



WESTON-UNDER-WETHERLEY VILLAGE HALL TRUST

RULES AND STANDARD CONDITIONS FOR HIRE OF THE HALL

RULES OF HIRE

1. Hire

Applications to hire the Hall, or part thereof, must be made to the **Bookings Officer**. Information is available from the Bookings Officer on such things as rates of hire and cancellation charges.

A **Deposit** may be required at the time of booking, (if so, the amount will be as specified in the **Hiring Agreement**). Provided that the Hall and all furnishings and equipment are left in the same condition as on arrival, the deposit will be refunded on return of the keys and after inspection of the hall and equipment.

The Hall Management Committee reserves the right to refuse any application received for the hire of the Hall, without assigning any reason.

The Hall is a '**NO SMOKING AREA**' by law.

2. Conditions of Hire

These are set out in the '**Standard Conditions of Hire**' annexed to the **Hiring Agreement**. Some of the standard conditions are also referred to in the points below.

3. Intoxicating Liquors

No intoxicating liquors are permitted to be bought, sold, or consumed on any part of the premises without the express permission in writing of the Committee, whose consent must also be obtained prior to seeking any temporary license for the sale of alcoholic liquors.

4. Public Entertainment

The Hall is licensed for public dancing, music, public displays, contests and exhibitions of sports and other similar types of entertainment, from 10 am till 11.30 pm, Monday to Saturday. Public entertainments must not be held outside these times.

5. Stage Performances

The Hirer must give the Committee notice at least 6 weeks in advance, if the Hall is to be used for a play, ballet, opera or similar stage performance, so that the proposed arrangements may be considered by the Theatre subcommittee.

6. Safety Regulations

All conditions attached to the granting of Public Entertainment and Theatre Licenses must be strictly observed. Nothing shall be done that will endanger the safety of people in the hall or render invalid the policies of insurance relating to the hall or contents.

7. Fire Safety.

Hirers should be clear that when hiring the hall, they are responsible for management of fire safety of the users since they will be the building occupiers. In particular, **Hirers are responsible for ensuring that:**

- a. no obstructions are placed in doorways, gangways or any **Fire Exit**.
- b. fire extinguishers and fire blankets are left in serviceable condition in their proper places and used for no other purposes than fighting fires. If extinguisher seals are disturbed, please report to the bookings officer immediately.
- c. the external door in the kitchen (a **Fire Exit**) is not obstructed and is secured shut by its push bar, before leaving the Hall.
- d. no naked flames are to used within the Hall or in its surrounds. Candles are an exception but must be subject to a user risk assessment. User items or appliances that generate significant heat must also be fully risk assessed and agreed with the bookings officer before being brought into the hall and used.
- e. no smoke generators or fireworks are used in the Hall under any circumstances, as these will set off the **Fire Alarm**.

8. Musical Copyright

Organisers of events at which copyright music is to be performed in public are themselves responsible for obtaining a licence from the Performing Right Society.

9. Recording Copyright

The Organisers of an event where a licence fee is payable for the public performance of recorded music (e.g. records, tapes, cassettes, CDs) are themselves responsible for obtaining the necessary licence from Phonographic Performance Ltd.

10. Betting, Gaming and Lotteries

Nothing shall be done, on or in relation to the premises, in contravention of the law relating to betting, gaming and lotteries. The person or organization to which the Hall is hired out will themselves be responsible for seeing that the requirements of the relevant legislation are strictly observed.

11. Car Parking

Cars must not be parked so as to cause an obstruction at the entrance to or exits from the Hall. The car park must be used with the minimum of noise made on arrival and departure. Cars must not be parked so as to obstruct the roadway or access to neighbouring houses.

12. Nuisances

- a. **All rubbish and litter must be removed by the Hirer at the end of the event.**
- b. No dogs except guide dogs are to be brought into the Hall without written permission from the Committee, in advance.
- c. Noise outside the Hall must be kept to a minimum.

STANDARD CONDITIONS OF HIRE

The hirer may bring into the hall all equipment necessary for the event, provided that while it is on the premises all such equipment and its use shall be at the risk of the hirer. Food hygiene issues are to be taken into consideration by the hirer. The Hall Management Committee shall not be liable for any damage or injury to such equipment or for any injury, loss or damage arising from the hirer's use of the equipment, to any person lawfully using the hall.

No further charge shall be made to the hirer in respect of gas, water, and electricity, rates and water rates, provided that the hirer shall exercise reasonable caution to ensure that consumption of all facilities is kept within reasonable limits and that the heating thermostats on radiators are returned to a low setting between 1 and 2, when the hall is vacated.

The Hirer agrees as follows:

- a. To pay the Hire Charge as specified in the Hire Agreement.
- b. Not to use the hall for any purpose other than the event as defined in the Hire Agreement.
- c. To manage and conduct the event so that nothing shall be done, permitted or omitted contrary to any statute or by-law for the time being in force.
- d. To remove from the event any person who, in the opinion of the hall management committee is not suitable to remain on the premises.
- e. To make good, at their own expense, any damage or injury or loss, whether caused by negligence of the hirer, its servants, agents, clients or caterers or otherwise to the premises or to any property of the hall or to its servants or agents or anyone upon the premises with the express or implied consent of the hall management committee or arising from this agreement.
- f. Not to make any alterations or additions to the premises or to remove from the premises any furniture, equipment or other property of the hall or its servants or its agents.
- g. Not to use any furniture, equipment or property of the hall other than for the normal use of that furniture, equipment or property.
- h. **To leave the premises in the same condition of cleanliness and tidiness as at time of arrival.**

The Hall does not have facilities for removing rubbish (including cardboard boxes, plastic containers, bottles, waste food) and so Hirers are required to take away all of the rubbish arising from their hire of the premises.

Receipt of these forms implies your agreement to the terms and conditions and confirms the booking.