

WRETHAM VILLAGE HALL MANAGEMENT COMMITTEE

Conditions and Regulations of Hire of Hall

1) APPLICATION FORM

A signed booking application form should be made to the bookings secretary, email hallforhireWretham@gmail.com or hard copy to Wretham Village Hall, Church Road, Wretham, Thetford, Norfolk, IP24 1RL. Applicants must be over 18 years old and the person signing the form will be deemed to be the hirer.

2) RESERVATION AND PAYMENT OF FEES

- a) Fees due for hiring, including the £100 deposit, are payable at the time of the booking, except in the case of regular hirers, here fees are payable in advance, monthly or at the start of each course booked.
- b) Bookings will only be accepted on receipt of a signed booking application form, receipt of payment in full and confirmation from the bookings secretary.
- c) Deposits are returned by cheque / BACs after the function date, providing all Conditions and Regulations have been observed. It is the hirers responsibility to complete the refund form within 6 months of hire date. Deposits will NOT be refunded without a completed form or once 6 months has lapsed.
- d) Definition 'Commercial' in relation to WVH:
The person(s) hiring is / or has the intention of selling of goods or services for profit. This includes, but is not limited to: charging an entrance fee, charging exhibitors to 'sell' / 'display' their wares, charging for beverages and / or charging for services offered.
This will always apply to those who are hiring the Hall for their own business.
This will NOT apply to those person(s) hiring the Hall who are a) residents of Wretham and are doing so in order to a) raise funds for the Village Hall and / or b) raise funds for a Wretham Community project (consultation process / evidence will be required)
Charities
Local Charities will be charged at Resident rate
Nationwide Charities will be charged at Non Resident rate
Charity number will be required

3) CANCELLATIONS OF BOOKINGS BY HIRER

- a) Bookings cancelled *within 48 hours* of the hire date will **not** receive any refund of the hire fee. The deposit is returnable.
- b) Bookings cancelled 1 month or less from the hire date will be refunded **one half of the hire fee, plus the returnable deposit.**
- c) Bookings cancelled 2 months or more before the hire date will be **refundable in full.**

4) CANCELLATIONS OF LETTINGS BY THE COMMITTEE

Should the Committee find it necessary to cancel a letting before the function commences, or, be of an opinion that a function is likely to be objectionable or undesirable in character, it shall have the power to cancel the booking and return any money paid in respect of fees and the Committee shall **not** be liable to pay loss or compensation.

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5) LIMIT OF ADMISSION

The number of persons permitted to use the premises at any one time, shall **not exceed** the following:-

- (i) When used for dancing (no tables) **100**
- (ii) When used for functions seated at a table (dinner) **70**
- (iii) When used for purposes combining (i) and (ii) **60**
- (iv) When used for closely seated audience **80**

Passage to exit and emergency doors must be kept free from obstruction at all times.

6) SPECIAL CONDITIONS

- a) **Shoes:** - the hirer is instructed to ensure no damage is caused to the floor (eg dancing in high heels).
- b) **Time limit:** - functions held on a Saturday must terminate at 11.45pm and at other times by midnight, with reasonable time allowed for clearing up.
- c) **Lighting & heating:** - the hirer must ensure that lighting and heating are properly turned off at the conclusion of the function. Where heating is regulated thermostatically, it must be left at the temperature stated on the thermostat before leaving.
- d) **Emergency lighting:** - must be switched on at the start of a function with their own independent switches and should remain **on** throughout the function and switched **off** at the conclusion of same.
- e) **Security:** - the hall must not be left unoccupied at any time during the hire. If the hirer has a set of keys and leaves the building unoccupied, the hirer must ensure that the hall is properly **secured** at all the exits (both front doors locked) and ensure that all the windows are secure throughout the building.

7) CONDUCT OF PATRONS

- a) It is the responsibility of the hirer to ensure that **no** unauthorised or uninvited person(s) gain entrance to the hall and in the event of any annoyance, misconduct or inconvenience caused by any person, it is the hirers responsibility to deal with the offender.
- b) If the Committee considers it necessary, the hirer must provide a steward to comply with legislation (70-100 persons = 1 steward).

8) CAR PARKING

- a) The hirer must ensure that vehicles are parked / driven in a manner not likely to cause inconvenience / disturbance to residents / other road users.
- b) Entrance and / or exits must be kept clear at all times.
- c) Delivery vehicles to be expeditious.

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9) DAMAGE TO PREMISES

- a) The hirer shall **not** drive any nail, screw or other fastening into the walls, floor, ceiling or furniture. Should any damage be done to the building, furniture, fittings or other apparatus, the expense of making good same, must be defrayed by the hirer. The Committee will be the sole judge of damage and cost of making good.
- b) The hirer may be required to make reasonable compensation for any property owned by the Committee lost or missing, from any of the rooms during or in connection with any engagement. If considered necessary, a guarantee or security may be required from the hirer.
- c) The premises are let in a clean and tidy condition. It is the hirers responsibility to ensure they are left in the same condition at the end of any function, by cleaning the hall after use. If the Committee incurs any additional expenditure, due to lack of care by the hirer, they reserve the right to defray the cost or part thereof of the returnable deposit. They also reserve the right to refuse further bookings in respect of a similar hiring.

10) ELECTRICAL FITTINGS

No electrical fittings in the hall may be altered or in any way interfered with, nor additional fittings installed in connection with any function, without the permission and prior approval of the Committee. **11)**

CINEMATOGRAPHY ETC

No cinematograph or projecting equipment shall be used without prior permission of the Committee.

12) LOSS and DAMAGE OF PROPERTY

- a) The Committee will **not** in any circumstances be responsible for any damage to, nor loss of any property or articles whatsoever placed or left on or in the premises by the hirer.
- b) The Committee will **not** accept any responsibility for any damage howsoever caused to any vehicle parked on the Village Hall car park or environs.

13) EXCISABLE LIQUOR SALES

Hirers who wish to have bar facilities **must** notify the bookings secretary when booking the hall and only when consent received comply with the following paragraph.

- a) **No** person shall sell excisable liquor without the sanction of the Committee and without producing the temporary event notice. The licensed bar may be provided until 11:30pm. All intoxicating liquors must be purchased at the bar and consumed on the premises.
- b) Under the legislation in place, the hirer must apply for a temporary licence ("TEN" application) via Breckland council website <https://www.breckland.gov.uk/article/9993/ten> where details of conditions must be met. A copy of the temporary event notice must be prominently displayed at the premises.
- c) **Non-sale:-** special functions such as wedding receptions, christenings and functions, such as a quiz, do not as yet require a licence but permission must be obtained from the Committee to have intoxicating liquors on the premises that are not sold.

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14) DECORATIONS

No decorations, balloons, posters, banners, flags or emblems which require to be fixed to the structure will be permitted without the consent of the Committee.

15) KITCHEN (for use of kitchen facilities see application form).

- a) Hirers using the kitchen for functions including food, must ensure that all perishables are removed from the premises at the end of the function and either placed in the wheely bin outside, or taken away. **No** food should be left on the premises.
- b) The dishwasher must **not** be used without the prior consent and instruction from the Committee. Hirers are expected to clean the kitchen, the cooker, ovens and all other surfaces after use. If they are not cleaned to the standard in which they were found on hiring, the Committee will retain **half of the returnable deposit**.
- c) BBQs are not to be used in any circumstances whether outside within the environs of the Village Hall or within the premises itself.

16) BINGO

Hirers using the hall for bingo, must ensure that the bingo is not such that it requires a licence under part 111 of the Gaming Act 1980.

17) SUB-LETTING

The hirer shall **not** assign or sub-let any interest they may have in the hire of the hall, without written consent of the Committee.

18) INDEMNITY

The hirer shall indemnify the Committee against all claims, demands, actions or proceedings, in respect of the default or injury, howsoever or by whomsoever caused, by or to, any person, which shall occur, while such person is in or upon any part of the hall or environs, or in respect of any loss or damage suffered or sustained, by any person in consequence of any such default or injury.

19) CHARGES

The charges for the hire of the hall are as set out in the form of application.

20) THE STAGE

Hirers wishing to use the stage **must** notify the booking officer upon booking. Arrangements will be made for the stage to be erected and un-assembled by a member of the Committee. At **no** time is the stage to be assembled or un-assembled by the hirer, or any part of it erected outside.

21) TABLES & CHAIRS

Hirers **must not** put tables & chairs outside. If hirers wish tables and or chairs to be removed they must notify the bookings secretary on booking the hall.

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22) FIRE SAFETY

When the building is occupied all exits must remain unlocked, keys and bolts removed in accordance with the **fire safety regulations** (see notice board).

23) BOUNCY CASTLES

Bouncy Castles are allowed, although note the Village Hall Committee is not liable and does not accept any responsibility for any injuries suffered / caused nor any loss caused. The hirer is fully responsible for compliance with **all** regulations and advice given by the provider of the bouncy castle.

24) SAFEGUARDING POLICY

Please refer to our website <https://www.hallforhireWretham.org/> under “tariffs and conditions” for our safeguarding policy.

25) GDPR POLICY

Please refer to our website https://www.hallforhireWretham.org for our GDPR policy and what it covers.

26) COMPLAINTS

Any complaints with regard to the management and control of the premises, must be made in writing to the bookings secretary: c/o Wretham Village Hall, Church Road, Wretham, Thetford, Norfolk, IP24 1RL

These conditions and regulations for the hire of the Village Hall, are set out in conjunction with the constitution of the Village Hall Committee and extracts from rules and regulations as set out by Breckland council, pertaining to that part which affects the hirer.

A copy of:- Breckland Council Local Government (Miscellaneous Provisions) Act 1982 Licensing Of Public Entertainments Under Section 1

Charity commission registration no 304125