

# ROTHERSTHORPE VILLAGE HALL

## CONDITIONS OF HIRE

**PLEASE NOTE THE WHOLE VILLAGE HALL AND SCHOOL SITE INCLUDING THE CAR PARK IS A NO SMOKING/VAPING AREA**

- 1 a) The Village Hall has a Premises Licence displayed in the Hall entrance lobby which permits varied forms of entertainment to take place in the Hall. The maximum number of people allowed at each or any of these functions, is shown on the Licence (see Condition 1c below) However while hirers can use recorded music at their private events, **any commercial hirers using recorded music, for example a fitness class, would need to have their own combined PRS (Performing Rights Society) and PPL (Phonographic Performance Licence) Licence.**  
The Hall complex consists of Hall, Half Hall and Committee Room. All or each can be hired separately. **Hall hire does not include the School playing areas which includes the Playing Field at the rear of the Hall.** The use of the Playing field if required must be agreed by the hirer with the School Head Teacher.
- 1 b) **The Hirer must be aged 21 or over.**
- 1 c) **The maximum number of people permitted in the Hall at one function is currently 200**, in accordance with the Premises Licence under the Licensing Act 2003 issued by South Northamptonshire Council and in accordance with the Regulatory reform (Fire Safety) Order 2005 as agreed in August 2011 with Ian Greave, the Fire officer responsible for Public Building control. It is the responsibility of the hirer to ensure the number of persons in the Hall at any one time does not exceed 200.
- 2 a) The Hall may be booked at any time subject to it being available. The hirer will complete and sign an application form at the time of booking.
- 2 b) A deposit of 10% of the hiring fee must be paid at the time of booking. This may be forfeited if the booking is cancelled.
- 2 c) The full fee must be paid 14 days before the date of hiring or within 14 days of the invoice date if later. If cancelled after this date, there is a Penalty of up to 50% of the hiring fee at the discretion of the Village Hall Management Committee.
- 2 d) In addition to 2a) b) and c) there will be a returnable deposit of £100 paid at the time of hiring. (ie, 14 days before the date of hiring). **The Hall is not available for hire for teenage parties or 20<sup>th</sup> and 21<sup>st</sup> birthday parties.**
- 3) **The playing of Ball games such as 5 aside football, basketball, indoor cricket etc is not permitted at any time within the Hall**
- 4) The Hall will be handed over in a clean and tidy condition. The village Hall Management Committee expects the Hall to be returned to them in a like condition.
- 5) The VHMC are responsible for the fixed electrical installation within the Hall and to this end the electrical installation is tested and certified on an annual basis as required by law for places of public entertainment. However, the VHMC cannot be held responsible/liable for any damage/injury resulting from the use of any electrical equipment brought into the Hall and connected to the electrical supply by hirers or their agents, (Discos or Live groups etc) It is therefore the hirers responsibility to ensure that any electrical equipment used is suitable and in a safe working condition. It would be reasonable to expect that professional entertainers, equipment has been Portable Appliance Tested and passed safe for use, and the relevant PAT label affixed to each piece of equipment.
- 6) **No alcohol can be sold on the Hall premises or environs without a TEN (Temporary Events Notice) being in operation and displayed throughout the event to which it refers.** The Hall has a Premises Licence under The Licensing Act 2003, but the hirers must make themselves aware of the Law in relation to Licenced Premises. Any TEN gained must be produced and shown to the Booking Clerk when the Hall is handed over for the function. A note describing the hirers responsibilities under law and the issue of a TEN will be issued with all booking information.

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- 7) The Village Hall has liability insurance which covers private hirers of the Hall and not for profit organisations with an excess of £250. However, this does not cover commercial hirers of the Hall or Public Events held by the hirer. In these circumstances, hirers must arrange their own Public Liability insurance. If inflatable play equipment (eg a bouncy castle) is used it is the hirers responsibility to ensure the provider of the equipment has suitable insurance cover. There are special conditions attached to certain activities and to face painting and henna tattoos. If you are in any doubt, please check with the Village Hall treasurer. The VHMC do not accept responsibility to users of the Hall for any loss or damage to users, equipment or personal effects. Hirers are therefore advised to insure themselves and their equipment for any damage or loss. **The Village Hall insurance does not cover the playing field, as it is not part of the village hall.**
- 8) The Village Hall Management Committee reserve the right to cancel a hiring at any time.
- 9) The Village Hall Management Committee reserves the right to alter, amend or make additional conditions at any time up to the time of the hiring. A copy of any such, alteration, amendment or additional condition will be served to the hirer as soon as possible prior to the hiring.
- 10) The Village Hall Management Committee reserves the right to visit the premises at any time during a function.
- 11) Hirers are expected to keep noise to the minimum and respect the privacy of properties and their inhabitants adjacent to the Hall
- 12) The Village Hall Management Committee reserves the right to close a function at any time during the hiring if these conditions are being broken.
- 13) Keys can be obtained from the Booking clerk 30minutes prior to the booking. Keys will be returned to the Booking Clerk on completion of the function or as agreed with the Booking Clerk.
- 14) The hirer will be given a copy of these conditions at the time of the initial booking, along with a copy of the Fire Regulations and a Note regarding the Licensing Act 2003. All hiring will be on the condition that the hirer abides by these conditions. The hirer will sign that he/she has received a copy of these conditions, Fire Regulations and Licensing Act 2003 requirements. A copy of the Fire Regulations, conditions of hire and requirements under the Licensing Act 2003 are displayed in the Hall foyer.
- 15) Booking of the Hall in the school term is subject to the agreement of the School Headteacher. This agreement is obtained by the Village Hall Management Committee
- 16) All bookings must be made through the Hallmaster system. Any queries should be addressed to the Booking Clerk, Mrs Claire Knight, Telephone No 07739 536205.