

GLAPTHORN VILLAGE HALL CONDITIONS OF HIRE

Amended November 2019

The Village Hall is available for hire subject, on every occasion, to the agreement of the Village Hall Trustees.

The HIRER must restrict his / her access to the Village Hall to the chargeable hire period. Access to the Hall for either preparation prior to or clearing up after an event will be chargeable. Access to the Hall for any other purpose outside the hire period must be agreed by the Village Hall Management Committee and the hirer must not interfere with other hirers or contractors working on behalf of the Village Hall Management Committee.

The HIRER will, during the period of hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage – however slight – or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway and/or pavements. If these conditions are not met then a loss of some or all of the Hirer's Deposit may result.

The HIRER shall not subject or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring into the premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without agreed permission.

The HIRER shall be responsible for obtaining licences that may be needed whether for the consumption of intoxicating liquor, from The Performing Rights Society, or otherwise and for the observance of the same and of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority, the Local Magistrates Court or otherwise.

The HIRER is advised that the Village Hall does not hold a television licence. Use of electronic equipment in a manner which contravenes the Communications Act 2003 or the Communications (Television Licensing) Regulations 2004 (as amended) is not permitted and the HIRER shall indemnify the Village Hall Management Committee for any fine resulting from a breach of the Act and Regulations.

The HIRER shall be responsible for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings, which may occur during the period of hiring or as a result of the hiring.

The HIRER will, during the period of hiring, be responsible for ensuring that the terms and conditions imposed by East Northamptonshire Council in granting a Public Entertainments Licence in respect of Glapthorn Village Hall are complied with.

The HIRER shall be in charge of and be present on the premises at all times when the public are admitted and there shall also be during that time a sufficient number of attendants in the building for the purpose of ensuring safety.

The HIRER or nominated person in charge and at least one other person instructed in the use of fire safety precautions shall be present on all occasions when the public are admitted.

If the HIRER wishes to cancel the booking at any time the Committee shall be liable to refund the deposit. The committee also reserves the right to charge 50% of the booking fee if the cancellation results in the hall remaining unlet.

At the end of the hiring, the HIRER shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured, any contents temporarily removed from their usual positions properly replaced and turning off heating, lighting and electrical equipment. Otherwise the Committee shall be at liberty to make an additional charge.

In the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye election, or in the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee reserve the right to cancel this hiring in which case the hiring fee and deposit will be refunded.

NB: The Premises License (number E/05/19693) granted to Glapthorn Village Hall in accordance with the Licensing Act 2003 which came into effect on 24 November 2005 replacing the previous Music Singing and Dancing license, authorises the following licensable activities: Plays, films, live music, recorded music, making music, dancing and entertainment of a similar description to that falling within "making music or dancing". This does not include activities which require a television licence.

The maximum capacity of the hall is 200.

For any other licensable activity, for example the sale of alcoholic liquor (e.g. from a cash bar) the hirer will need to give a temporary event notice (a 'TEN') to the authorities. The necessary form is available from the District Council. The hirer should keep a copy of the completed form and send it and a further copy to: Central Administration Unit, East Northamptonshire Council, East Northamptonshire House, Cedar Drive, Thrapston NN14 4LZ. (Tel: 01832 742102) and send an additional copy to The Eastern Area Commander, C/O The Area Licensing Officer, Community Safety Unit, Northamptonshire County Constabulary, Rushden Police Station, North Street, Rushden, Northamptonshire, NN10 6BU. The notices need to be sent at least ten working days prior to the event

Insurance

Commercial and business hirers must make their own insurance arrangements. Individual and community organisations have the benefit of the Hall's public liability insurance with certain important exceptions (such as bouncy castles). The Hall's employer's liability insurance does not extend to any hirers. Full details are available on request.

ADDITIONAL NOTES

Fire Safety Instructions:A

Please make yourself aware of the fire safety instructions which are posted in the village hall.

Heating:

The main hall heating is maintained at a minimum temperature of 17 degrees. This can be increased, if necessary, by using the thermostat control on the wall adjacent to the bar. Instructions are posted adjacent to the thermostat.

The panel heater in the kitchen is operated manually by switching on at the socket.

A remote control for the plinth heater in the kitchen, along with instructions for use, is located in a drawer beneath the serving hatch.

Rubbish:

Please place all rubbish in the sacks provided and deposit in the wheelie bin situated beside the front porch. Recyclables must be placed in the green lidded wheelie bin by the front porch. Food waste must be placed in the small green bin (caddy) by the front porch.

Furniture:

Please DO NOT take any furniture outside.

Please DO NOT drag the chairs across the floor– there are two trolleys provided for removing them to the furniture store situated at the end of the main hall adjacent to the kitchen.

Please place the tables on the trolley provided and return them to the furniture store.

Please replace the furniture in a clean and tidy condition.

Leave any items that are damaged in the hall so that they may be repaired.

Displays:

Display boards can be made available for notices, artwork etc.

DO NOT use Blu Tack or sticky tape on the walls or windows, or pins/nails/screws in the wooden beams.

Crockery and Consumables:

Sufficient crockery is available for 100 covers, comprising dinner and side plates, cups, saucers, pudding bowls, knives, forks, spoons, wine and water glasses.

(These quantities are correct at the time of printing)

Linen tablecloths are available for hire at £10 each. The cost includes laundering.

Bin bags, toilet rolls and hand towels are supplied.

Hirers are advised to bring their own tea towels.

The kitchen:

The kitchen is equipped with a commercial-sized oven and hob, a dishwasher, large plate warmer, hot water urn, kettle, tea pots, a refrigerator and a freezer.

If cooking in the kitchen, please use the fans to reduce condensation damage, but remember to switch them off.

Please DO NOT switch the fridge off at the mains and keep it on setting 3.

Please refer to the notice displayed if using the dishwasher to ensure a good wash. Leave the door ajar at the end of use.

Presentation and public address equipment:

The hall is equipped with an over head projector, a remote-controlled drop down screen, microphones and an amplification system. These facilities are available to hirers at an additional charge. Please contact the Booking Office for details.

BEFORE YOU LEAVE:

Please put all rubbish in the bins provided, sweep the floors and check the toilets for cleanliness. In the event of spillage use cold water only – mops and buckets

are in the store room.

Empty the food waste bin from the kitchen into the small external green bin.
Replace the biodegradable bag from the cupboard under the sink.

Please close and lock all windows and switch off the lights (excluding the light-sensitive outside lights).

Ensure heaters in the kitchen and bar area are switched off but **DO NOT SWITCH OFF WALL HEATERS IN THE MAIN HALL.**

For Fire Safety Reasons

Ensure that all internal doors and hatches are closed before leaving.

Take all belongings home as the Village Hall Committee will not be held responsible for any loss, damage or theft of any items belonging to the hirer or their guests.

**For any queries please contact
Nick Knowles, Chairman 07802 736192**