

# QUENINGTON VILLAGE HALL

## Terms and conditions of hire

**Personal Responsibility:** For all lettings, there must be one named person (nominated in writing, and approved by the hall booking clerk) who is responsible for the supervision, care and safety of the premises, fabric and contents and the behaviour of all persons using the premises whatever their capacity. This person must ensure that all the following conditions are met:

**Appropriate Use:** the premises must not be sub-hired or used for any unlawful purpose or in any unlawful way. Users are required to fully disclose their intended use of the hall. The cost of repairing any damage to any part of the property or contents will be charged to the user responsible.

**Capacity:** The building accommodates no more than 145 people in total. For close-seated audiences in the main hall, the capacity is 100: seating should be arranged using a central aisle wide enough to accommodate wheelchair users, with a maximum of 5 seats either side of the central aisle.

**Entrance:** Please use the main entrance.

**The Hall:** Please leave the rooms clean, tidy and secure, or you may incur an extra charge. Tables and chairs should be wiped down and put away tidily as found, floors vacuumed and sticky spills cleaned up. Chairs should be stacked no more than four high and away from radiators.

**Kitchen and food preparation:** Hirers must abide by the hall's health and hygiene standards (posted in the kitchen) and must observe the food safety regulations. They must inform the booking clerk if they are preparing food for sale.

Please notify the booking clerk if the fridge is required so it can be switched on in advance to allow it to be at the correct working temperature.

When leaving the hall, please make sure that the fridge, cooker, urn and kettle are turned off at the mains. Floors and surfaces should be cleared of crumbs and spills. All equipment should be washed and put away. *Users are advised to bring their own tea towels, as they are not provided.* Any breakages should be reported and paid for.

NOTE: Bringing onto the premises any propane gas heaters or cooking equipment without the express written permission of the Committee is strictly prohibited.

**Water:** Please check that all taps are turned off before leaving the hall.

**Lavatories:** Please flush all toilets before leaving.

**Lights and Heating:** Turn off all lights EXCEPT the outside security light. Please do not adjust the heating controls.

**Rubbish:** Please take your rubbish with you when you leave.

**Cupboards and Equipment:** Groups should confine their equipment to the agreed space and keep cupboards tidy. Hall users must NOT use equipment stored by other groups without their direct permission.

**Licences:** Where the hall is being used to hold regulated entertainment (plays, films, recorded or live music performances, dance performances, indoor sporting events and similar entertainment) you must ensure the activity is covered by the Premises Licence. A

copy of the licence may be viewed on request and you are deemed to have had notice of the permitted licensable activities. You are also responsible for obtaining and observing any licenses required by the Performing Rights Society.

**Alcohol:** You must inform the TRUSTEES if alcoholic drinks are to be available at the event. Sale of alcohol may be undertaken only with the written permission of the TRUSTEES and must not be sold after 10.30 p.m. Alcohol should NOT be stored or left in the building. Alcohol is NOT to be consumed by persons under the age of 18. Alcohol is NOT to be consumed outside of the building. *The hirer accepts responsibility for full compliance with the Licensing Act 2003.*

**Bouncy castles:** to comply with our insurance policy, bouncy castles

- must be supervised by responsible adults at all times when in use or inflated;
- may not be used by children under 2 years old and restricted to use by age group (age groups 2 to 5, 6 to 12 and over 12 years must not be mixed);
- may not be used outside;
- soft matting must be used to cover hard surfaces adjacent to the front or any open sides to avoid a risk of injury; maximum inflated height 7 feet.

**Smoking:** Smoking is not permitted anywhere on the premises, inside or out.

**Fire Escape:** Please make yourself familiar with the evacuation procedure displayed in the entrance hall.

Exits are marked and should be kept clear at all times. The Fire Brigade must be called to ANY outbreak of fire. Do not tamper with fire extinguishers or discharge them except in emergencies. Should an extinguisher be discharged FOR ANY REASON, please inform the hall booking clerk immediately.

**Parking:** Please park with consideration for local residents and avoid blocking the highway. Whenever possible use the hall car park and do not park on the pavements or on the grassed areas in front of the hall.

**Noise:** Please show consideration for our neighbours, especially if you are having a disco. *When amplified music is being played in the hall after 19:00 hrs, all windows and doors should remain closed except in the case of doors for entry and exit.* Complaints about excessive noise will result in the immediate curtailment of your event. Please keep noise to a minimum after 10.30pm and leave the premises quietly. All events must finish by 11pm, except by prior arrangement with the committee.

**Keys:** Ensure all the doors and windows are secured before leaving and return the keys as agreed with the booking clerk without delay.

**Bookings:** We cannot take bookings from anyone under 18 years of age and all parties must be supervised by at least two responsible adults at all times.

**Cancellations:** Payment in full is required on booking. A full refund will be given if the event is cancelled more than four weeks beforehand. After that time no refund will be given.

The Committee reserves the right to cancel a hiring in the event of the hall being required for use as a polling station for a Parliamentary or Local Government election or by-election. Any charges already paid will be refunded.

In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

Thank you for your help and consideration.

Quenington Village Hall Management Committee  
Updated May 2014