

Barkham Village Hall – Conditions of Hire



General Conditions of Hire

If the hirer is in any doubt as to the meaning of the following, the Booking Clerk should be consulted immediately.

Responsibility

1. The hirer (**who must be over 25 years of age**) will during the period of the hire be **responsible for:-**
 - **supervision of the premises**
 - any damage however slight to the premises, including the fabric of the building and its contents
 - the behaviour of all persons using the premises and grounds including proper supervision of car parking arrangements
 - ensuring that ball games are strictly forbidden inside the building because of the likelihood of damage
 - ensuring that NO SMOKING is allowed within the building
2. The hirer shall not sub hire or allow the premises to be used for any unlawful purpose or in any unlawful way.

Health & Safety

3. The hirer shall not bring on to the premises anything which may endanger the hall or its users.
4. No unauthorised heating appliances shall be used on the premises without the consent of the Management Committee.
5. The entrance lobby is to be kept clear of tables etc. at all times.
6. The emergency exit signs are illuminated when the Small Hall lights are on, therefore these lights should always be on during the hours of darkness
7. No internal decorations of combustible nature shall be erected without the consent of the Management Committee.
8. The Fire Brigade shall be called to any outbreak of fire, however slight, and details shall be given to the Booking Clerk as soon as possible and in any event at the conclusion of the hire.
9. The store cupboards which open off the main hall must be kept locked shut.
10. Any personal injury accident or "near miss" must be recorded on an accident form. Please follow instructions with the forms, which are obtainable from the Booking Clerk.

Licensing

11. The hirer shall be responsible for obtaining such licences as maybe needed whether for the consumption of alcohol, or from Performing Rights Society or otherwise and for the observance of the same.
Note: a Temporary Event Notice (TEN) will need to be sent to, and approved by, Wokingham District Council if alcohol is to be sold on the premises.
12. The hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority and Local Authority or otherwise, particularly in connection with any event which includes regulated entertainment. See Appendix B.

Cancellation

13. If a hirer wishes to cancel a booking they should inform the Booking Clerk at the earliest possible opportunity to enable the hall to be re-hired and at least one month before the specified date of hiring. If a replacement booking is obtained, then the booking fee may be used against a future booking or consideration may be given to refunding the deposit, less an administration charge of £10. If a replacement booking covering the whole period of the agreement is not obtained, then the deposit will be forfeited and if this is also within the one month period before the date of hiring, the hirer will also be liable for the outstanding balance.
14. The Committee reserve the right to cancel this hiring in the event of the hall being required for use as a Polling Station for Parliamentary, Local Government or By Election. In which case the hirer shall be entitled to a refund of any deposit already paid.

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Damage

15. The hirer shall indemnify the committee for the cost of repair for any damage done to any part of the premises, including the fabric of the building and its contents, which may occur during the period of hiring (see Special Conditions as set out on Booking Agreement Form).
16. At the end of the hiring, the hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, (see Appendix D - Check List) properly locked and secured. Any contents temporarily removed from their usual positions should be properly replaced. The Committee shall be at liberty to make a charge against the deposit if these conditions are not met.
17. In the event of the hall or any part thereof, being accidentally rendered unfit for the use for which it has been hired, the Committee shall not be liable for any losses incurred by the hirer however incurred.

Management Committee Representatives

Booking Clerk	Mrs. J. Neuhofer	0118 979 0296
Chairman	Mr. C. Barrows	0118 976 0626

Conditions of Hire – Licensing

Barkham Village Hall holds a Premises License for the following “Regulated Entertainment” under the provision of the Licensing Act 2003:-

- The performance of live music, any playing of recorded music
- The performance of dance
- The provision of facilities for the making of music or dancing.

These additional conditions apply if Regulated Entertainment is to take place:-

1. The hirer, being a person over 25 years of age, shall be in charge of, and upon, the licensed premises during the whole time that they are hired to the hirer. The person in charge shall not be engaged on any duties which will prevent him from exercising general supervision.
2. There shall be a minimum of 2 persons, neither of whom shall be less than 25 years of age on duty at the premises during the period of hire, including the person in charge. All persons on duty shall have been informed of the procedure to be adopted in case of evacuation of the premises and shall be familiar with the fire fighting equipment available. Location of emergency exits and fire fighting equipment are shown on the attached floor plan (Appendix C).
3. Performances involving danger to the public shall not be given.
4. The number of people on the premises shall not exceed the following

Large Hall	Persons	Small Hall	Persons
Dancing and Seating	120	Dancing and Seating*	50
Closely Seated	85	Closely Seated	45

* Arranged as one line of chairs against wall not obscuring emergency exits and all other furniture removed.

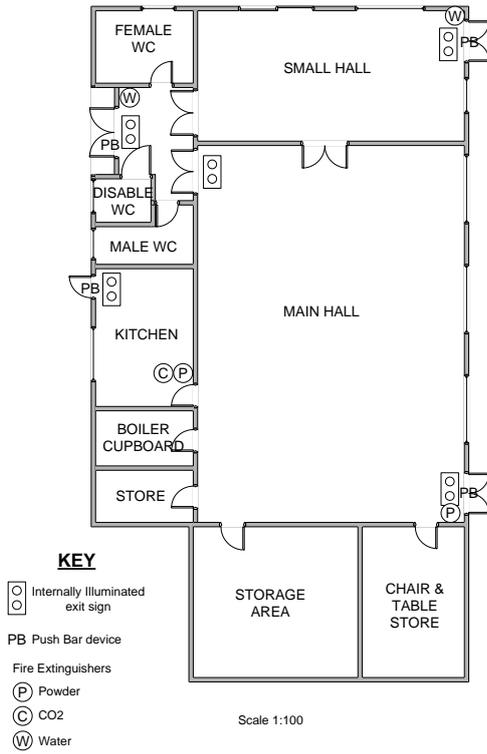
Large Hall & Small Hall	Persons
(With interconnecting double doors locked open)	170

5. Highly flammable substances shall not be brought into or used in any part of the premises.
6. The premises shall not be available for hire for the purposes of Regulated Entertainment except between the hours of 11a.m. and midnight unless a Temporary Event Notice (TEN) has been posted and approved.

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Location of emergency exits and fire fighting equipment



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APPENDIX A - Check List to make sure conditions of hire are met.

Please note failure to adhere to any of the items in the check list at the conclusion of the booking will constitute a breach of the conditions of hire and may result in part or all of the deposit being withheld.

Kitchen

1. Sweep floor and empty all bins (into Grundon bin outside).
2. Clean sink and wipe all surfaces.
3. Close and secure window and door (particularly the emergency exit crash bar).

Large and Small Hall

4. Clean tables and return all chairs and folding tables to the store room.
5. Sweep floor. If necessary mop up any spills. If floor requires washing, please use lukewarm water. The mop and bucket can be found in the kitchen.
6. Close and secure all doors and windows (particularly the emergency exit crash bars).

Small Hall – additional items

7. Clean sink and empty waste bin (into Grundon bin outside).

Lavatories

8. Flush toilets and leave in clean condition.
9. Ensure that taps are fully turned off.
10. Empty bins if necessary.

General

11. If any balloons or notices have been hung at the roadside or on the Village Hall signpost please remove them.
12. Please dispose of all rubbish hygienically in the Grundon bin outside. **Do not leave rubbish alongside the bin** as this may encourage rats and other pests and will be considered a breach of the conditions of hire..

The Committee reserves the right to deduct from your deposit, the cost of employing a cleaner for extra hours, if these instructions are not carried out or if excessive rubbish is left.

Lastly before leaving

13. Please ensure that attendees leave the hall and the car park in a quiet manner.
14. Double check that all exterior doors are locked, particularly the emergency exit crash bars.
15. Check the premises for any smouldering materials. Not smoking is not allowed in the hall.
16. Switch off all the interior lights, follow instructions by light switches (the external ones are on automatic sensors).

Please return keys to the Booking Clerk promptly.