

NACTON VILLAGE HALL

(Registered Charity No.1166366)

CONDITIONS OF HIRE (October 2017 Edition)

DEFINITIONS

Hirer - The person or organisation in whose name the hire is made. For an organisation a contact person must be nominated.

Date of hire – The date on which the hall is occupied.

Period of hire – The time between the start and finish times agreed at time of booking

Hire charge – The charge current on the date of hire (see schedule of charges)

Deposit – A sum in addition to the hire charge which is held as surety against abnormal costs resulting from the hire, such as breakages, damage, non-regular cleaning or failure to vacate at end of period of hire (see schedule of charges).

Booking Secretary – The person nominated by the Committee of Management to accept bookings

1. GENERAL

- a) The Committee of Management reserves the right to reject applications for bookings if the intended use is not seen to be appropriate for a village hall.
- b) The Committee of Management reserves the right to enter the hall at any time and to terminate a hiring if these conditions are not being complied with.
- c) The Hirer shall indemnify the Committee of Management against any claims for bodily harm, injury or loss of or damage to property (real or personal) whether belonging to the Committee of Management or to any other person if the said loss, damage or injury is either caused by the negligence of the Hirer or any other person using the premises hired with the permission of the Hirer or its representative. The Hirer is advised to effect adequate insurance to cover the period of hire and use of the premises.
- d) The hire INCLUDES use of the main hall, stage (if requested in advance as it needs to be cleared for use), tables and chairs, kitchen and equipment, entrance lobby, cloakrooms, and the grass area to the front of the hall. It EXCLUDES any entry to the rear of the hall, the side and rear areas outside, and any equipment or play items therein – all of which are for the sole use of Nacton & Bucklesham Under 5's Playgroup.

2. PAYMENT

- a) Hire charge and deposit shall be paid by Bank Transfer, Cheque or Cash not less than 10 days before date of hire. If this condition is not met the Committee reserves the right to re-let the Hall. Cancellations made within 10 days of the event will forfeit 50% of the Hire Charge (any deposit will be refunded).
- b) The hirer shall only occupy the hall for the agreed period of hire. Any occupation in excess may incur additional charge.
- c) The deposit (see schedule of charges) will be held for up to 28 days from the date of hire after which it will be returned by mutual arrangement with the Booking Secretary, provided that there are no abnormal costs. If additional charge for such items as additional cleaning or damage is necessary the cash will be deducted and the residual sum will be returned after all costs are cleared.

3. SAFETY

- a) An accident record book can be found in the bar area. In the event of an accident or injury, however minor, a record must be made in the accident book, in accordance with the instructions in the book
- b) The capacity of the hall for safety and insurance purposes is 125 seated or 110 non-seated (dancing and the like). These capacities are not to be exceeded.
- c) Smoking is not permitted anywhere within the building or outside to the rear or sides of the building.
- d) Fire safety procedures are displayed in the foyer. The hirer must read and be familiar with these.
- e) Fire safety equipment (extinguishers and alarms) must only be used in case of an emergency and must not otherwise be tampered with in any way.
- f) Fire exits shall not be blocked at any time.
- g) Before any activity is undertaken in the Hall hirers are strongly advised to conduct a risk assessment to ensure that the premises are suitable for the planned activity.

4. ALCOHOLIC DRINKS

- a) Alcoholic beverages may be consumed on the premises. If alcoholic drinks are to be sold (by charge, ticket or donation), the hirer must obtain the necessary Temporary Event Notice from Suffolk Coastal District Council and comply with all their requirements.
- b) The Booking Secretary shall be informed of the intention to apply for a Temporary Event Notice when the booking is made. The hirer shall provide to the Booking Secretary a copy of the consent and requirements 2 days before the date of hire.

5. AVOIDANCE OF NUISANCE TO NEIGHBOURS

- a) **Vehicles must be parked on the same side of the road as the Village Hall, but NOT parked on the foot-way, or on White Lines marked on the road - which are there to avoid blocking driveways on both sides of the road, and also to act as passing places.**
- b) Amplified speech/music is only allowed inside the hall, not outside.
- c) The hirer shall avoid noise nuisance and comply with all reasonable requests to reduce noise to an acceptable level. In any case all music and loud noise shall cease by 11.00pm. The hirer shall completely vacate the hall by 11.30pm (unless agreement has been obtained to vary this condition at the time of booking).
- d) The hirer shall ensure that there is no anti-social behaviour such as offensive language, littering etc. in the vicinity of the hall.

6. GENERAL CARE AND SECURITY

- a) The hirer shall take full care of the hall and its contents during the time of hire.
- b) Stiletto heels or other footwear that may damage the floor are not permitted.
- c) At the end of the hire, the hirer shall leave the hall in a clean, tidy, safe and secure condition (see check-list in the User Guide). All rubbish shall be placed in the bins, or removed from the premises if the bins are full. **Rubbish must not be left next to the bins. In particular, all bottles and glass rubbish must be removed from the premises.**