

DOYNTON VILLAGE HALL
Reg. Charity No. 301520
Toghill Lane, Doynton, Bristol BS30 5SY

CONDITIONS OF HIRE

The village hall is part of the community and the committee has to follow the following regulations:- Fire; Alcohol Licensing; Public Entertainment Licensing; Health and Safety; Hygiene and Preparation of food. It is also bound by the constraints of its insurance company. Hire of the hall is restricted to persons of 21 years or above, and the hirer must accept the following conditions.

Fire Regulations: The hirer or a nominated representative is responsible for:

- a) Limiting the number of persons in the hall to **120** and ensuring the fire exits are not obstructed.
- b) Knowing where the fire extinguishers are positioned and for organising the complete evacuation of the hall, porch, kitchen and toilets.
- c) Calling the fire brigade and a member of the committee for any fire however small.
- d) Ensuring that any electrical equipment brought to the hall is safe and in good condition.

Smoking: The hirer shall, and shall ensure that the hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises.

Injury to Persons and Damage to Property: The village hall committee is insured only for its own negligence. Hirers are responsible for their own insurance.

- a) The hirer is responsible for the supervision of the premises, the fabric and contents and shall make good or pay for any damage and is also responsible for the behaviour of all persons at the event. **Damage to the hall or contents must be reported to the booking secretary.**
- b) The hall has no insurance cover for fireworks. Anyone wishing to let off fireworks must arrange full insurance cover and hand a copy of the policy to the village hall committee before the event.
- c) The hirer must ensure that any decorations used in the hall are removed and do not cause any damage to existing paintwork.
- d) The village hall committee accepts no responsibility for any loss or damage, however caused, to any article or equipment brought onto or left on the premises by the Hirer.
- e) The Hirer must provide a qualified first aider to treat an injury or arrange an ambulance, fill in the accident book on the kitchen window sill and as soon as possible inform a member of the committee.

Public Entertainment Regulations: The entertainment/event must not cause excessive noise or nuisance to neighbouring properties, must finish no later than **11.45pm** and the hall cleared by **midnight**. All sources of music must be located inside the hall, not in the garden. The Hirer must ensure that they have the appropriate performing rights licence for their event.

Food Hygiene: The hall is not licensed for the preparation of food on the premises. Any food brought into the hall must have been prepared by an establishment inspected & approved by South Gloucestershire Council.

Alcohol: The booking secretary must be told if the event involves the sale of alcohol. An extra fee of £10 will be charged as a contribution towards the cost of the hall Licence. There must be a named person in charge of sales and behaviour who is responsible for refusing alcohol to under 18s. Failure to do so may result in the hall losing its licence.

General Conditions:

- a) The hirer must ensure the hall is left **clean and tidy**, that all furniture and fittings are returned to their original position, chairs are returned to chair cupboard and that all equipment and rubbish is removed.
- b) Any faulty or damaged equipment to be reported to a Committee member.
- c) That all **lights are turned off** and the heaters in the kitchen are returned to frost control.
- d) The kitchen hatch is left open, all windows and doors secured and **the key returned** to the key safe.

The committee reserves the right to refuse or cancel any booking without giving any reason. They also may levy a cancellation fee if sufficient time is not allowed for rehire.

A member of the committee has unrestricted right to enter the premises at any time.

Committee members

Peter Hart (Chairman) 937 2611, Lindsay Georgiou (Treasurer), Sue Merrall (Secretary) 937 3497, Suzanne Carten, Teresa Lander, Mike Blacker 937 3172, Tracey Baker, Martin Jones, Nicola Ellis, Joanna Bond

CLEAR-UP CHECKLIST

The village hall is a busy place these days and whilst we have cleaners twice a week, we do request that each user leaves it for the next person 'as they would wish to find it'. If there were matters of concern when you took occupation then please let us know as soon as possible. We hope that the following list of jobs that need to be undertaken when you leave will be helpful and avoid complaints from the following hirer.

Kitchen

- Bins to be emptied into the commercial bins outside (general waste, cans, glass, clear plastic & cardboard).
- Fridge must be left switched ON low setting and EMPTY.
- Please do not leave ANY left-over items in the kitchen.

Hall

- Ensure patio doors locked and windows closed.
- Only 28 chairs to be left in the hall. All the rest to be replaced in store cupboard.
- All tables to be clean and safely stacked in trolleys.
- Floors should be swept and left in suitable condition for the next user.

Toilets

- To be left as you would wish to find them please.

Please be aware: the hall is run by volunteers and it is important that everyone uses the space considerately.