

**REGULATIONS FOR THE HIRE OF
HAUGHTON VILLAGE HALL**

Introduction

These regulations apply equally to all users. They have been prepared for the information of Hirers and the safety of the Public. Many of these conditions are required by Law.

Smoking

No smoking is allowed anywhere on Haughton Village Hall premises.

Cost of Hire

The cost of hire will be charged at the rate current at the time of the event, unless pre-paid at the time of booking. At the end of each function the Hall must be cleaned and ready for use before vacating the premises. A charge of £6.60 per hour will be levied if Hirers wish to set up the night before, or clean up the morning after, a function is held.

Security Deposit

A security deposit of £100 (a cheque made payable to Haughton Village Hall) will be required from non-affiliated hirers. If the Hall, and car park, are undamaged and left in a tidy condition (with table and chairs re-stacked as found and all litter removed) the security deposit will be refunded in full. If the Hall, and car park, are not left as found, a reasonable cost of re-instatement will be deducted from the deposit.

Alcohol Licenses

The Hall is NOT licensed for the sale of alcohol under the new licensing laws, however the Village Hall can offer bar facilities through the Young Farmers. Hirers are reminded that it is illegal to sell alcohol without a Licence, and that all events involving Licensed Bars must be strictly controlled. Admission must be by prior invitation or by ticket sold in advance.

Hours

Permitted opening hours are set by law and must be strictly adhered to:

Monday to Friday 9.00am – 1.00am

Saturday 9.00am – 12 midnight

Sunday (children's parties only) 12 midday – 6.00pm

Christmas Day or Good Friday not available for public entertainment.

An extension of the Saturday midnight finishing time can only be allowed in exceptional circumstances. Each case must be approved by the Committee and will be subject to the granting of a special order by a Magistrate (under the Licensing Act 2005) to permit the bar to remain open after 11.30 pm. The Hall can then be kept open for 30 minutes after the bar closes.

Booking Application

All Hirers not affiliated to the Hall must complete and sign an official booking form. The booking form should be returned to:

Bernie Chadwick (Booking Secretary)

20 St Giles Grove

Haughton

ST18 9HP Tel: 07722 003626

Keys to the Hall may be collected on the morning of the booking.

Confirmation of Booking

All casual booking must be acknowledged to be effective.

Cancellation Charges

Full charge if less than 7 days notice is given.

50% charge if 8 to 30 days notice is given

25% charge if 31 to 45 days notice is given

No charge levied if over 45 days notice is given

Car Parking

Cars can be parked in the Hall's car park and the grass if the car park is full. Cars are on no account to be parked in Royds Close or its access road.

Music and Dancing

The Hall is licensed for music and dancing. All music royalties are included in the hire charge. Discos (not associated with a party) are not permitted except when organised and run by an affiliated organisation. Hirers must not move or use the covered piano without special permission.

Theatre Licence

The Hall is not licensed for Stage Plays, Hypnotic shows, Pantomimes or similar performances.

Decorations

The surfaces of the Hall and fittings, except notice boards and stage battens, must not be pierced or blemished. Curtains must not have anything pinned to them.

Permitted Numbers

The *maximum* permitted in the Hall:

130 Persons seated at tables

180 Persons close seated for stage performances

200 Persons dancing with no tables in use

Noise and Behaviour

The Hirer must, to the best of his or her ability, maintain and keep good order and decent behaviour within the Hall and outside. Hirers must not permit any lewd, obscene, or indecent performance to take place in the Hall, or allow any indecent poster, advertisement file, photograph or programme to be displayed or shown therein. Steps must be taken to ensure that the level of noise emanating from the Hall, or caused when persons leave the Hall late at night, is such, as not to disturb the residents in the locality.

Safety Regulations

(a) No equipment or appliances, other than the Hall's fittings, must be used for cooking or heating. Any sound or lighting equipment brought into the Hall for entertainment purposes must be safe for use and properly maintained. The Village Hall Committee is not liable for any equipment brought into the Village Hall by hirers.

(b) All doors and emergency exits must be kept unlocked and clear of obstructions when the Hall is in use.

(c) Smoking is strictly prohibited within the Hall.

(d) Whenever public entertainment is in progress the Hirer must ensure that a minimum of two attendants are on duty to assist persons entering, or leaving, the Hall. The attendants must be made aware of the 'Fire Routes' detailing the action to be taken in the event of a fire.

(e) No children are allowed in the kitchen area or on the stage.

(f) At the end of each function, or event, the Hirer must make safety checks to ensure that:

All internal doors and windows are closed.

All emergency exits are locked

All lighting and electric sockets are switched off.

The piano cover is replaced (if used).

Indemnity

All bookings of the Hall are made on the understanding that the Hirer has read, and accepts, these conditions and regulations, and that he, or she, will indemnify the Management Committee against any failure to observe them during the period of hire.

Public Liability Insurance

The Village Hall's Insurance Policy includes persons hiring the premises. Hirers are advised to insure against damage or theft of personal property.

Damage to Polished Floor

If the polished floor is spoilt or damaged by unnecessary wetting, then the cost of reinstatement will be charged to the Hirer. Spilt drinks must be carefully mopped using a damp mop.

Cleaning Apparatus

Cleaning apparatus is stored in the table and chairs store room. Please follow instructions for use and disposal of water.

Please note: the Village Hall is in a residential area. Hirers are responsible for the behaviour of their guests and steps must be taken to ensure that the level of noise emanating from the Hall, or caused when persons leave the Hall late at night, is such as not to disturb the residents in the locality.