

# TATSFIELD VILLAGE HALL

## CONDITIONS OF HIRE FOR OCCASIONAL BOOKINGS

*The car park and environs are the property of Tatsfield Parish Council. Neither the fenced area at the rear of the Hall nor the door by the kitchen hatches may be used by the Hall's hirers except for access to the gas mains tap in an emergency. No tables, chairs or other equipment may be taken outside. The gate in the green fence is kept unlocked for access.*

### **Bookings and charges**

1. All bookings must be confirmed in writing on a form obtainable from the Bookings Secretary. Enquiries by email: tatsfieldvillagehall@live.co.uk or telephone: 07983 011028.
2. The person who declares acceptance of these conditions becomes responsible for ensuring that the conditions of hire and consequent undertakings are observed. If the signatory wishes to delegate responsibility during an event he or she must nominate a representative and provide the nominated representative's full name.
3. A deposit in accordance with the current tariff must be paid when submitting the booking form. No agreement exists until the deposit is received. Subject to the terms of paragraph 37, the deposit will be returned after the event.
4. The full amount of the hire charge must be received by the Treasurer no later than six weeks before the event or, in the case of a late booking, immediately after receipt of the invoice. Failing this, access to the Hall will be refused.
5. Hire charges and deposits are reviewed annually by the Management Committee. The Hirer will be charged at the rate effective on the date of booking.
6. A booking may only be cancelled no later than six weeks before the event without penalty. Otherwise, the deposit and full hiring charge are non-refundable unless a replacement booking of equivalent value is secured. In the event of severe weather conditions, this rule may be waived at the Management Committee's discretion.
7. Should the Management Committee be obliged to cancel a booking owing to severe weather conditions or for any other reason beyond its control, the fee will be refunded in full but the Management Committee cannot be held responsible for any loss or inconvenience arising thereby, whether directly or indirectly.
8. Requests for provisional bookings will be considered. Should a request for a firm booking subsequently be received, the hirer will be offered the opportunity either to withdraw or to pay the full hiring fee. If no other booking request is forthcoming and the Hall is not used, no charge will be made.

### **Before the event be aware that**

9. Any event at which more than half the attendees are between the ages of 12 and 21 years will not be permitted.
10. The Hall is licensed for a maximum number, including performers and staff, at any event as follows: Theatre or cinema seating arrangement: 180. Cabaret style, music and dancing or sporting event: 150. It should be noted, however, that in practice the maximum number which can be seated cabaret style is 130.
11. The Hirer is responsible for proper and orderly use of the Hall and for the observance of any licensing or other legal requirements that may apply.
12. All commercial hirers must have adequate Public Liability Insurance. The Hall's PLI covers not-for-profit organisations only up to the limit of indemnity. A copy of the PLI terms & conditions is available on request. All hirers should ensure that their own property brought to the Hall is insured against loss or damage. The Village Hall's insurance policy does not cover any injury, loss or damage occasioned outside the building and is invalidated by any breach of these Conditions.
13. If alcohol is to be sold, the Hirer or Nominated Representative, whichever will be present throughout the event, must apply to Tandridge District Council for a Temporary Event Notice (TEN) and this must be noted on the booking form.
14. If food is to be served it may be necessary for someone with a qualification in safe food handling to be present.
15. Tea towels are not currently available and hirers should bring their own if necessary.
16. The Health & Safety Policy Statement and the Fire Safety Risk Assessment are available on the foyer noticeboard and must be read before the event by the hirer. Hirers must undertake their own Risk Assessments before the event.
17. Temporary or portable equipment used in the Hall shall only be connected to socket outlets protected by one or more residual current devices with adequate load current ratings and a 3-milliamp tripping current. All portable electrical equipment brought into the Hall must have a valid PAT certificate.
18. Candles, flammable substances and dangerous items are prohibited. Smoke machines and Laser Pointers are not to be used.
19. Posters, notices or decorations must not be fixed to the walls or cupboards in such a way as to cause damage to the paintwork, for instance by the use of Bluetack or Sellotape. The noticeboard in the main hall and the high-level cuphooks positioned on either side of the hall are for hirers' use. Decorations must be removed at the end of the event.
20. The bollards in the car park may only be lowered by arrangement with the Parish Council. Application should be made to the Parish Clerk on 07483 337461 or at clerk@tatsfieldparishcouncil.org.uk.
21. Any problem with the condition or cleanliness of the Hall or any defects or malfunctions identified before the event must be reported immediately to a member of the Management Committee.

### **During the event**

22. At the start of the event the emergency escape doors at the side of the main hall must be checked to ensure that the catches linking the doors and preventing them from opening have not been inadvertently left in place.
23. The Fire Notice on the lobby noticeboard must be read aloud to all attendees at the beginning of the event.
24. All signs and notices which are displayed must be observed. All areas must be kept clean and tidy and all exits must be kept clear inside and outside at all times. If seating is arranged theatre-style, aisles must left clear (as seating plan on lobby noticeboard) and must be kept free from obstruction during performances.

25. All persons on Tatsfield Village Hall premises must behave in a manner that is conducive to safety. People should walk unless participating in a movement activity.
26. Smoking inside the building is prohibited by law.
27. No drugs, other than prescription drugs for personal use, may be brought into the Hall. Alcohol may only be available for consumption by persons over the age of 18 and must not be sold unless a Temporary Event Notice has been obtained from the Tandridge District Council Licensing Officer. Any abuse of these provisions will be reported to the Police and the Hirer will not be allowed to rebook the Hall in the future.
28. Every effort must be made to avoid any possible disturbance within and around the Hall. During parties, the main door must be locked or manned at all times to prevent gatecrashing or the smuggling in of alcohol or drugs. Young people going outside the building must be accompanied by a responsible adult. Should it appear likely that disturbance or damage might occur, the Police must be contacted immediately. The telephone in the lobby is available for 999 calls. Less urgent calls to the Police can be made from the telephone box outside the Bakery by dialling either dial 01483 571212 or 101.
29. Any attendance by the Police and any outbreak of fire, however small, must immediately be reported to a member of the Management Committee and all accidents reported to a member of the committee within 48 hours of occurring.
30. The Hirer is responsible for ensuring that no undue noise is caused, either inside or outside the building. When amplified music or a public address system is in use, doors and windows must be shut to minimise disturbance to local residents.
31. The porch and security lights may not be switched off when the Hall is in use after dark. Operating instructions for all Hall equipment are stored in the top drawer to the right of the cooker in the kitchen. Safe operating procedures must always be followed and relevant Risk Assessment requirements observed.
32. Evening events must finish by 11.30 pm and the Hall must be vacated by midnight unless special arrangements have been previously approved in writing by the Hall Management Committee. The Hirer is responsible for ensuring that drivers and pedestrians leave as quietly as possible. Please make sure the sign requesting quiet is displayed on exit.

**After the Event**

33. Unless special arrangements have previously been agreed, all equipment is to be replaced as found. Tables are stacked in the chair storage room and sideways (to avoid toppling) in the cupboard in the main hall; chairs are stacked 10 high in the chair storage room; the stage curtains are drawn back and the heater in the green room is left on frost setting. The dishwasher must be drained according to the instructions and cleaned, the refrigerator emptied and cleaned but left on and the Lincat water heater left on. All crockery and utensils must be washed and put away.
34. All waste, litter, food and drink must be removed entirely from the premises and not left inside the Hall or in the Hall's dustbins. The main hall, stage, kitchen, lobby, and toilets are to be tidied and cleaned. Brushes are available in the broom cupboard in the lobby between the toilets. Spills, stickiness or marks on the floor must be cleaned.
35. When the building is vacated the air-cooling/hot-air units and all interior lights except those operated by motion sensors must be switched off. Other equipment, except as in clause 33, must be turned off and unplugged if appropriate. All external and internal doors and windows must be secured and the kitchen shutters closed. Any keys must be returned to the Bookings Secretary on the day/evening of the event unless a later time is agreed with the Bookings Secretary.
36. Any items not belonging to the Hall which have been brought in are to be removed on the day of the event. The Management Committee accepts no responsibility for personal property left on the premises. Any unidentified and unclaimed items will be disposed of.
37. Any loss, defect, malfunction, incident or damage, however small, and any problem concerning the condition or cleanliness of the Hall when vacated, must be reported to the Bookings Secretary as soon as possible. The Hirer is liable to pay for losses or damages (including minor damage to the paintwork) and also for any inconvenience caused or costs incurred (including unplanned cleaning charges) because of failure to observe any of the above conditions.

**IF RUBBISH IS NOT REMOVED ENTIRELY FROM THE PREMISES AND ENVIRONS, THE WHOLE DEPOSIT WILL BE FORFEIT.**

I confirm that I have read and understood these conditions of hire and that I agree to be bound by them.

Signature..... Hirer

Date.....

This copy must be printed in duplicate. One copy should be retained and the other signed and returned to the Treasurer.

Large print versions or help with completing any forms can be requested via the Bookings Secretary.