**WOLDINGHAM VILLAGE HALL**

**SUMMARY OF KEY CONDITIONS OF HIRE**

**This document sets out the main requirements that hirers will need to observe but the full terms of hire are set out on our website at** **www.woldinghamvillagehall.com/book-the-hall** **. Hirers should familiarise themselves with the full Terms of Hire, a copy of which can be provided, and signing the booking form will constitute acceptance of the aforementioned Terms of Hire. Hirers may incur an additional charge if conditions are not complied with.**

**Damage to the premises**

* Any loss or breakage must be reported to the Bookings Secretary within 24 hours. Hirers will be charged for any damage.
* Organisers of functions open to the general public will need appropriate Public Liability insurance (not necessary for a private event).

**Items not permitted**

* No illegal/recreational drugs.
* No gas cylinders. If helium gas cylinders are used for balloons, they must be removed from the premises before guests/members of the public arrive for your event.
* No skateboards/rollerblades, or other equipment that could damage internal floors.
* No fireworks or bonfires either in the Hall or outside in the grounds.
* No pins/nails or Sellotape to be used on walls, fixtures and fittings. (Blu Tack is acceptable for fixing decorations if it does not leave any colour on the walls).

**Maximum numbers**

* Under the fire regulations the maximum number of people in the Hall is 250 for a seated audience or 150 for a dinner dance.

**Health & Safety**

* A First Aid box is located in the cloakroom area of the foyer.
* All rubbish is to be put in waste bags and left in the wheelie bin outside the kitchen.
* Portable electrical items brought into the Hall must be PAT tested. Avoid trailing cables/leads that could be a trip hazard.
* Small candles may be used in suitable containers. Tall candles or candelabra can easily be knocked over and are not permitted. Be aware that even small candles are a fire risk.
* Please leave the Hall in a tidy condition, with chairs and tables wiped down and put in the correct place, for the next users

All hirers, particularly those using the premises for theatrical shows and events where the general public are present, are to carry out their own Health & Safety risk assessment and are responsible for the safety of all persons in the building during the hire period. If there are any concerns regarding the premises, these must be immediately reported to the Bookings Secretary.

**Hirer’s “Front of House Manager” Responsibilities**

An adult must be appointed as Front of House Manager, to be responsible for the welfare and appropriate behaviour of guests, their belongings, leaving the Hall clean and tidy, turning off heating and all lights in the building, closing all windows and leaving the Hall secure. Amplified music must end by 11.30pm. All hirings must end by midnight.

Alcohol may be served in the Village Hall but the licensing laws must be complied with. In particular, it is against the law for under 18s to buy alcohol, or for an adult to buy alcohol on their behalf except that 16 and 17 year olds who, when accompanied by an adult, may consume beer, wine, or cider (NOT spirits) with a meal. No drinking games are permitted as these can encourage increased consumption, and there can be no rowdy behaviour which might constitute a nuisance to local residents.

The Front of House Manager must also comply with the following **fire safety** rules:

* Be aware of the position of fire exits, extinguishers and fire blanket (in the kitchen). Check all fire exits and routes remain unobstructed. Ensure there is an agreed procedure for notifying all persons in the building in the event of fire (eg the bell mounted in the foyer can be rung), and that an orderly evacuation will take place. Log who is in the building.
* In the event of fire, assist with evacuation especially any disabled persons. Check the building to see everyone has left, including toilets, kitchen, and dressing rooms behind the stage, but without putting yourself at risk. Ensure nobody re-enters the building. Phone and liaise with the Fire Brigade, the Hall phone located in the foyer can be used to dial 999.

**Hirer’s deposit and cancellation charges**

A non-refundable deposit may be required to confirm a booking. If a hiring is cancelled we reserve the right to require payment of a cancellation fee calculated as a percentage of the anticipated hiring charge, from which any deposit will be deducted, unless another booking is taken to replace it as follows:

* Cancellation less than one calendar month beforehand: 75% of the anticipated charge
* Cancellation one to two calendar months beforehand: 50% of the anticipated charge
* Cancellation over two calendar months beforehand: 25% of the anticipated charge

**Theatre lighting**

Only persons specifically authorised in writing by the Hall are permitted to operate the theatre lighting. There is a charge for the electricity if stage lighting is required.

**Storage**

Permission must be obtained in advance before goods or equipment are left/stored in the Hall.

**Bookings are confirmed only when the Terms of Hire have been complied with and any deposit paid. In any event, the Hall reserves the right to refuse any application to hire the premises without reasons.**

1 May 2019