

WRETHAM VILLAGE HALL MANAGEMENT COMMITTEE

Conditions and Regulations of Hire of Hall

1) APPLICATION FORM:- An Application for Hire should be made to the Booking Clerk Mrs D Brooks-Smith, Millview, Watton Road, Wretham, IP24 1QS. Telephone 01953 498320, from whom forms for Application must be obtained. 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 will be paid at the time of the Booking, except in the case of Regular bookings over a long period, or, bookings made more than 6 months in advance. (See B below)

B) Bookings made more than 6 months in advance, must be accompanied by a returnable deposit, (As stated on Application Form). The balance of the fee due, shall be paid not later than 1 month before the date of the Hire.

3) CANCELLATIONS OF BOOKINGS BY HIRER:-

A) If the Hirer cancels the Booking, the following conditions apply:- Bookings **NOT** more than 6 months in advance of the date of hire:- The committee will retain **ONE HALF OF THE HIRE FEE**.

B) Bookings made **MORE** than 6 months in advance of the date of Hire:- The committee will retain **ONE HALF OF THE HIRE FEE,.... OR,.... ONE HALF OF THE RETURNABLE DEPOSIT**, whichever is the greater.

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 compensation.

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 table (i.e) (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 requested to see that persons dancing in the Hall wear shoes that will not damage the floor.

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. (Winter) Where heating is regulated thermostatically, it must be left on a low setting (i.e) 15 degrees in the Main Hall, 18 degrees in the Committee room, before leaving.

EMERGENCY LIGHTS:- 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.

D) SECURITY:- The Hirer must ensure that the Hall is properly **SECURED** at all the Exits (Both Front Doors locked) and see that all the Windows are Secure throughout the building.

7) CONDUCT OF PATRONS:- 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, the Hirer is fully responsible for dealing with the offender. If the Committee considers it necessary, the Hirer must provide a Steward to comply with the new Legislation (70-100) = 1 Steward, 100 or more 2 Stewards. (The latter is not applicable in this Hall at present the Maximum number being 100.)

- 8) CAR PARKING:-** The Hirer must ensure that cars are parked in a manner not likely to cause inconvenience to Village Residents. Late at night Cars should be driven in a manner causing **NO** disturbance. They should **NOT** be parked blocking any Entrance or Exit, unless delivering goods. Immediately after off-loading, Vehicles must be moved away from said Exits or Entrances.
- 9) DAMAGE TO PREMISES:-** The Hirer shall **NOT** drive any nail, screw or other fastening to the Wall, 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. 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. These premises are Let in a clean and tidy condition and the Hirer is requested to ensure that the Premises are left in the same condition at the end of any function, by cleaning the Hall themselves 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 from the Returnable Deposit (See Booking Form) 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 approval of the Committee.
- 11) CINEMATOGRAPH ETC:-** No Cinematograph or Projecting equipment shall be used without the previous permission of the Committee.
- 12) LOSS OF PROPERTY:-** The Committee will **NOT** in any circumstances accept responsibility for damage to, or loss of any Property or articles whatsoever placed or left on or in the Premises by the Hirer. The Committee will **NOT** accept any responsibility for any damage howsoever caused to any Vehicles parked on the Village Hall Car Park.
- 13) EXCISABLE LIQUOR SALES:-**
- A)** Hirers who wish to have Bar Facilities **MUST** notify the Secretary on Booking the Hall. Under the new legislation now in place, the Committee must apply for a temporary Licence well in advance of the Function date. The Hirer must make their own arrangements with a Licensee and Application forms can be provided by the Village Hall Secretary for the Licensee and the Hirer to complete and forward to the Breckland Council together with a Cheque for £21.00
 - B) NO** person shall sell excisable Liquor without the sanction of the Committee and without producing the Temporary Licence. The Licensed Bar may be provided until 11.30pm (11pm on Saturdays) All intoxicating Liquors must be purchased at the Bar and consumed on 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. At **NO** time is it permissible for intoxicating liquor to be supplied to persons under 18 years old.
- 14) DECORATIONS:-** No Decorations, Flags or Emblems which require to be fixed to the structure will be permitted without the consent of the Committee.
- 15) KITCHEN:-** Hires 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, unless in Air-tight (Mouseproof) containers such as Tins or Jars (i.e) Biscuits, Loose Tea, Tea-bags and Crisps. The Dishwasher must **NOT** be used without the prior consent and instruction from the Committee. (For use of Kitchen facilities see Application Form) Hirers are expected to clean the Kitchen, the Cooker and Ovens 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.**
- 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 he 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 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 Clerk on Booking, who will arrange for the Stage to be erected and un-assembled by a responsible 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, without permission from the Committee. At **NO** time are they to be put outside if it is raining. If Hirers wish tables and or chairs to be removed they must notify the Booking Clerk on Booking the Hall.
- 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) COMPLAINTS:-** Any complaints with regard to the Management and Control of the Premises, must be made in writing to the Secretary:- Mrs D Brooks-Smith, Millview, Watton Road, Wretham, IP24 1QS.

These Conditions and Regulations for the Hire of the Village Hall, are as set out in conjunction with the Constitution of the Village Hall Committee and extracts from Rules and Regulations as set out by The 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**

Standard Terms , Conditions and Restrictions Can be seen on the Village Hall Notice Board.

CHAIR:- Mr Ross Thomas-Jones. **SECRETARY:-** Mrs D Brooks-Smith. **TREASURER:-** Ms Julie Brown.

CHARITY COMMISSION REGISTRATION NO 304125