

BRADFORD ABBAS VILLAGE HALL TERMS OF HIRE

1. Bookings are to be made with the Booking Secretary in writing on an approved form available for download from the halls website.
2. Public Entertainment Licence (only applicable when advertised and selling tickets to the public). Under the Local Government Act (Miscellaneous Provisions) 1982 any hirer wishing to use the Hall for public entertainment must take responsibility for the Licence during the hire period. (A copy of the Entertainment Licence is displayed in the Hall). The Licence held by the Hall allows for music dancing and film from 10.00 a.m. until 1.00 a.m. on Mondays to Saturdays with music only on Sundays until 12 midnight.
3. Hours of use:-
 - a. Monday to Saturday: Available from a time agreed with the Booking Secretary and to close at the latest time of 1.00 a.m. with the sale or serving of alcohol ceasing at 12.30 a.m. the consumption of alcohol and all persons shall vacate the premises by 1am
 - b. Sunday: Available from a time agreed with the Booking Secretary and to close at 12 midnight at the latest with the sale or serving of alcohol ceasing at 11.30 a.m. the consumption of alcohol and all persons shall vacate the premises by 11:59pm
4. The maximum number of persons allowed in the Hall are:-
 - a. With tables and chairs - 80
 - b. Dancing only – 150
 - c. Hybrid mix (maximum of 8 small tables) 90
5. Persons wishing to sell or serve alcohol during any hire period should apply to the bookings secretary using the alcohol request form. Approval must be granted from the bookings secretary or committee before the event to allow serving or selling of alcohol. Reference should be made to the halls alcohol policy
6. Persons not qualifying to use the halls license for the service of alcohol in accordance with the halls alcohol policy must apply for a TENS from the Local Authority , in addition to seeking the permission of the hall's booking secretary/ committee

7. Upon commencement of the hire period the hirer/user is responsible for ensuring the Hall is in a safe condition of use. The Village Hall Management Committee will not accept responsibility for any injuries to persons upon the premises, loss or damage to any property brought onto the premises or injury to persons upon the premises caused by such property. The hirer shall indemnify the Village Hall Management Committee against any claims for such injury, loss or damage by signing the halls booking form. The hirer shall also read the Fire Instructions and fire risk assessment which is available in the hall and on the halls website. The three Emergency Exit lights are to be illuminated for the period of occupancy. Switches are located adjacent to the signs.
8. The hirer/user shall take all necessary precautions to prevent damage to the premises or to any furniture, fittings or other property of the Village Hall. The hirer shall pay to the Village Hall Management Committee the cost of making good such damage that may occur as the result of the use of the premises.
9. Any activity within the Hall should take into consideration the current Health and Safety Regulations.
10. Restriction of nuisance:
 - a. All hirers/users of the hall shall be responsible for keeping order on the premises including the car parks during the hire period and shall provide such numbers of stewards as may be necessary for that purpose. All persons using the hall are expected to park without restricting the public highway outside the Hall. (After 6.00 p.m. and at weekends the school playground can be used for parking).
 - b. The Hall is a public meeting place under the terms of the No Smoking legislation. It is illegal for anyone to smoke on the premises. The hirer shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises.
 - c. All hirers must restrict noise to an acceptable level and be considerate to the neighbours. Failure to comply may result in the deposit being withheld and any future hire being refused.
 - d. With the exception of the use of the playground for parking in paragraph 9a above, the hire of the Hall does NOT include any rights to the use of other school property. The grass areas to the south and west of the Hall are out of bounds, any incursion into these areas is prohibited and constitutes trespass.

- e. The Village Hall Management Committee reserves the right to terminate any hire in the event of excessive noise or unruly behaviour. In this event no refund will be made of the fees and the deposit will be forfeited.
11. The charges for the use of the Hall are laid down in the Scale of Charges. Payment is to be made to the Booking Secretary at least seven (7) days in advance unless it is a regular booking when a payment timescale can be agreed
 12. required when the key is collected by the hirer. In the event of damage occurring during the hire period the Committee may decide to retain all or part of this deposit.
 13. The Village Hall Management Committee reserves the right to cancel any booking or series of bookings at any time before the hiring commences.
 14. When a booking is cancelled by the hirer within 48 hours of the date of the booking, only 50% of the hire charge is refundable.
 15. The hirer will not be allowed to store goods or chattels on the premises without prior permission from the Booking Secretary or (in their absence) a member of the Management Committee e.g. Chairman, Treasurer or Secretary. Any such items stored in the hall either temporary or permanent are stored entirely at the owner's risk regardless of how damage or loss is caused.
 16. All hirers are expected to collect and return the keys promptly to the Booking Secretary.
 17. All users of the Hall are expected to leave it clean and tidy in accordance with the Check List, ensuring that all windows and doors are closed and locked correctly and all lights extinguished. It is a condition of hire that all rubbish originating from a hiring should be removed from the premises by the hirer, including paper towels and any foodstuffs and wrappings.
 18. Setting up and cleaning up at events: The period of hire should allow for all setting up and cleaning up thus avoiding any overlap of bookings.

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