**THE WOLDINGHAM VILLAGE HALL**

(Registered under the Charities Act 1960 No. 304994)

**TERMS OF HIRING 2017/18**

**Part A:**

**(to be retained by the Hirer)**

* Details of the accommodation and ancillary facilities available at the Woldingham Village Hall (“the premises”) and the standard charges are set out in these Terms of Hiring and Attachments.
* Every application to hire all or any part of the premises must be made on the form provided and duly signed. The Committee of Management of the Woldingham Village Hall (“the Committee”) reserves the right to refuse/reject any application without explanation.
* Every hiring of all or any part of the premises is subject to (a) these Terms of Hiring and (b) the conditions of all Music, Stage Play and other licenses for the time being and from time to time in force in respect of these premises.
* Every hirer of all or any part of the premises is responsible for ensuring that all provisions of the Public Health Acts, the Children and Young Persons Acts, the Licensing Act and any other Acts which relate to exhibitions or entertainments are fully complied with throughout the period of hiring.
* The premises are not licensed under the Cinematograph Act, 1901 and accordingly may not be used for the showing of “inflammable” films. The showing of slow burning or “non-flam” films is permitted only with the express prior permission of the Committee and on condition that all measures necessary to ensure public safety are taken, including permission from the local council.
* **Without the express prior permission of the Committee no hirer shall:-**
* Use the premises otherwise than for the particular purpose specified in the application for hiring. (The use of aerosol streamers, ‘softball’ type footballs, skateboards and roller skates/blades is not permitted in the Hall).
* Assign or sub-let any hiring or any rights in respect thereof.
* Exhibit in, on or about the premises any placard, poster or other advertising matter in connection with the proposed use of the premises which has not been approved by the Committee.
* Drive or affix any permanent or temporary fastening (i.e. nail, tack, drawing pin, sellotape, bolt) to the walls, floors, ceilings, doors, window frames, fittings or equipment of or on the premises.
* Use on the premises any inflammable material (such as cotton wool or paper) for the decoration of the premises or any other purpose whatsoever unless it has first been rendered fire-resistant. Candles must be placed in a low container. One of the organizers is to be nominated to look after the candles during the function, and to ensure that they are properly extinguished at the end of the proceedings. The Organizer must write to the local Fire Brigade advising the date and the time of the function, and that candles will be used and how they will be mounted (the Fire Brigade may want to send a Fire Officer to inspect the arrangements). Their address is: fao: Tandridge Area Officer, Surrey Fire & Rescue Service, St David’s, Wray Park, Reigate, Surrey, RH2 0EJ.
* Bring into or use on the premises any lighting or heating appliances or gas / helium cylinders.
* Treat in any way, or apply any substance to the floors of the premises, whether for dancing or any other purpose.

 **7. The hirer shall be responsible**:-

* For ensuring that if the use of the premises includes dancing or a seated audience, that the maximum permitted number of 250 persons, or a maximum of 150 persons for a Dinner Dance, is not exceeded. Also in the case of a seated audience, that each row of seats is properly secured and all gangways and emergency exits are kept entirely clear and free of obstruction, in accordance with the approved seating plan, throughout the function..
* For ensuring that if the use of the premises involves tables, stalls, stands, etc., that they are placed in a manner previously approved by the Committee (so that they do not obstruct the emergency exits) and that such gangways are provided as the Committee may require.
* For ensuring that no doors giving access to the part of the premises so hired are locked and that the emergency lights are kept alight during the hours of darkness.

(d) For paying all entertainment or other taxes and all royalties chargeable as a result of, or in respect of, the use of the premises and for obtaining all consents which may be necessary in respect of dramatic, literary, musical or other copyright works performed during the hiring of the premises..

* For ensuring that the premises are used in a proper and orderly manner and that those present comply with the “Terms of Hiring”.
* For repaying to the Committee all costs and expenses incurred by them in making good any damage, injury, loss or breakage which occurs during the hiring to the premises or their decoration or to the fixtures, fittings, furniture, apparatus, utensils and equipment thereon, howsoever the same may be caused. Any damage must be reported to the Caretaker within 24 hours of occurrence.
* For ensuring that all parts of the premises included in the hiring are left in a clean and tidy condition on the conclusion of the hiring, with doors locked, keys returned, heating and lights turned off.
* For removing from the premises, immediately after the conclusion of the hiring, all items brought onto the premises for the purpose of that hiring.
* For indemnifying the Committee against any claims which may arise out of the hiring or which may be made by any person resorting to the premises during the hiring in respect of any loss, damage or injury. Organizers of public functions must take out Public Liability Insurance for the event for £5,000,000 and provide the committee with a copy of the certificate, if required. Such public liability cover can be provided against payment of £10, however the hirer is liable for the first £500 in respect of any such claims.
* For ensuring that any waste resulting from the function is, if possible, **removed** from the premises by the hirer and/or their caterer. Any waste left on the premises must be disposed of in accordance with the regulations currently in force. General household waste **MUST BE BAGGED** and placed in the big bin.
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**IMPORTANT: Under NO circumstances should any aerosol / pressurized gas containers be disposed of in either container. These MUST be removed by the hirer from the premises. FURTHERMORE THE COMMITTEE RESERVES THE RIGHT TO CHARGE THE HIRER WITH ANY FINES / PENALTIES THAT MAY BE LEVIED AS A RESULT OF NON-COMPLIANCE WITH THESE INSTRUCTIONS.**

All functions are regarded as “Public Functions” unless all those attending are the personal guests of the hirer, (eg wedding receptions/anniversary parties etc.) or in the case of a Club or Society function, are full members of the Club or Society, or their personal guests.

* **If you are intending to book the Hall for a public function please note that it is licensed for “Music and Dancing” and “Stage Plays”. If the booking is for a Public Function a “Front of House Manager” must be appointed who is to take responsibility for the proceedings. Furthermore he/she must be fully conversant with the notes titled “Duties of Front of House Manager” which are obtainable from the Bookings Secretary.**
* Any member of the Committee and any other persons authorized by the Committee including any Fire or Police Officer is at liberty to enter the premises at all times during any hiring thereof.
* The Committee shall not be liable to any hirer:-

(a) for any failure of, or interruption to, any hiring, howsoever the same may be caused..

* for any loss, or damage, to any goods brought into the premises or their grounds by or with the authority of the hirer or any person admitted thereto by or with the authority of the hirer or for the purpose of hiring including any articles (whether clothing or otherwise) left in the cloakroom or elsewhere, howsoever such loss or damage may be caused.
* For any injury or accident which may occur to the hirer or to any person admitted to the premises or their grounds by or with the authority of the hirer or for the purpose of the hiring, howsoever such injury may be caused.

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* If Theatre Lighting is required on the Stage, and/or special lighting in the Main Hall, at least 7 (seven) weeks’ notice must be given to Jennifer Lofthouse wvhenquiries@outlook.com (01883 652223) so that details can be agreed and appropriate measures made for the hanging and setting of any extra lanterns and the operation of the equipment at the function. An extra charge payable to The Woldingham Backstage Club may be made depending on how much time the volunteer helpers have to give. Only persons authorized by the Committee are permitted to operate the theatre lighting. The Hall undertakes to demonstrate but

not necessarily operate the equipment, subject to the availability of the personnel. **(See also para 15 below)**

* To be eligible to hire the Hall you must be:

Aged 25 years or over and a Woldingham householder or shopkeeper of Woldingham, or a Woldingham Organization approved by the Committee.

The Hall is also available for hire by a non-resident who must be a householder aged 25 years or over, or by a non-resident organization approved by the Committee.

The hirer in person (or in the case of an organization then their accredited representative(s) aged 25 years or over) must be in attendance throughout the hiring and take responsibility for the regulations being observed in accordance with the terms of hiring. In the case of hiring’s involving juveniles, the hirer undertakes to provide sufficient adult supervision.

* All hiring’s must finish at midnight and amplified music must end at 11.30 p.m. The organizers must ensure that those attending a function with a late finish respect the peace and quiet of the local residents by ensuring that people leave as quietly as possible and do not shout or slam car doors. The police may be called if there is unreasonable noise.
* The Committee reserves the right to alter the published Tariff Rates .
* If booking the Main Hall the Committee reserves the right to charge a deposit of £200 (Weddings £400), to be lodged with the Treasurer. For bookings made more than 60 days before the function an initial deposit of £50 (Weddings £100) is required as a holding fee. The remainder of the deposit of £150 (Weddings £300) must be paid at least 60 days before the date of the function, otherwise the Committee reserves the right to cancel the booking. A refundable deposit of £100 will be required if the Theatre Lighting is to be operated by the Hirer’s own personnel (See para 11 above and Part B para 3). A deposit will not usually be required from an approved Woldingham Club/Charity/Organization..

If a hiring is cancelled the Committee reserves the right to require payment of a cancellation fee calculated as a percentage of the anticipated hiring charge as follows:

 - more than 60 days - 25%

 - 28/60 days - 50%

 - less than 28 days - 75%

To confirm a booking, a completed and signed booking form must be lodged with the Bookings Secretary.

Once a hiring has been completed, an Invoice will be raised and issued covering the facilities used and the hours of occupancy. Any deposits held will be offset against the amount due and a refund made if appropriate. Any balance due from the hirer is to be paid within 21 days of the date of invoice. Should there be any damage, breakages or missing items the cost of repairs and/or replacement will be charged to the hirer and included on the invoice. If the committee incurs other additional expense for removing rubbish or cleaning up after a hiring this will be charged to the hirer at £20 per hour...

* If you use more accommodation or stay longer than your booking, the Booking Secretary must be informed.

The Published Tariff Rates can be found on website [www.woldinghamvillagehall.com](http://www.woldinghamvillagehall.com)

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* RESIDENT DISCOUNT

A discount of 25% on the Tariff rates will be given to bookings made by bona fide Woldingham non-commercial organizations / residents. In the case of a hiring by a resident, the individual signing the form must be present throughout the hiring. The account MUST be settled by the organization or resident responsible for the hiring within 21 days of the date of invoice, failing which the Committee reserves the right to forfeit the discount.

 Under NO circumstances will the Committee approve the discount where a booking has been made by a Woldingham resident / organization on behalf of a non-resident third party. **This practice is NOT acceptable.**

18 THEATRE LIGHTING/ELECTRICAL EQUIPMENT

The electricity for theatre lighting will be charged without local discount as per Tariff as recorded by the special meter installed in the lighting box. Any electrical equipment brought into the hall must be PAT Tested and an additional flat fee will be levied (see Part B para 3c)..

19 ACCOMMODATION

The accommodation available is as follows.

HALL: (approx 59’ x 30’) with, if required, Stage, Dressing Rooms, Theatre lighting, Grand Piano, screen, public address system and induction loop.

LECTURE ROOM: (approx 32’ x 19.5’) - divisible into two separate rooms (approx 15’ x 19.5’ and 17`X 19.5`)

ARTHUR HERBERT ROOM: (approx 17.5’ x 17.5’)

KITCHEN: equipment includes, cool cabinet.

The standard charges for the accommodation are shown on the enclosed Tariff Card.

**Please note that the basic preparation of food should not be carried out in the kitchen as the premises have not been licensed by the local council for this activity.**

20. **The consumption of intoxicants on the Village Hall premises**.

* Intoxicants may not be consumed on the premises without the express permission of the Committee.
* Permission under the Licensing Laws will also be required for intoxicants to be consumed on the premises unless either:-

They are to be supplied to those attending the function without any direct or indirect charge, or they are to be brought onto the premises by those attending the function for their own consumption.

However, if intoxicants are included (whether in limited or unlimited quantity) in the price of admission to the function, or if intoxicants are to be supplied at the function in exchange for donations or in accordance with some other device for a counter-payment of any sort, they are regarded as being supplied in exchange for an indirect charge and permission will therefore be required under the Licensing Laws.

* Permission under the Licensing Laws for the consumption of intoxicants on the premises can be obtained: EITHER (i) Under a Temporary Event Notice to be granted by Tandridge District Council (forms are available over the internet, [www.culture.gov.uk/NR/rdonlyres/F6D21D19-A62A-4075-889A-41B408783AA3/0/TENform.pdf](http://www.culture.gov.uk/NR/rdonlyres/F6D21D19-A62A-4075-889A-41B408783AA3/0/TENform.pdf)) OR (ii) if the function qualifies as a theatrical production then application may be made to the Committee for permission to be granted under the Hall’s existing licensing arrangements.
* If a Temporary Event Notice is required, two copies have to be submitted to Tandridge District Council at least twenty working days’ notice before the event.

Similarly one copy of the notice to the police.

* If a theatrical production is taking place then under the Hall’s existing licensing arrangements, subject to the approval of the Hall Designated, it is possible to arrange for the sale of alcohol. Please contact the Bookings Secretary for further details.
* If the hirer or those attending the function themselves bring any intoxicants on to the premises, the On Licensee may insist on charging the hirer corkage thereon.
* It is emphasized that, whatever the basis on which such intoxicants are consumed on the premises, the hirer is, under the Terms of Hiring, responsible to the Committee for the proper conduct of the function and for all damage to the premises or equipment during the hiring.

The hirer’s attention is particularly drawn to the requirement that all spillage and other mess occurring during the hiring must be fully cleared up and made good at the end of the hiring.

**PLEASE NOTE –**  each hirer is entitled (free of charge) to one hour’s occupation immediately prior to the hired period for “setting up”, and one hour’s occupation immediately following the hired period for “cleaning up”. Any additional time required for these purposes will be charged at the hourly rate.

The use of the Hall’s Kitchen, Cool Cabinet, Chairs, Trestle/Bridge Tables, Utensils, Microphone, Induction Loop and Grand Piano is inclusive in the hiring charges. Please ensure that the requirement for any of these items is noted on the booking form. The Kitchen Utensils cannot always be entirely exclusive to any one hirer.

**Fireworks are strictly forbidden in the Hall or its Grounds**

**Smoking is NOT permitted inside the premises. Any outbreak of FIRE, however slight, also any accident, must be reported immediately to the Caretaker who will supply an Accident Report Form which must be completed.**

**HELPFUL NOTES**

* When you first book the Hall, the Bookings Secretary will tell you of the accommodation and facilities which we have to offer and which, from your own description of your function, may be useful to you. We are always willing to discuss your requirements again later.
* Hirers themselves “set up” the facilities they need but for a “first time” hirer or a hirer for a major function the Bookings Secretary will (on special request), if she is available, be present when the hirer arrives and will advise on the preparation of the Hall for the hirer’s function.
* The Bookings Secretary will arrange for keys to the doors and emergency lights to be made available on each hirer’s arrival. She will also make appropriate arrangements for the return immediately after the hiring is completed of all keys made available.
* She will also explain to each “first time” hirer for a public performance the Conditions of the Hall’s public performance license and its requirements as to safety, and where the fire-fighting equipment is located.
* **When leaving the Hall** every hirer is particularly requested:-
* to ensure that all windows have been securely closed and locked, especially the kitchen and toilet windows.
* to ensure that the heating is turned off.
* to ensure that all lights have been turned off, including the car park and toilet lights.
* to ensure that all external doors are locked – the kitchen exit is often forgotten and sometimes the two double doors in the entrance hall are not securely fastened before being locked.
* to leave the Hall in a tidy condition, with chairs and tables put in the correct place.
* USEFUL TELEPHONE NUMBERS

Bookings Secretary 01883 652223

Hall mainline telephone 01883 65 2085 \*\* – The Woldingham Village Hall (\*\***Incoming calls** **only**. **Outgoing calls** -

**restricted to ‘999’** **emergency).** Nearest payphone is on the Village Green.

**NB: In an emergency the Hall is a `Designated evacuation Area` for Woodlea School.**

Correspondence address:

Woldingham Village Hall, Station Road, Woldingham, Surrey CR3 7DA

wvhenquiries@outlook.com

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