

# **BLACKAWTON VILLAGE HALL**

Registered charity no: 281999

Village Hall Management Committee Chair: Mr. Martin Joyce Tel: 01803 712159 e-mail: villagehall@blackawtoncommunity.com

## **STANDARD CONDITIONS of HIRE**

For the purpose of these conditions, the HIRER shall mean a named individual hirer and they must take responsibility to ensure that the hire conditions are adhered to.

**It is the hirer's responsibility to ensure that their event complies with whatever Covid-19 restrictions are in force at the time of the event and they are personally liable for any penalties imposed if the restrictions are breached.**

### **GENERAL:**

- No Dogs (except assistance dogs) are allowed in the hall.
- Children must be supervised at all times.
- Do not pass the key safe code to anyone not involved in organising your event.
- The Village Hall Management Committee cannot be held responsible for any loss or damage to any person or personal belongings.
- Any event will be liable to checks by a member of the Village Hall Committee.

### **CLEANING:**

- Any spills must be cleaned up immediately with a dry or damp (NOT wet) cloth or paper towel.
- Furniture and equipment must be cleaned after use, rubbish must be removed, and any damages/breakages reported.
- The hirer is responsible for leaving the hall clean and tidy at the end of the booking period. If it is not in this state at the commencement of the booking, the hirer should note any non urgent issues and inform the Village Hall Management Committee at their earliest convenience. Urgent issues should be reported immediately.
- For evening events, it may be possible to arrange for clearing the hall to be postponed until the following morning. This may only be done with prior approval from the Booking Secretary and must be completed by the agreed time (this is usually no later than 10am).

### **FLOOR CARE:**

In order that the floor in the main hall does not suffer irreparable damage, the following restrictions apply.

- No water or liquid cleaners to be used on the floor. A dry or damp (NOT wet) cloth only to be used.
- Adequately sized splash mats must be used for any activity likely to cause spills or marks (e.g. children using felt tip pen while sat on the floor or any activity using paint, water, glue etc)
- No heavy work boots, ride on toys, skates or bicycles allowed in the hall.
- No sharp objects to be placed on the floor.

### **DECORATING:**

If you are hanging items, only white "BLU TAC" may be used - **never nails, drawing pins or adhesive tape.**

# BLACKAWTON VILLAGE HALL

Registered charity no: 281999

Village Hall Management Committee Chair: Mr. Martin Joyce Tel: 01803 712159 e-mail: villagehall@blackawtoncommunity.com

## **PREMISES LICENSE:**

The Village Hall has a Premises License. The following activities are permitted so long as strict attention is paid to these conditions:

- Retail Sale of Alcohol from 11am - 11.30pm
- Plays, Films and Sporting Events from 9am - 11pm
- Live Music, Recorded Music, Performance of Dance, Making of Music and Dancing from 9am - 11.45pm (Sunday 9am – 10.30pm).

The following conditions of hire, as agreed with the Licensing Authority (SHDC), **MUST** be adhered to by those booking the hall and by the Village Hall Management Committee otherwise our License may be withdrawn

## **PUBLIC ENTERTAINMENT LICENSE:** *(Music and Dancing must not occur outside of these hours)*

Monday - Saturday                      9am -11.45pm

Sunday                                      9am -10.30pm

In view of the village hall's license agreement, **ALL** hall hirers must guarantee that their events will finish at or earlier than the above times.

## **THE PREVENTION OF PUBLIC NUISANCE:**

Activity in the hall should not cause persons in the neighbourhood to be unreasonably disturbed. Patrons must leave the vicinity quickly and quietly. Do not use the bottle recycling bank after 10.00 p.m.

## **THE PREVENTION OF CRIME AND DISORDER AND PROTECTION OF CHILDREN:**

The capacity limits detailed below must be strictly adhered to.

Only private parties or events where all those attending have a pre-purchased ticket will be permitted to have a bar.

Last entry to any function will be 10.00 pm.

No person under the age of 18 will be admitted without a responsible adult. Proof of age will be required.

When a hirer has permission to hold a licensed bar, a separate serving place **MUST** be provided for the sale of non-alcoholic drinks to those under 18.

## **CAPACITY:**

The maximum number of people in the hall (This includes all organizers, helpers etc in every part of the hall) is 200 with no more than 150 seated.

The organiser(s) of the above events must ensure that once the maximum occupancy is reached, no further persons are admitted.

## **STAGE:**

If the stage is required, arrangements must be agreed with the Booking Secretary. The stage may only be used by performers. Ensure all children are supervised as they are not permitted on the stage without an adult.

# BLACKAWTON VILLAGE HALL

Registered charity no: 281999

Village Hall Management Committee Chair: Mr. Martin Joyce Tel: 01803 712159 e-mail: [villagehall@blackawtoncommunity.com](mailto:villagehall@blackawtoncommunity.com)

## **PUBLIC SAFETY:**

### • **Fire Regulations:**

- **NO SMOKING** in ANY part of the hall
- All fire exits, passageways and gangways **MUST** be kept clear and visible at all times.
- The hirer should familiarize themselves with the fire exits and the location of the fire extinguishers. For your convenience a map of the hall is available on the notice board in the lobby.
- When a closely seated audience is present (100 -150), a minimum of 2 attendants are required. They must be easily identifiable and have no duties that will distract them from attention to the needs and safety of the audience.
- When disabled people are present, adequate arrangements must exist for their safe evacuation in the event of an emergency.

### • **First Aid:**

First aid equipment is available in the kitchen and any incidents requiring first aid must be entered into the accident book, which is kept in the first aid box.

## **BAR STAFF AND STOCKING:**

If the event includes a bar, it is the hirer's responsibility to provide both bar staff and bar stock.

## **BOOKING FEES AND CONFIRMATION:**

Hire fees apply for the total time the hall is in use, setting up and clearing time must be taken into consideration.

A signed hire agreement and a booking deposit of 50% of the hire fee is required to secure your booking. The booking will remain provisional until the Booking Secretary confirms that these have both been received.

The balance of the hire fee and the security deposit must be received at least 7 days before the date of the booking. The code for the key safe will not be released until the Booking Secretary has confirmed that these have been received.

## **PAYMENT:** *(BACS is the preferred payment method)*

**BACS Transfer:** Sort Code: 30-96-26 Account No 59614460

Quote your invoice number as the reference and send a copy of your remittance advice to [villagehall@blackawtoncommunity.com](mailto:villagehall@blackawtoncommunity.com).

**Cash:** In person only, in a sealed envelope with "Blackawton Village Hall" plus the invoice number written on the outside to Heyes, Main Street, Blackawton. You may post it through the letterbox but doing this or handing the envelope to a child is done at your own risk and the Village Hall Management Committee accepts no liability if the envelope goes missing in those situations.

Heyes is a cream coloured house with a blue door opposite the Church and next door but one to the Community Shop.

**Cheque:** Payable to 'Blackawton Village Hall' to Village Hall, c/o Heyes, Main Street, Blackawton TQ9 7BG

# BLACKAWTON VILLAGE HALL

Registered charity no: 281999

Village Hall Management Committee Chair: Mr. Martin Joyce Tel: 01803 712159 e-mail: villagehall@blackawtoncommunity.com

## **CANCELLATION:**

**By the Hirer:** If cancellation is required for any reason as much notice as possible must be given and any refundable deposits will be refunded, full refunds are at the discretion of the Village Hall Committee.

**By the Village Hall Committee:** If cancellation is required for any reason as much notice as possible will be given and any monies paid will be refunded e.g. Elections will require cancellation of Thursday bookings. No further liability is accepted by the Village Hall Committee.

## **BREACH OF CONDITIONS:**

If these conditions are breached, the magnitude of the breach will be determined by the Village Hall Management Committee and the decision will be final. The table below shows the three levels of magnitude; some examples of what would constitute that level; and the consequences that will result. Multiple breaches at lower levels may be considered as a breach of the next level up.

<b>Magnitude of breach</b>	<b>Breaches include but are not limited to:</b>	<b>One off event</b>	<b>Rolling hires</b>
Minor	Hall left slightly messy or dirty. Furniture or equipment slightly dirty or not put away. Slight damage not reported. Overrunning booking time by <15 minutes.	Written warning	Written warning
Major	Hall left significantly messy or dirty. Furniture or equipment significantly dirty. Significant damage not reported. Overrunning booking time by <30 minutes.	Hirer will not be permitted to book the same type of event in future.	Hire agreement will not be renewed.
Gross	Hall left extremely messy or dirty. Furniture or equipment extremely dirty. Deliberate damage. Overrunning booking time by 30+ minutes. Repeated disturbance of neighbours.	Event may be stopped, and hirer will not be permitted to make any future bookings.	Event may be stopped and hire agreement will be cancelled with immediate effect.