

YOXFORD VILLAGE HALL



Terms and Conditions of Hire



HIRE CHARGES

Hall Hire Bookable 6 hour Sessions:

- Morning session: 6:00 am to 12 noon
- Afternoon session: 12 noon to 6:00 pm
- Evening session: 6:00 pm to 12 midnight
- Hourly rate

Deposit: In addition to the hire charge, all private hall hires are charged a returnable damage/loss deposit of £50. This will be returned once post event checks have been completed and conditions met (see Terms and Conditions Pg 18 for information).

	Non Yoxford Residents	Village Groups	Yoxford Residents	Yoxford Residents
	6 hr session	6 hr session	6 hr session	Hourly rate
Small Hall	£55	£16	£32	£14
Large Hall	£110	£25	£63	£27

Audio/Visual System: (in addition to a booked session)

- Projector, screen, controls & speakers: £10

Licensed and Staffed Bar: (in addition to a booked session)

- Hours: 19.00 to 23.30 with last orders at 23.15
- £400 minimum spend.
- Hirer pays any shortfall between the minimum and actual gross spend.
- Additional drinks choices catered for except for high end brands above £30 per bottle

Chair and Marquee Hire

Marquees (two available):

- £40 per marquee per day
- £30 per marquee for 3 days or more

Chairs:

- 10 chairs: £5
- 20 chairs: £10

Tennis and Multi-Games Courts:

- Pay and Play - £7.50 per hour
- Single Membership - £48 per annum
- Family Membership - £66 per annum

Advertising:

On Village Hall's monthly Film and Pub Nights rolling projector presentation:

- 1 x A4 advertisement £50 per year

Business Use/Partnership: Any business operating during an event at Yoxford Village Hall will be asked for a donation of 10% of its profit



TERMS AND CONDITIONS OF HIRE

Operational Hours

The operational hours of the Hall are Monday to Sunday 6:00 am to 12:00 midnight.

The Hall must be vacated and closed by midnight.

Hirers

The HIRER must be aged 25 years or older and shall be responsible for ensuring that the terms and conditions of hire are complied with.

The person named on the Booking Form shall be considered to be the HIRER.

The HIRER must not sublet the Hall, its grounds or the marquees, in whole or in part. This includes allowing another person or organisation to use the Hall, its grounds, or the marquees in their stead.

Where an organisation is named, the person signing hereby confirms that they do so with the full authority of the organisation.

Bookings

A provisional booking will not form an agreement for hire. The Booking Form must be completed and returned to the Bookings Secretary and the relevant hire charges paid before the booking is considered to be confirmed.

The hire of the Hall is for the specific agreed dates and times shown on the Booking Form and does not entitle the Hirer to use or enter the Hall or its grounds at any other time.

Bookings must be made for the entire time needed to set up and clear away before and after an event.

The Hall shall only be used for lawful activities.

Reference to 'the Hall' includes all rooms in the building.

The Trustee does not represent that the Hall is suitable for any particular purpose and the Hirer must satisfy themselves in this respect.

Hire Charges

The Hire Charges shall be those shown on the Hire Charges document appended to the Booking Form.

Right of Refusal

The Trustee reserves the right to refuse any application for the hire of the Hall, the marquees and the tennis courts without stating a reason.

Local organisations/residents shall be given priority over non-locals but no local organisation/resident shall be deemed to have an undisputed right to an unbreakable series of bookings.

The Trustee reserves the right to cancel any hiring in the event of the Hall being required for use as a Polling Station in which case the Hirer will be entitled to a refund of any deposit and booking already paid.

In any case, the Trustee's decision shall be final.



Health, Safety, Accidents & Dangerous Occurrences

The HIRER should be aware of the accident and first aid procedures available in this handbook.

The HIRER must report all accidents to the Booking Secretary as soon as possible and complete the relevant section in the Accident Logbook. Certain types of accident or injury must be reported to the local authority. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The HIRER and anyone acting for and with it shall comply in all aspects with the Health and Safety at Work Act 1974 and all subsequent related legislation and regulations. The HIRER shall comply with all conditions and regulations made by the Fire Authority, Local Authority, and Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment or which is attended by children/vulnerable adults. The HIRER will ensure the safe use of cooking implements, highly flammable and combustible substances and hazardous materials including fuel, and that it is aware of the location and use of fire extinguishers. No candles or naked flames should be lit in the hall. The HIRER is also responsible for administering first aid if required. A basic First Aid box is available on the kitchen counter. The Fire Service must be called to any outbreak of fire, however slight.

The HIRER is responsible for knowing how many people are on the premises during their event.

Advertising

All advertising of events should conform to the conditions of hire. Advertising includes posters, newspaper articles, magazine articles, social media, tickets, radio and television announcements, websites and all other forms of media.

Advertising which contravenes the conditions of hire may result in the cancellation of the booking or the forfeit of a deposit.

Alcohol

Under The Licensing Act 2003, as Sole Trustee of Yoxford Village Hall, Yoxford Parish Council and holds a Premises Licence (PREM 2260). This permits the supply of alcohol for consumption ON the premises only and in line with Mandatory Conditions 1 to 6.

The Premises Licence is displayed in the Foyer of the Village Hall and a hard copy is available to view. Please contact the Parish Clerk.

A licensed and staffed bar is available to hire. See Page 9 of this Handbook for further information.

Music/Entertainment

All dancing, music or similar entertainment must cease by 12:00 midnight on Mondays to Friday, by 11:45 pm on Saturdays and 10:30 pm on Sundays unless an Extended Hours Order or a Special Hours Certificate has been granted under the Licensing Act 1964.

On New Year's Eve, an extension has been granted until 12:30 am the following day.

The Hall is licensed for 10 live performances of music per year.

The conditions attached to the Music Licence and Premises Licence are available on request from the Parish Clerk and must be duly observed.



The windows and doors of the Hall shall be kept closed during all amplified musical entertainment between 10:00 pm and 11:30 pm.

Bouncy castles and other inflatable items are the responsibility of the HIRER. The HIRER must ensure that the supplier of inflatable items provides a copy of their Public Liability Insurance to the Parish Clerk.

Lighting/Heating

Lighting and heating is provided *free of charge*.

Lighting is switched on at the master control board in the kitchen of the main hall.

Heating is switched on at the master control boards in the cupboards of both halls.

Tables and Chairs Inventory

Folding Tables (measuring 182cm x 76cm) – 23

Square Blue Tables – 9

Large Tables - 6

Plastic Chairs – 86

Padded Chairs (measuring 55cm x 50cm) - 60

Fire Safety

The HIRER must familiarise him/herself with the emergency procedures and with the plan of the building. They should also note emergency exits, emergency lights, fire alarm points, fire fighting equipment and observe any fire alarms.

Smoke machines, haze generators and similar equipment must not be used anywhere within the building as these will very likely trigger the fire alarm. False alarms are undesirable – primarily as they will significantly disrupt your event.

Dogs

Well behaved dogs are welcomed in only the Large and Small Halls. At all times, dogs must be on leads and under the supervision and responsibility of their owner(s).

Safeguarding / Child Protection / Vulnerable Adults

It is the responsibility of the HIRER to ensure that they comply with all current legislation relating to any activities relating to children / vulnerable adults and that all relevant documentation has been obtained .

Legionnaires' Disease

The HIRER is advised to run the taps, both hot and cold, in the kitchens and toilets for a few minutes, and to flush the toilets, before use. These are precautionary measures in order to reduce the risk of bacteria building up in the pipework.

Electrical Equipment

All electrical and other equipment brought onto the premises by the HIRER or by any third party for use during the agreed hire period remains their responsibility, must be well maintained and have a current PAT (Portable Appliance Test) certificate. All temporary electrical installations must comply with the requirements of the current legislation for electrical installations. It is the responsibility of the HIRER to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger,



overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment.

Use of Kitchen and Sale of Food

If preparing, serving or selling food the HIRER must be aware that it is their responsibility to observe all relevant food health and hygiene legislation.

The HIRER must ensure that any equipment, dishes and utensils that are used are washed, dried and put away.

Smoking, Drinking & Drugs

Smoked is not permitted in **any** part of the building.

The HIRER shall not allow smoking or the consumption of drugs or any other illegal substances within the premises or on its land. The HIRER shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be supplied to any person under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way should be asked to leave the premises.

Decorations

HIRERS are not permitted to affix balloons, signs, decorations, etc to the walls with drawing pins, nails or sellotape. Blu tac is permitted.

Car Parking

Permission to use the Hall car park will be granted to the HIRER and third parties present at events, participants in activities at the Hall, those with a current licence to park, or members of the public using the electric vehicle chargers.

Parking is at owners' risk and the *Trustees will not accept responsibility for any damage, accidents or loss.*

Refundable Deposit

The Trustee requests a deposit of £50 to be paid before an event.

HIRERS are advised that they may lose all or part of their deposit if, after the event, it is found that it is necessary to clean boot/shoe marks off any walls, toilets or chairs, to clean spillages of food/drink on the floors or surfaces, grounds have to be cleared of litter/vomit and if there is damage to the hall, property and/or equipment.

The deposit will be refunded subject to satisfactory inspection of the Hall after the event and the safe return of the key.

Breakages and Damages

The HIRER is responsible for all damage to the building, equipment, furniture and property in the Hall and its grounds occurring during the period of the hiring or while persons are entering or leaving the Hall pursuant to the hire, however and by whomsoever caused. The HIRER will forfeit their right to have the deposit returned if the above conditions are not met.



Right of Entry

The right of entry to the hall is reserved to the Trustee and its staff or any police officer at any time during the hiring.

Conduct and Good Order

The HIRER shall ensure that good order is kept in the Hall and its grounds during the hiring.

The HIRER shall also ensure that those attending the event maintain good order during arrival and departure from the Hall and its grounds.

At all times, the HIRER shall take reasonable care to ensure that the occupants of the neighbouring properties are not inconvenienced by noise, nuisance, obstruction of vehicles and highways, and the like.

Condition on Exit

At the end of the event, the HIRER shall leave the Hall including the toilets and kitchens in a clean and orderly state.

In general, any waste materials, leftover food and drink must be taken away following the event as the waste bins outside the Hall have limited capacity. However, any broken glass or similar material which may be a hazard should be deposited in one of these bins as soon as possible. Sharp objects should first be wrapped in newspaper or similar material to minimise the risk of injury.

The HIRER must set up, wipe down and store all tables and chairs used during the event.

The HIRER must turn off all lights, with the exception of the emergency exit light at the front door, close all doors and windows, lock the external door securely, and return the key to the key safe to the left of the front door.

Cancellations

The HIRER must contact the Bookings Secretary if they wish to cancel their booking giving reasons.

50% of the hire fee will be charged for any booking cancelled within 10 days of the booking date.

Culpability and Insurance

Except for wilful negligence on the part of the Trustee, the Trustee shall not be held responsible for any loss of, or damage to, the Hirer's or any third party's property arising out of the hiring, nor for any loss, damage or injury which may be incurred by, or done to, or happen to, any person or persons using the Hall during the hiring, arising from any cause whatsoever or for any loss due to any breakdown of equipment, failure of supply of electricity, leakage of water, fire, government restriction or Act of God which may cause the Hall to be temporarily closed or the hiring to be interrupted or cancelled.

The Trustee has Hirer's Public Liability insurance cover. However, to benefit from this, the Hirer must manage their event safely.

Local organisations which may have their own equipment stored at the Hall must make their own arrangements for insurance cover.