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# Westleton Village Hall

## Registered Charity Number 1164038

<http://westleton.onesuffolk.net/village-hall/>

### Conditions of Hire

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The hall is available for hire by any group or individual whatever their ethnic origin, sexual orientation or political, religious or other opinions. Events that are held in the hall must, similarly, be open to all.

Groups or individuals who hire the hall must ensure that they meet all legal and moral obligations with respect to the protection of children or vulnerable adults.

*Further advice on meeting those obligations to children and vulnerable adults is found in the policy document headed "Policies on Equal Opportunities and for the Protection of Children and Vulnerable Adults". This is available on request and is displayed on the notice board in the hall corridor and on the website.*

#### **1. The Hirer.**

The Hirer of the Hall must be a person aged 18 years or over who will assume legal and financial responsibility for complying with the Conditions of Hire.

#### **2. Booking Procedure.**

All bookings must be made with the Bookings Secretary, accompanied by the appropriate advance payment when applicable. (See separate document for details of current charges and how to contact the Bookings Secretary.)

#### **3. Responsibilities of the Hirer.**

These responsibilities are summarised below. If the Hirer is unsure about any of these matters he/she should contact the Bookings Secretary/Committee Secretary for clarification.

**FOOD AND DRINK.** Anyone undertaking catering or the selling of food must ensure that the Food and Hygiene (General) Regulations 1970 and the Food Act 1984 and the Food safety Act 1990 are complied with.

All waste and leftover food and drink must be removed from the premises. All empty glass bottles must be put into the bottle bank in the car park. All food containers must be taken away.

The hall is only licensed for the sale of alcoholic drinks at events run by or in conjunction with the village hall committee. If people or organisations who hire the hall wish to sell alcoholic drinks then they must obtain the necessary Temporary Event Notice and abide by the conditions of that notice and by the additional conditions required under the hall's premises license described below. People who hire the hall can supply alcoholic drinks free of ANY charge or on a "bring your own" basis, but they must observe the conditions described below.

The Hall's premises license could be put at risk if people or organisations who hire the hall do not abide by the following conditions, in addition to those required by any Temporary Event Notice, when alcohol is available either for sale, free of charge or on a "bring your own basis".

A - No money or alcoholic drink should be stored on the premises when it is unoccupied.

B - Alcoholic drinks must not be bought or consumed by anyone under 18 years of age.

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C - Anyone who appears to be under 21 years old must be asked to provide suitable evidence that they are over 18 (unless this is known) if they wish to consume alcoholic drinks.

D - Alcoholic drinks must not be supplied to anyone who appears to be drunk.

E - Any person behaving in a disorderly manner must be asked to leave immediately.

F - People must be asked to leave quietly after the event and not cause any disturbance outside the hall during the event.

G - Alcoholic drinks, unless they are sold or supplied in a closed container, must be supplied in the following measure; beer or cider - ½ pint; spirits - 25 or 35 ml; still wine in a glass - 125 ml. ½ pint glasses and 125 ml measures are available in the cupboard in the committee room. Spirits are not normally available at events run by the village hall committee.

*We apologise for any inconvenience these conditions may cause but it is important that the managers of your village hall abide by the conditions of the premises licence with respect to alcohol sales and consumption.*

**MANAGEMENT OF THE PREMISES.** During the period of the hiring the Hirer is responsible for the safe management of the premises and the safety of those persons present. This includes the following:

Ensuring sensible and safe use of lighting, the heating system and that both fixed and portable electrical appliances are checked for signs of damage and not used if considered unsafe;- ensure that all of these facilities are switched off before vacating the Hall.

Ensuring the good behaviour of all persons using the premises, including the supervision of car-parking so as to avoid any obstruction of the highway.

Ensuring that the premises are used solely for the purpose(s) described in the hiring agreement and that there is no sub-hiring or unlawful use of the premises.

Ensuring that, if music is played, all doors and windows are kept closed and that the noise levels do not cause too much disturbance at nearby residential properties.

Ensuring that the Hall is completely vacated, left in a clean and tidy condition and all doors and windows secured before leaving the building. The keys must be returned immediately to the Bookings Secretary unless some alternative arrangement has been agreed.

The hirer is expected to take all reasonable precautions to ensure that no damage is done to the hall or its contents. If any damage is caused by the hirer the Village Hall Committee reserves the right to recover the cost of any losses from the hirer.

**PREMISES LICENCE.** The Hirer must ensure that throughout the period of the hiring the conditions of the Premises Licence are complied with. These conditions are set out below. *Additional advice will be given if films are to be shown.*

*Continued*



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#### **Premises Licence – principal conditions**

**Permitted Hours.** The premises may be used for public entertainment on:

- a) Mondays to Fridays 10.00 am to 12.00 midnight.
- b) Saturdays 10.00 am to 11.45 pm
- c) Sundays 12 noon to 10.30 pm.
- d) New Year's Eve between 10.00 am and 12.30 am the following day.

Alcoholic drinks must not be sold or served at any event after:

- a) Mondays to Fridays 11.30 pm.
- b) Saturdays after 11.15 pm.
- c) Sundays 10.00 pm.
- d) New Year's Eve 12.30 am the following day.

After any event people must leave the hall by:

- a) Mondays to Fridays 00.30 am the following morning.
- b) Saturdays 00.15 am on the Sunday morning.
- c) Sundays 11.00 pm.
- d) New Year' Eve 1.00 am the following morning.

(The premises are not available for hire on Christmas Day.)

**Stewards.** The hirer shall ensure that, when members of the public are present, stewards are appointed. Two stewards should be appointed for any events when up to 100 people are present. One additional steward should be appointed when there are more than 100 people are in the hall. Should it prove necessary stewards should identify themselves and, in an emergency, wear the high visibility jackets which are kept by the exits to the hall.

Stewards should familiarise themselves with the emergency procedures and with the plan of the building. They should also note the positions of; *Emergency exits, Emergency lights, Fire alarm points, Fire extinguishers and blanket, First aid kits, torch* and be familiar with the Emergency Procedures.

Stewards should be aware of any special needs of handicapped people in the event of an emergency.

**Numbers.** The hirer should ensure that the number of people attending an event is not excessive. In the event of an emergency the hall must be evacuated quickly and safely. For guidance we suggest the following limits;

*The number of persons occupying the Main Hall at any one time should not exceed 110 (90 if seated at tables) and the number or persons occupying the Committee Room at any one time should not exceed 40 (30 if seated at tables).*

*The full Premises Licence, together with a summary, is displayed on the notice board in the corridor.*

*End of document*