

SCORITON VILLAGE HALL

Hiring Agreement

[Please complete this form, sign, and return with cheque(s) to Debbie Owen, c/o The Tradesmans Arms, Scoriton, Buckfastleigh. TQ11 0JB]

1. Purpose of Hiring:

2. Date of Hiring Hours from to

3. Hiring Fee: £

Less deposit received £

Balance £ payable on or before

Damage deposit £ Returnable subject to satisfactory condition of premises at end of hiring. (Please supply separate cheque for this sum.)

5. Sale of Alcohol – Do you intend to sell alcohol? YES / NO

6. If the answer to question 5 is YES, you need to apply for a TEMPORARY EVENTS NOTICE (TEN) from South Hams District Council. In signing this form, you undertake to fulfil the legal requirements in this respect. Allow at least 3 weeks. Cost is £21.00. Forms available from South Hams District Council online (www.southhams.gov.uk). It is the responsibility of the hirer to apply for the TEN if required.

I agree to observe and carry out the provisions and stipulations contained in the Village Hall's STANDARD CONDITIONS OF HIRE, and in the GENERAL RULES GOVERNING THE USE OF SCORITON VILLAGE HALL

Hiring Organisation (if applicable)

Name of individual hirer (or organisation's authorised representative):

.....

Address:

.....

Tel No.Email

A non-refundable deposit of 10% of the total booking fee is payable on booking. The balance is payable 2 weeks before the booking.

BACS Lloyds Bank, Scoriton Village Hall, A/C No. 00989777 S/C 30-98-69

Cheques/cash made payable to Scoriton Village Hall can be sent to the Tradesmans Arms pub, Scoriton TQ11 0JB

Signed by the person named above, on behalf of the hiring organisation

..... Date:

SCORITON VILLAGE HALL

STANDARD CONDITIONS OF HIRE

If the Hirer is in any doubt as to the meaning of any of the following, the Hall Booking Secretary should be consulted.

1. The Hirer shall be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage and the behaviour of all persons using the premises so as to avoid obstruction of the highway.
2. The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything nor bring anything onto the premises anything which may endanger the same or an insurance policies in respect thereof, nor allow the consumption of alcoholic liquor without the necessary licence.
3. The Hirer shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor. The person named on the licence must be present or nominate another named person for observance of same.
4. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, the Local Magistrate's Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
5. The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building that may occur during the period of the hiring as a result of the hiring.
6. Hiring Fee and Damage Deposit must be paid in full at least two weeks in advance of the date of Hire.
7. If the Hirer wishes to cancel the booking within one month of the date of the event and the Committee is unable to conclude a replacement booking, the payment, or repayment of the fee shall be at the discretion of the Committee.
8. The Hirer shall ensure that the general rules governing the use of the hall as supplied to him / her, are complied with.
9. The Committee reserves the right to cancel any hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to refund of any deposit already paid.
10. The Committee shall not be liable to the Hirer for any resulting loss whatsoever in the event of the Hall or any part thereof being rendered unfit for the use in which it has been hired.
11. The Committee reserves the total and unquestionable right to enter the hall and cancel any booking or stop any sale any time before or during the hiring should any of these conditions be breached.

SCORITON VILLAGE HALL

GENERAL RULES GOVERNING USE OF THE HALL

Preamble

The management of the Village Hall is vested in the Management Committee of the Scoriton Village Hall, whose powers and composition are defined in the constitution, a copy of which may be obtained from the secretary. Under the provisions of the constitution, the Management Committee is empowered to make rules, or to withdraw or amend them.

1. Use of the Hall

Use of the Village Hall and its facilities is subject to the following rules and, in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

2. Equal opportunities

The Village Hall shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

3. Applying to Use the Village Hall

a) Application for use of the hall shall be made to the Booking Secretary.

b) The right to refuse any application for the use of hall facilities is reserved to the Management Committee, or the secretary, provided that the secretary reports his/her action to the next meeting of the management committee. The management committee may refuse an application to use the hall's facilities if the use by a particular organisation presents a risk of public disorder or of alienating the committee's beneficiaries or supporters.

c) All arrangements for the use of hall facilities are subject to the Committee reserving the right to cancel bookings when the premises are required for use as a Polling Station or are rendered unfit for the intended use.

d) Sections and affiliated groups of the Committee shall normally have priority use of its facilities, but all arrangements to hire facilities made with outside bodies and individuals shall be honoured by the Committee, except as provided for in c) above.

4. Hours of Opening

Facilities at the Village Hall are normally available for use between the hours of 8am and 12 midnight on weekdays, 8am and 11.45pm on Saturdays and 8am and 10.30pm on Sundays. In exceptional cases, these hours may be extended on application to the Management Committee.

5. Maximum Capacity

The Village Hall has a maximum capacity of 180 seated or 300 dancing (these figures include helpers and performers), and on no account shall these figures be exceeded.

6. Safety Requirements

All conditions attached to the granting of the hall's Public Entertainments licence, stage play or other licences shall be strictly observed. Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it and to its contents. In particular:

a) obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately free for public egress

- b) the emergency lighting supply must be turned on during the whole time the premises are occupied, and must illuminate all exit signs and routes
- c) fire fighting apparatus shall be kept in its proper place and only used for its intended purpose
- d) the Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Secretary
- e) performances involving danger to the public shall not be given
- f) highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton etc) shall be undertaken or erected without the consent of the Management Committee
- g) no unauthorised heating appliances shall be used on the premises
- h) the First Aid box shall be readily available to all users of the premises. It is located in the kitchen. The Secretary shall be informed of any accident or injury occurring on the premises
- i) all electrical equipment brought into the building shall comply with the Electricity at Work Regulations, 1989. The Management Committee disclaims all responsibility for all claims and costs arising out of any such equipment that does not comply.
- j) no fireworks, "chinese lanterns", "sky lanterns", or similar devices shall be let off inside or outside, without the prior approval of the Management Committee

7. Supervision

The hirer or person in charge of the activity shall not be under 18 years of age and shall be on the premises for the entire period of the hire, or duration of the activity. The person in charge shall not be engaged in any duties which prevent him / her from exercising general supervision. When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty. All persons in charge or on duty shall have been informed of the procedure for the evacuation of the premises and shall be familiar with the fire fighting equipment available.

8. Intoxicating Liquor

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the express permission of the Management Committee, whose consent must also be obtained prior to seeking a Temporary Event Notice for the sale of alcoholic liquor.

9. Smoking

No smoking is permitted on any part of the premises.

10. Betting, Gaming and Lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.

11. Recorded Music Licence

It is the responsibility of any independent user group which uses recorded music in its activities to check if it requires a licence from Phonographic Performances Ltd (PPL) and if so, to obtain one.

12. Storage

The permission of the committee must be obtained before goods or equipment are left or stored at the hall, except that the Secretary is authorised to grant permission for the overnight storage of goods and equipment brought to the Centre for a particular function or event.

13. Loss of Property

The committee cannot accept responsibility for damage to, or the loss of theft of, hall users' property and effects.

14. Car Parking

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the hall. Where parking accommodation is provided and available, this must be used, and in any case users of the Hall should avoid undue noise on arrival and departure. Adjacent farm gates shall be left unblocked at all times.

15. Nuisance

- a) Litter shall not be left in or about the Hall premises.
- b) Except in the case of trained guide dogs for the blind, dogs shall only be permitted in the Hall in connection with organised activities such as dog training or dog shows.
- c) Hirers and organisers of events are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby properties.

16. Cleaning and Security

All use of the premises and facilities is subject to the users and hirers accepting responsibility for returning furniture and equipment to their original position and for securing doors and windows. All users shall also leave the premises and surrounds in a clean and tidy condition. Please note - all rubbish must be removed by the Hirer.

Hirers are advised to check that there are adequate items such as tables, chairs, crockery and cutlery before the day

Keys to the Village Hall are kept at in a safe next to the hall entrance. Hall users will be given the code on receipt of payment

SCORITON VILLAGE HALL

HIRERS PENALTIES

- 1.** Please be aware that following changes in the refuse collection system (namely introduction of “wheelie bins”) by the Local Authority, all Hirers **MUST** remove all rubbish at end of hiring. Failure to do so will entail a surcharge of £5 per bag being deducted from Damage Deposit.
- 2.** Any extra cleaning required to return the hall to a “reasonable state” after the hiring will be charged at cost. Presently this is £12.00 per hour.