

ABBOTS LEIGH PARISH COUNCIL
VILLAGE HALL – CONDITIONS OF HIRE

The **HIRER** agrees to observe and perform the provisions and stipulations of the Council **CONDITIONS OF HIRE** and **SAFETY AND FIRE REGULATIONS** as indicated below.

1. **The Hirer** who must be at least 21 years of age, will, during the period of the hiring, remain on the premises at all times and be responsible for supervision of the premises, its fabric and contents, their care and safety from damage and the behaviour of all persons using the premises whatever their capacity.

NOTE: The Hirer also accepts responsibility for proper supervision of car parking arrangements of all Hall users to avoid obstruction of the Highway.

2. **The Hirer** shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without express written permission.

3. **The Parish Council** holds a licence for the Hall, but should **The Hirer** plan to sell drinks or carry out any activity that would need a licence (such as the sale of alcohol or a performance for which tickets are sold) this should be stated on the booking form. In that event **The Hirer** must also provide the name and permanent address of the person who will be responsible for the event and will be present in the hall throughout. **The Responsible Person** will ensure that no alcohol is sold for consumption by anyone under the age of 18.

4. **The Hirer** shall indemnify the Council for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of hiring as a result of the hiring.

5. **DEPOSIT.** For Party Bookings (or similar functions at discretion of the Council), a **RETURNABLE DEPOSIT of £100** (£50 for Children's party) will be charged to cover breakages or excessive cleaning requirements. The deposit will be returned after recovery of costs incurred as a result of the hire.

6. **If the Hirer** wishes to cancel the booking before the date of the event this must be notified to the Caretaker by email to villagehall@abbotsleigh.org.uk as early as possible. If the booking is cancelled 2 or more weeks prior to the booking date a full refund will be given. If the booking is cancelled 1-2 weeks prior to the booking date a refund of half the cost will be given. If the booking is cancelled within a week of the booking date, there will be no refund.

7. **The Hire Period** will include all time needed by the Hirer for set up and clearing up. The Hirer is responsible for putting out any tables and chairs that are required and leaving the premises and surroundings in a clean and tidy condition and replacing any contents and equipment to their usual positions, otherwise the Council reserves the right to make an additional charge. The Hirer undertakes to remove **on the day of hiring** any decorations and equipment brought into the Hall and any excessive waste, which is to be disposed of by the hirer.

8. **The Council** reserves the right to cancel the hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election, in which case the Hirer shall be entitled to a full refund of any fees already paid.

9. **In the Event** of the Hall or part thereof being rendered **unfit** for the use for which it has been hired, the Council shall not be liable to the Hirer for any resulting loss or damage whatsoever.

10. **The Schedule of Safety and Fire Regulations** must be observed by the Hirer AT ALL TIMES.

11. The Council reserves the right to refuse bookings which, at the discretion of the Parish Clerk, are deemed to be unsuitable use of Council premises.

ABBOTS LEIGH PARISH COUNCIL SAFETY AND FIRE REGULATIONS

The **maximum number** of persons allowed on the premises for any function **must not exceed 100**.

The **mezzanine floor is strictly for the cloakroom use only**.

Smoking is not permitted anywhere on the Village Hall premises.

The Main Entrance and the **Fire Exit** at the rear of the Kitchen must be kept clear at all times, including the walkway at the side of the stage. Porch lights at both ends of the building must be switched on during the hours of darkness. It is also essential that a reasonable amount of light is maintained in the Hall during the function. The **EXIT** lights above each doorway must also be in operation. The Stage Lighting must not be moved or disconnected without first obtaining permission in advance of the function.

Fire Extinguishers are provided in the Main Hall, on the Mezzanine Floor and in the Kitchen where a Fire Blanket is also provided.

In Case of Emergency - The nearest telephone is situated in the Caretaker's Flat. In the event of **fire**, he must be summoned immediately and the fire brigade called by dialling 999. The Hall must be cleared as quickly as possible using either the Main Entrance or the emergency exit at the rear, or both if possible. If necessary in an emergency, switch off electricity at the mains switch. This is located in the cupboard beneath the stairs (next to the Main door). The entire system is protected with an R.C.D. unit (Trip Switch).

BEFORE YOU LEAVE - please ensure **ALL** electrical appliances are switched off using the appropriate switches provided - **NOT AT THE FUSE BOARDS** beneath the stairs.

Leave the Hall in a clean and tidy condition and check that you have not left anything behind and **FINALLY** - Please let the Caretaker know you are leaving. This will enable him to lock the doors behind you and make a final check that everything is in order.

INFORMATION

The Village Hall is available for Wedding Receptions, Private Parties, Club & Society Meetings, and Classes etc. For maximum comfort we recommend that the following number of persons should not be exceeded.

Full Catering - seated around 12 large folding tables	80 maximum
Buffet Reception and/or Dance	100 maximum
Seating in rows for meetings etc	100 maximum

The Stage

Is removable and adjustable for size and layout. If the Hirer requires a specific stage layout this must be agreed with the Caretaker at least one day in advance of the booking. Has sufficient space for a 3 to 5 piece band when fully set out.

Stereo sound system with twin speakers, CD player, MP3 and iPod connections.

Full stage lighting system with various colour spotlights fitted with dimmer controls.

High Definition (HD) projector fixed to the overhead curtain bar with sound connected to the hall sound system, with an electrically operated screen fitted against the back wall.

PA system with fixed and radio mikes; a loop system for wearers of hearing aids.

(Contact the caretaker before your meeting to access the microphones)

13 amp power sockets on both sides.

The Kitchen

Fitted with cupboard units and plenty of worktop space.

Stainless steel preparation table and a double drainer sink unit.

Electric water boiler (for Tea/Coffee)

Electric cooker (6 hobs, double oven – fan assisted)

Electric warming cupboard – (360 plate capacity)

Electric dishwasher (2 minute cycle plate and glass washer)

Refrigerator and Automatic Kettle

China and cutlery (cups & saucers, dinner plates, tea plates, fruit/soup bowls, knives, forks and spoons for up to 100 people).

Screens

Art display screens may be hired for exhibition use within the Hall.

Cloakrooms

Toilets for Ladies and Gentlemen and hanging rails for coats are situated on the Mezzanine floor in the Main Hall. **Note** that this area is for cloakroom only as Fire Regulations do not permit any other use. A toilet for the disabled is located off the kitchen, near the rear exit.

Access

There is a ramp at the Main entrance for ease of access.

Parking

THE HALL DOES NOT HAVE ITS OWN CAR PARK.

As the Hall is situated in a residential area, the organiser is asked to ensure that visitors attending a function park legally and do not park cars where they may be liable to cause obstruction to through traffic, particularly emergency vehicles.

PLEASE ENSURE GUESTS LEAVE THE PREMISES AS QUIETLY AS POSSIBLE AND DO NOT DISTURB NEIGHBOURING PROPERTIES OF THE HALL.