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 **80** 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 hall manager.**
b) The hall has no insurance cover for fireworks and all fireworks/bangers/Chinese lanterns/flares are strictly banned.
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, and not outside at the front of the hall. The Hirer must ensure that they have the appropriate performing rights licence for their event.

Food Hygiene: The hall is 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. It is not allowed to have any food vans at the front of the hall in the car park unless permission has been expressly given in writing.

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. Late cancellations may incur an administration fee and/or loss of payment made if sufficient time is not given to rehire the hall. A member of the committee has unrestricted right to enter the premises at any time.