**EAST GOSCOTE VILLAGE HALL**



East Goscote Village Hall Management Committee

Long Furrow,

East Goscote, Leics LE7 3ZL

Phone 0116 260 2202

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# TERMS OF LETTING – NOVEMBER 2016

# The hall is let in accordance with the current list of charges.

1. There is a minimum hire of **1 hour**.
2. Application to use the hall should be addressed to the booking officer.
3. The Village Hall has a Premises Licence authorising certain regulated entertainment and licensable activities between 9 am and 12 midnight. (PRS and PPL licence held)
4. The Village Hall caters for a maximum of 100 people.
5. When booking the hall for a casual occasion, i.e. party, a damage waiver of £40.00 is required to secure the date. Full and final payment in cash is due on collection of the keys during the week before the booking.

* The bouncy castle will not be booked until the damage waiver is paid in cash.
* For teenage parties (13 – 18 years) a £100 cash deposit for Residents, and a £150 deposit for non-residents is required. (Refundable after hall inspection).
* All users aged under 18 must be supervised by an Adult.

1. The damage waiver will be returned in full if there is no damage, breakages or contravention of these regulations. All damage must be paid for in full and reported to the office at the earliest convenience.
2. In the event of cancellation an administration charge of £15 will be deducted from the damage waiver.
3. Keys for occasional bookings should be collected from the Parish Council offices.
4. The hall should not be sub-let.
5. The person hiring the hall will be responsible for the following:

* The preparation of the hall before the event.
* The proper and orderly use of the hall during the period of hire.
* The **Neat** and **Tidy** condition in which the premises are left after the period of hire, including the removal of bottles/rubbish etc, rubbish must be bagged (Use the two Wheelie Bins adjacent to the fence in the car park).
* Comply with local By-laws, Regulations and Covenants.

1. The means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied. (The switch is located above the main hall lights).
2. The kitchen should be left in a clean condition; all waste must be placed in the dustbins outside. The kitchen should be under the supervision of an adult at all times.
3. The hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. Cooking or heating of food inside the building must only be done using the hall’s own kitchen equipment as supplied and installed by the Committee. If the hirer wishes to use external cooking devices permission must be sought in writing via the booking secretary.
4. No article of an inflammable (eg candles) or explosive nature or offensive character, or producing an offensive smell, or any oil, electric, gas, LPG or other appliance or stove shall be brought into or used in the building. This includes smoke machines and helium balloons
5. The bringing of Fireworks into, or the ignition of Fireworks in the Hall or grounds, is expressly forbidden.
6. Sand is not permissible.
7. Where a bar is required a licence must be obtained. Help with this matter may be obtained from the booking officer. Hiring which include the use of a bar must be booked and supervised by a person over the age of eighteen.
8. A cleaning fee of £12.00 is charged for all occasional bookings.
9. It is recommended that the hirers **MAKE THEIR OWN INSURANCE ARRANGEMENTS.**
10. TRAINERS MUST BE WORN FOR ALL SPORTS with WHITE/CLEAR SOLE to prevent black marks on the floor.
11. Smoking is not allowed in the hall at any time. There is a cigarette disposal unit in the village hall car park, adjacent to the kitchen door.
12. Regular users of the hall must give four weeks’ notice of cancellation otherwise the normal fee will be charged. The Village Hall Committee reserves the right to use the hall for functions run by themselves and the Parish Council and will give regular users three weeks’ notice of these functions.
13. If a user wishes to have the luxury of having a regular and reserved booking, they should pay for this whether they take up the booking or not, otherwise there is a risk to our charity of loss of income.

Therefore, with effect from 1st January 2017; (i) all children’s groups will be allowed (unpaid) annual leave as per the academic school holiday calendar plus bank holidays. (This could potentially offer children’s groups up to 17 weeks that do not have to be paid for). (ii) all other groups will be allowed up to 8 weeks’ holidays which will be classed as annual leave and will not be charged for.

1. Cupboard storage is available in the kitchen for regular users. The VHMC will not be responsible for any item stored. This includes items i.e. chairs/carpets stored in the storage area.
2. **TIME for PREPERATION and CLEANING UP** must be allowed in your booking.
3. **Heating/thermostats and the boiler** must NOT be interfered with at any time.
4. The hirer must report all accidents involving injury to the public to a member of the Village Hall Management Committee as soon as possible and complete the relevant section in the village hall’s accident book.
5. The hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.
6. The hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the village hall. No animals whatsoever are to enter the kitchen at any time.
7. Please do not use pins or adhesive tape on the walls or paintwork. Blu-tac may be used on the walls only.
8. Any electrical equipment brought onto the Hall premises by the hirer, or on behalf of the hirer (i.e. Music players, Disco equipment, Etc.) must be PAT Certified.
9. Representatives of the Management Committee shall at all times have free access to the premises in their official capacity.
10. Please familiarise yourself with the instructions on how to use the hall’s fire

appliances.

1. Indemnity against claims – The hirer shall indemnify the Committee against all claims, demands, actions or proceedings in respect of the death or injury of any person or loss of or damage to the property which shall occur during the period of hire or arising out of hiring, unless caused directly by the negligence of the Management Committee, its agents or servants.
2. Atthe end of your period of hire ensure that the following are carried out.

* The lights are turned off.
* The toilets are flushed and in a clean condition.
* All windows are closed and fastened.
* All doors are locked: Kitchen door, front doors and inner doors
* The cooker and all taps are turned off.
* All tables and chairs are returned to the storage area and stacked tidily, not blocking the office door area.
* The floor must be swept
* Bins must be emptied and rubbish placed in the wheelie bins outside

1. Please note that CCTV is in operation on the exterior of the premises.

**We thank you for your co-operation and hope that you enjoy the use of our Village Hall. If you have, please tell others; if you have not, please tell us.**

BOOKING INFORMATION may be obtained from, The Village Hall, East Goscote

## Secretary, Mrs Caroline Taylor or Chairperson, Ms. Cathy Duffy.

**PLEASE LEAVE THE HALL IN A CLEAN CONDITION FOR THE NEXT HIRER**

Occasional users who hire a Bouncy Castle must adhere to the Bouncy Castle

Terms & Conditions

***EMERGENCY CONTACT NUMBERS:***

**07858 188509/07739 553380/07756 800669**

Reviewed November 2016