

# ENFORD RECREATION GROUND & VILLAGE HALL TRUST

Charity No. 305512

## CONDITIONS OF HIRE

### PLEASE ENSURE THAT YOU READ THESE CONDITIONS OF HIRE BEFORE SIGNING THE BOOKING FORM

Please be aware that Enford Village Hall has a NO SMOKING Policy

For the purposes of these Conditions, the term "Hirer" shall mean an individual hirer, or, where the hirer is an organisation, the authorised representative.

#### 1. HIRE CHARGES

Please refer to the separate Hire Charge sheets for both Local Residents (Locals) / Regular Users (Regulars) and Non-Resident Rates.

#### RATING SYSTEM:

- a) Locals: Anyone resident in the villages of Enford, West & East Chisenbury, Coombe, Newtown, New Buildings or Compton. Residents may not hire the Hall on behalf of a non-resident. The Booking Officer reserves the right to ask for proof of residence.
- b) Regulars: Regular Users are those who book the Hall to provide regular special interest groups i.e. Yoga, Pilates, Gardening, Bridge etc. Requires a minimum of 3 sessions to be booked at any one time.
- c) Non-Resident: A Hirer living outside the villages listed under (a) above.

#### In addition:

- a) Commercial Hirers: Commercial bookings will be taken at the discretion of the Booking Officer and will be charged at the Non-Residents' rates plus 20%.
- b) Charity Fundraising – Registered Charity Number required - events will then be charged at Local Residents' rates

#### 2. LICENCE REQUIREMENTS

2.1 Following the Licensing Act 2003, Village Halls must hold a licence to cover events classified as "Regulated Entertainment" (includes performance of plays, dance, live music, playing of recorded music, discos, showing of films and indoor sporting events) as well as the licence to cover the servicing of, as well as the retail sale of, Alcohol.

All events and bookings will be subject to a Licence Fee charge of £21.00 where regulated entertainment takes place (whether live or recorded music is played) and/or alcohol is served (whether provided free of charge or is sold through a cash bar)

The Village Hall holds a Performing Rights Licence and Premises Licence which allow "Regulated Entertainment". If you are planning to hold an event which includes any of the Regulated Entertainment categories you will be covered by our Premises Licence, but a charge will be made as shown above towards the costs of the Licences. However, if any Sale of Alcohol is taking place a separate licence (Temporary Event Notice or TEN) will be required for all private bookings and events.

Under the rules of the Premises Licence, the Sale of Alcohol requires a Designated Premises Supervisor (DPS) who must undergo training to receive a Personal Licence and is responsible for supervising the sale of alcoholic drinks. Only events which are organised and managed by Members of the Management Committee are covered for both regulated entertainment and for the retail sale of alcohol by the Premises Licence. Please note that any events organised by private individuals which include the retail sale of Alcohol will require a Temporary Event Notice (TEN) available from Wiltshire Council. It is the responsibility of the HIRER to apply and pay for the TEN. TENs must be applied for from Wiltshire Council AT LEAST TWELVE DAYS prior to the event. The current Council fee to Hirers for a single event is £21.00. If you intend to, or need to apply for, a TEN, please advise the Booking Secretary prior to your application as the VILLAGE HALL is only allowed a maximum of 12 x TENs per annum. **If your event is subject to a TEN (the Booking Officer can advise you) you must produce the TEN for the Booking Officer prior to collection of the keys.**

## 2.2 LICENSED HOURS

It is a condition of booking that the Bookings Officer is advised if the finish time is later than 2330 hours. Late sessions are at the discretion of the Booking Officer and Management Committee. Licensed hours must be adhered to.

## 2.3 PERFORMING RIGHTS LICENCE & PUBLIC PERFORMANCE LICENCE

The Hall has a Performing Rights Licence together with a Public Performance Licence, both administered by the Performing Rights Society for the performance of copyright music. This permits the use of copyright music in any form e.g. record, compact disc, tapes, radio, television or by performers in person. A charge of £21 is made to contribute towards the cost of the annual licences as detailed in paragraph 2 above.

## 3. DEPOSITS / INSURANCE

The HIRER will be required to pay a deposit of £50 (locals/regulars) or £100 (non-residents) at the time of booking of any function which includes the use of Village Hall equipment and/or the serving of food or drinks. Following inspection by the Booking Officer at the end of the Hire Period, the deposit will be returned to the HIRER on condition that the Hall is in a clean and tidy condition with no breakages. Should the Hall require additional cleaning or replacement of broken/damaged items, an appropriate deduction will be made from the deposit. NB Damage to car park lights, the car park and grassed/seeded areas will also be charged following an assessment and estimate of scale of damage or breakage. Copies of valid Public Liability and other relevant Insurance cover must be provided to the Booking Officer in advance for all outside events and suppliers of services.

No money/cheques/cash should be left unattended at any time nor should money/cheques/cash be left overnight in the building.

## 4. PAYMENT

**Local Residents' One-Off Bookings and Charity Bookings:** A deposit should be paid at the time of booking and the full Hire Charge, as it appears on the Booking Form signed by Hirer and Booking Officer, must be received at least 30 days before the event or it may be subject to cancellation.

**Regular Users:** Users will be invoiced monthly in advance and payment must be received no later than 7 days from the date of invoice.

**Non-Residents/Commercial:** A deposit should be paid at the time of booking, and the full Hire Charge, as it appears on the Booking Form signed by Hirer and Booking Officer, must be received at least 30 days before the event or it may be subject to cancellation.

Bookings cannot be confirmed until the completed Booking Form and the deposit have been received by the Bookings Officer. Method of Payment: Cheque made out to "Enford Village Hall". Send with the signed Booking Form to: The Booking Officer, Enford Village Hall, c/o Medina Cottage, Enford, Wiltshire SN9 6DD Payment by BACS can be arranged if requested.

## 5. CANCELLATIONS

Cancellations made less than four weeks before any booking will be charged 50% of the hire charge. Cancellations made less than 4 weeks before the booking for a Function on a Friday, Saturday or Sunday will be charged at the FULL cost of the booking. Cancellations of any booking made less than two weeks before the booking will also be charged at the FULL cost of the booking. Any variation to these rules will be at the discretion of the Booking Officer

## 6. REFUSAL OF BOOKINGS

The MANAGEMENT COMMITTEE reserves the right to refuse a booking. The Hall is not available for Hire to anyone under the age of 18 years.

## 7. SUPERVISION

a) The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway and to allow clear access to the site by Emergency Vehicles. As directed by the Booking Officer, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings and for loss of contents. The Hirer must liaise to ensure all activities and use of the building and property are cleared through the Booking Officer and the Committee.

**b) FIRE AUTHORITY RULES REGARDING THE MAXIMUM NUMBER OF PERSONS ATTENDING A FUNCTION:**

A) When used for dancing	100
B) Function using tables and chairs	100
C) When used for functions combining (A) and (B)	100
D) Standing audience – Main Hall only	220
E) Standing audience – Main Hall and Conference Room area	270
F) Seated audience	100

c) **Use of Premises:** The HIRER will, during the period of the hiring, ensure that the premises will only be used for the purpose described in the Hiring Agreement and will not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

d) **Noise:** The HIRER is responsible for preventing any undue noise. In particular, it is a requirement that music shall be inaudible outside the Hall from 10.30 pm to avoid disturbing neighbours and it may be necessary to close the windows.

e) **Gaming, Betting and Lotteries:** The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

f) The HIRER is responsible for ensuring that all conditions relating to the Licensed hours are met and for ensuring that timings are strictly adhered to.

**8. ACCESS**

Unless advised otherwise, the keys should be collected from and returned to the Booking Officer (Medina Cottage, Longstreet, Enford SN9 6DD)

**Parking:** There are 30 designated parking spaces and 2 disabled spaces. If you require further parking, please contact the Booking Officer. Please do not park on the playing fields without permission from the Booking Officer.

**9. PUBLIC SAFETY COMPLIANCE**

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

- a) The Hirer acknowledges that they have received instruction in the following matters:
- The action to be taken in the event of a fire. This includes calling the Fire Brigade and evacuating the Hall
  - The location and use of fire equipment.
  - Escape routes and the need to keep them clear
  - Method of operation of escape door fastenings

At the beginning of the Hire period, the Hirer shall check the following items:

- That all fire exits are unlocked and in good working order
- That all escape routes are free of obstruction and can be safely used
- That any fire doors are not wedged open
- That exit signs are illuminated
- That there are no fire hazards on the premises.

#### 10. ELECTRICAL APPLIANCE SAFETY

The HIRER shall ensure that any electrical appliances brought by him/her to the premises are PAT tested, so that they are in good working order and should be used in a safe manner. The HIRER shall also ensure that all electrical appliances brought on to the premises by other suppliers such as bands, discos, and caterers have been PAT tested with appropriate valid certification. If requested by the Booking Officer, these certificates must be produced for verification.

#### 11. EXPLOSIVES AND FLAMMABLE SUBSTANCES

The Hirer shall ensure that:

- a) Highly flammable substances are not brought into, or used in any part of the premises
- b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Management Committee.
- c) No decorations are to be put up near light fittings or heaters.
- d) Candles and T-Lights may be used in table decorations. However they must be checked as being safe and securely fixed. They should not be placed near any flammable materials. All candles must be extinguished before dancing takes place.
- e) No gas cylinders are to be brought into, or used in, any part of the premises
- f) All open fires (bonfires/hog roasts/BBQs) to be minimum 100 metres from the building and only in the designated area for such activities
- g) Firework Displays: full PLI and Operator's Licence required. Operator to only set up in the designated area and display to be aimed away from the grounds and hall.

#### 12. DECORATIONS

There is a picture rail just below ceiling level around the walls of the Main Hall and Conference Room to which Hirers may stick/pin/hang pictures or decorations. We regret that no Blu-tac, sellotape, staples, drawing pins may be used on the walls or ceilings. All decorations and fixings must be removed at the end of the Hire Period.

#### 13. PIANO

If you would like to make use of the piano, please arrange for collection of the key with the Booking Officer.

#### 14. EQUIPMENT

Any articles or additional equipment brought into the Hall for social events must be removed at the end of the Hire Period, unless previously agreed with the Booking Officer. The Management Committee will not accept responsibility for money or equipment left on the premises.

No Hall property should be removed from the premises without permission.

#### 15. DISABLED FACILITIES

In addition to the designated parking spaces, Enford Village Hall provides ramp access with handrails to the Main Entrance. There are no steps at any of the exits/entrances to/from the Hall. All doors are wide enough for wheelchair access. There is a designated Disabled WC, Wash Hand Basin and Shower located in the Changing Room area. A Hearing Induction Loop has been installed for hearing aid users.

We would ask users to advise the Booking Officer if there is anything we can do to make use of our Hall easier for disabled users.

The Hirer is responsible for ensuring that less able and disabled persons are made aware of the evacuation procedure in the event of an emergency.

**16. HEARING INDUCTION LOOP**

Contact the Booking Officer if you wish to make use of the Hearing Induction Loop.

**17. NOTICE BOARD**

Village organisations/regular user groups are welcome to place notices of forthcoming Village Hall events on the Notice Board in the Main Entrance. Please remove when the event is over. The MANAGEMENT COMMITTEE reserve the right to remove notices. Nothing should be fixed to walls or doors without permission. Please do not cover any MANAGEMENT COMMITTEE notices as it is a legal requirement for these to be displayed.

**18. INDEMNITY**

The Village Hall holds Public Liability insurance which provides cover up to £2 million for non-commercial hirings of the Hall and Recreation Ground, with the following exclusions:

- a) All physical activities such as contact sports/recreational classes/clubs within the Hall
- b) All activities such as contact sports/bouncy castles outside the Village Hall building on the Recreation Ground
- c) All Commercial / Business activities carried out within the Hall and outside the Hall
- d) Firework displays
- e) Caravan and camping activities

In any of the circumstances in a), b), c), d) and e) above, the Hirer MUST make his/her own Public Liability Insurance arrangements. Please note that Commercial and Business activities also include bands, discos, hog roasts, caterers and organisers of user groups etc. who must have their own insurance in place. It is the responsibility of the Hirer to check that relevant current and valid insurance cover is in place and copies given to the Booking Officer in advance of any event.

The HIRER shall be responsible 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 hire as a result of the hiring.

**19. INSURANCE COVER**

It is a requirement that all commercial and fund raising Hirers should hold their own insurance cover including public liability to cover activities for which they are responsible in the hall and on the recreation ground. Insurance cover is required as shown under paragraph 18 above. Please check with the Booking Officer whether additional insurance is required for your hiring or activity. Copies must be provided in advance of the event.

**20. POLICY ON CHILD PROTECTION**

The Management Committee is fully committed to Child Protection. All User Groups who work with children, young people and vulnerable adults must have undergone the relevant CRB checks. Individual hirers should be aware of their responsibilities for a duty of care for children and young people attending events in the hall.

**21. ACCIDENTS AND DANGEROUS OCCURENCES**

A Risk Assessment has been undertaken in an attempt to prevent avoidable accidents. All Accidents must, by law, be written in the ACCIDENT BOOK, located in the Kitchen. The HIRER must report any accidents involving injury to the public to the Booking Officer as soon as possible in order that the MANAGEMENT COMMITTEE can take steps to avoid similar future incidents.

Any failure of equipment must be written in the MAINTENANCE BOOK, located in the Kitchen, and/or be reported to the Booking Officer as soon as is reasonably possible.

**22. BREAKAGES**

Any breakages or damage must be reported to the Booking Officer. Replacement costs and or repair charges will be the responsibility of the HIRER. All Breakages or Damage to Hall property/equipment must be written in the BREAKAGES/DAMAGE BOOK in the Kitchen. If you do not have access to the Kitchen, please ensure that you inform the Booking Officer when handing back the keys.

## **HEALTH & SAFETY IN FOOD HANDLING**

### **FOOD HANDLING POLICY**

**The HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations**

**Please ensure that you bring your own disinfectants and detergents. Under Health and Safety Regulations the Management Committee is not permitted to leave these products in unsecured areas. The only exception is the dishwasher detergent which is supplied automatically to the machine. Please do not use any other detergent in the dishwasher. Please also bring your own dishcloths and drying up cloths.**

### **FOOD HANDLERS PLEASE OBSERVE THE FOLLOWING RULES:**

- 1. Always wash your hands before touching any food and after using the WC, sneezing, blowing your nose, smoking or handling refuse.**
- 2. Tell the responsible person at once of any skin, nose, throat or bowel trouble. Never cough or sneeze over food.**
- 3. Cover cuts and sores with waterproof dressings.**
- 4. Wear clean protective clothing when handling food. Keep fingernails short and ensure your hair is under control.**
- 5. Smoking in the Kitchen is not allowed under any circumstances.**
- 6. Clean and tidy as you go.**
- 7. Store cleaning materials and equipment separate from food and cooking equipment.**
- 8. Keep food clean, covered and either cold, 5C or below, or hot, above 63C.**
- 9. Meat should be defrosted thoroughly and cooked thoroughly, particularly poultry.**
- 10. Keep your hands away from the food as much as possible.**
- 11. Keep cooked foods separate from any raw food, particularly raw meats. Do not use the same equipment for preparing raw and cooked food unless it has been thoroughly cleaned or disinfected in between.**
- 12. Keep rubbish separate and keep the lids on the bins.**
- 13. Wash equipment in water containing detergent, held at a temperature of 55C to 60C and which is changed frequently. Wear rubber gloves.**
- 14. If necessary, sterilize by immersion for at least two minutes in clean water held at a temperature of not less than 82C.**
- 15. Draw the attention of the responsible person to any damaged or defective equipment.**
- 16. Do not permit birds or animals in the kitchen or areas where food is consumed.**
- 17. Remember that other people's health depends on you.**

**BE CLEAN, BE THOROUGH, BE CAREFUL**

**23. ELECTRICITY, HEATING AND HOT WATER**

Heating and hot water is controlled by the Ground Source Heat Pump. Ambient room temperatures are kept at approximately 20 degrees centigrade and there is hot water available at all times. We hope that you will find the settings appropriate for your use. Please do not attempt to adjust the thermostat controls without discussing with the Booking Secretary.

There is an independent electrical supply which is metered and charged for all outside events including marquee weddings. It is provided to ensure the main hall's electricity supply is not compromised in the event of problems elsewhere, and to ensure safety on the site.

**24. ANIMALS**

The HIRER shall ensure that no birds or animals, except guide dogs, are brought into the Hall, other than for a special event agreed by the MANAGEMENT COMMITTEE. No animals are allowed in the Kitchen AT ANY TIME. If any animal fouls the Recreation Ground, the owner is responsible for removing and appropriate disposal.

**25. COMPLIANCE WITH THE CHILDRENS' ACT**

The HIRER shall ensure that any activities for children under 8 years of age comply with the provisions of the Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau (CRB) checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities).

**26. LEAVING THE HALL**

The HIRER shall be responsible for leaving the premises and surrounding area in a clean and tidy condition ready for the next user. Ensure all doors and windows are firmly closed and locked. Lights in WCs and changing rooms are on timers but all others must be turned off.

**KITCHEN:** Please empty the dishwasher according to the instructions provided, put away all items and lock kitchen cupboard doors, remove food from fridge and freezer, switch off fridge and freezer at the mains (on the wall to the left of the hatch opening into the Hall) and **LEAVE THE FRIDGE AND FREEZER DOORS OPEN**. Ensure taps are turned off. All work surfaces to be cleaned. Record any breakages or damage in the **BREAKAGES BOOK**.

**RUBBISH:** Any rubbish (excluding GLASS, TINS and other recyclable items) should be placed in black bags and put into the wheelie bin outside in the designated area. If your rubbish is greater than the space available in the bin, please take it home with you. All glass, tins and other recyclable items must be removed from the premises for disposal.

**HALL:** All tables and chairs stacked and returned to the Store in accordance with the storage plan, floor swept and any spillages cleaned up. Check the French windows are locked.

**CHANGING ROOMS and TOILETS:** Please leave these as clean and tidy as possible.

**LEAVING THE HALL**

**LEAVING FROM THE MAIN HALL:** Please exit the building from the main Front Entrance. Before locking the outside door, ensure the building is empty and remember to close the Security Shutters (by pressing the button on the wall above eyelevel to the right of the entrance door in main hall). Turn off car park lights and outside lights with switches by main entrance. Please make a visual check that all shutters are down. Leave the building, lock the Front Door and close the Front Door shutter.

**LEAVING FROM THE CHANGING ROOMS:** Please exit the building from the Changing Rooms' side entrance. Before locking the outside door, ensure the building is empty, close the Security Shutters by pressing the button located on the left of the Exit door. Make a visual check to ensure the shutters are down. Exit the building and pull the door shut and lock it.

**WE HOPE THAT YOU ENJOY YOUR EVENT AT THE ENFORD VILLAGE HALL AND  
WE LOOK FORWARD TO WELCOMING YOU BACK IN THE NEAR FUTURE**