Rules When Booking A Public or Private Function Terms and Conditions.

1. The hirer of the hall must never leave hall unlocked and unattended. No smoking in any part of the hall building. No bicycles or scooters to be brought inside the hall. **The hirer of the hall accepts full responsibility for any damage, breakage or vandalism.** You must not use the premises (including the car park) for any purpose other than that described on the booking form and must not sub-hire, allow third party use or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies

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2. Full hire charge and booking forms to be returned no later than date requested on your forms, failure to do so will result in your booking being cancelled. Booking forms must have the name and address of hirer who must be over 18, and also include the stewards required for the particular booking- also aged over 18. The stewards must also fill in and sign the Stewards forms in the hall foyer. At a public event, no public should be allowed to enter until you have enough stewards on duty. You should also include the name of your responsible person for Fire Safety as in the Regulatory Reform (Fire Safety) Order 2005 article3. To control the number attending public functions, the door staff are to count people in by various approved ways as in **Stewards Guidance.** No more in hall than you have stewards for. No shoes, boots or other footwear to be worn with metal heels, soles or tips, event organisers and stewards to enforce this.

3. **Clehonger Village Hall Committee are now in charge of the Licenced Premises, as the hall is a licensed premises if you are having alcohol in the hall, sold, free or bring your own please inform the booking secretary by email. If it's a party/event without alcohol you will not need to contact her. If you are using a bar, a separate form will need to be filled in by the bar and one of the Hall Committee will need a face-to-face meeting with the bar or Personal Alcohol License Holder. If you're a group/club having alcohol that is being sold, one of our personal licence holders might be made available for your event unless your club has a Personal Licence holder and then the same form required by a bar will need to be filled in. (Any persons displaying signs of drunkenness or aggression are to be ejected immediately.)**

4. The hirer of the hall accepts total responsibility for all aspects concerning the **1990 Food and Safety Act and the 1974 Health & Safety Act at Work.** Only the main hall area with the wooden floor should be used for eating food and drinks. Make sure boilers/cookers in Kitchen are off when leaving.

5. The Hirer and Stewards must comply with all relevant conditions and restrictions which apply to the use of premises under a Public Entertainment's Licence which they are required by law to comply with. Copy Available in Hall

6. Gaming, Betting and Lotteries You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

7. No flammable or Explosive substances, including candles, lanterns, fireworks, firepits etc to be used in any part of the hall, car park or garden. No deep fat fryers are to be used in the kitchen or any part of the hall.
No ball games are to be played in the hall, and loose sand is not to be spread on the floor.
If hanging banners and buntings from ceiling use magnetic holders supplied on ceiling. The magnets are situated on the metal runs of the ceiling and can be easily moved to any part of the ceiling. No Sellotape, blue tack or drawing pins to be used. There are two sets of step ladders in the Committee Room accessed from the fire exit corridor to the left of the stage.

8. The stage area is only to be used as a stage for artists, cinema, demonstrations, disco equipment, award ceremonies, etc. No tables and chairs allowed on the stage, no children on the stage unless on the mentioned list. If the stage is to be used from the main hall, the steps must be used. They are behind curtain on stage. These must be lifted by two people. No one is permitted to access under the stage.

9. In the event of anyone sustaining any injuries - the Accident Book must be completed. (This is in kitchen above first Aid Box.) With serious injuries you must notify the Hall Committee.

10. In case of evacuation, the assembly point is at the playing field entrance by the bollard at the toilet end of the hall. The address for 999 is **Clehonger Village Hall, Birch Hill Rd, Clehonger**, **HR2 9RD**.

11. Electrical Appliance Safety You must ensure that any electrical appliances brought by you to the Hall and used there are safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989. You must report to us any failure of our equipment.

12. The use of bouncy castles and similar inflatables is not covered by the hall insurance. A separate policy is available, adherence to which enables this equipment to be used- see Clehonger Village Hall Bouncy Castles and Inflatables Policy.

13. Safeguarding Children, Young People and Vulnerable Adults You must ensure that any bookings for public activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. If requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS)

14. If you do not want heating on, press override on heating programmer in kitchen, if you want it on press extra hour or hours, do not turn radiators down.

15. Tables and chairs including children's table and chairs to be stacked correctly as in guidance on the cupboard doors. Table and chairs are in cupboard 1. Children's tables & chairs are in cupboard by the bar. No indoor table and chairs to be used outside.

16. For Events/ Private bookings cancellations: If you wish to cancel the booking before the date of the event, if you cancel before 28 days of the booking date, we will offer you a replacement date which you must use within 12 months of original booking, we don't offer refunds. We reserve the right to cancel your booking and will refund you in full, if we have cancelled.

17. **For Club Bookings**; Hiring of the hall should include the time needed to set up and tidy away. If club is for 3 hours you should be booking 3 ½hours. If your club is for 1 ½ hours you should be booking two hours to include set up time and clear away time. Any running over time will be charged retrospectively at the full hour rate. It could even interfere with the next group booked as we are entitled to book another hall user when your group is down to end. If your group/club are applying for ANY funding/Grants with the group/club address of Clehonger Village Hall, you should confer with the Clehonger Village Hall Committee. The Clehonger Village Hall Committee would have to agree to the application being made. This is to ensure group/clubs are not applying to a fund we might be accessing ourselves for Hall Improvements, requisites etc.

18. **Please leave the hall in a clean and tidy condition, taking away any rubbish with you. If you leave any rubbish, we will ask you to return to collect it. Make sure all windows and doors are shut tight when locking up and all lights are out.**

Thank you for your co-operation in these matters. **Please keep this sheet for future reference**