glazed chiller cabinet, freezer, commercial glass washer and large selection of beer, wine and soft drink glasses.

(a cleaning charge of £ 15 is applied if the beer taps/beer chiller is used)

The bar area is only available as a managed service by SVH. Hirers may provide their own bar facilities subject to the agreement of SVH and the procurement of a Temporary Events Notice.

##### **Licensed Bar Services**

License fee £ **20**. The bar times are to be defined on booking and will be charged at £**10** per hour or part of for the duration of the bar service. If hirers take the bar service no alcohol should be bought on to or consumed on Stevington Village Hall premises including surrounding grounds, playing field and car park without

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prior agreement of the management. Corkage charges of £100 will be applied if alcohol **not** supplied by the bar is consumed on site during an open serviced bar period.

We do not charge corkage fees for events that are providing alcohol free of charge. Hirers will be required to supply their own glassware when not using the managed bar service.

The bar area is only available as a managed service by SVH. Hirers may provide their own pay bar facilities (including glassware) subject to the agreement of SVH and the procurement of a Temporary Events Notice (License).

#### **Linen Hire**

12 x 2.3m dia round tablecloths white

12 x 1.8m dia round tablecloths burgundy

**£ 4.00 per cloth**

5 x 2.7m x 1.8m oblong tablecloths white

**£ 4.00 per cloth**

120 chair covers white

**£ 0.70 per chair**

Coloured sashes and table runners can be provided by negotiation.

**£ 0.70 per sash/runner**

#### **Marquee Hire**

Marquee is 12 x 6 mtrs and erection and removal is included in the hire.

Fitted matting. Power is provided to the marquee and 2 chandeliers are included for illumination.

Marquee hire price. **£ 500.00**

Satin marquee lining hire price. **£ 250.00**

(delivery/erection charges will apply if require off site)

#### **Staging**

16 sqr mtrs of 0.3 high staging, configurable in 0.9x0.75 units. Standard configuration is 8 x 3 units providing a stage 7.2 x 2.25 or 6 x 2.7 mtrs

**£ 30**



