

Renhold Village Hall Terms and Conditions

Renhold Village Hall

Wilden Road

Renhold

Bedfordshire

MK41 0LY



Revised January 2020 & supersedes any previous Terms
& Conditions

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Important

**When you sign the Hiring Agreement you are agreeing
to all the Terms and Condition listed in this booklet.**

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A Summary of Facilities

Main Hall – 8.5m wide by 16.5m long

A large area of the floor is striped wood finish suitable for dancing. The additional stage area is 3m deep by 6m wide. The hall is heated and ventilated by a pre-set air conditioning system.

Meeting Room – 6.5m wide by 8m long.

The meeting room has independent access from the entrance hall, kitchen and toilets.

Bar Facilities – 3.5m wide by 3.5m long.

Sink and worktop with a serving hatch to the Main Hall.

Kitchen – 5m wide by 5m long.

Includes 7m of worktops with cupboards below and a serving hatch into the Main Hall. The facilities meet current Environmental Health standards with a Food Hygiene Rating of Five and include electrical sockets; a cooker with large oven and 4 ring hob plates, double sink with drainers, a hand washbasin, a commercial dishwasher and large larder fridge.

Toilets

Male, Female and disable toilets off the entrance hall.

Capacity

The Hall is licensed for 150 people. The capacity for Banquets or Dinner Dances is 120 people.

The maximum capacity for the Meeting Room is 32 persons and is included in the total maximum licensed of 150 persons

Furniture and Equipment

130 stacking Chairs	2 kettles	Electric Urn	Microwave Oven
23 folding tables	Crockery	Glasses and Cutlery by arrangement	

Fire and First Aid safety equipment meets statutory requirements

First Aid Box is situated on the Kitchen Wall

Parking

Parking spaces for 43 Cars including 2 disabled parking bays adjacent to the main entrance.

There are extra parking spaces situated in the car park extension area.

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In signing the Hiring Agreement you agree to all the Terms and Conditions printed in this booklet.

1. Standard Conditions of Hire

Supervision

- 1. The Hall will be unlocked for the period of hiring and the Hirer shall ensure that the Hall is not left unattended during that period. The Hirer will also be responsible for the supervision of the premises, fabric and the contents, their care, safety from damage however slight, and the behaviour of all persons using the premises whatever their capacity.**
- 2. The Hirer will be instructed in the use of equipment provided.**
- 3. The Attention of the Hirer is particularly drawn to Part 2 of the Handbook which specifically covers conditions laid down in the Public Entertainment License.**
- 4. At the end of the hiring period the Hirer shall leave the premises and surrounding area in the same clean and tidy condition that they found it. The Hirer must include time for cleaning in the hire period as any cleaning done after the normal hiring period will be deducted from the Refundable Deposit. Any cleaning done by hall staff, Trustees or its agents will be deducted from the Refundable Deposit. If a hire period overruns then the Hirer will forfeit all or part of the Refundable Deposit.**

Use of Premises

- 5. The Hirer is hiring all or part of the Hall for a function and the use of the car park for the parking of vehicles only. If the hirer wishes to use any part of the grounds surrounding the hall then a detailed use must be supplied at the time of the enquiry. This will be reviewed by the Management Committee before approval is given to the potential hirer.**
- 6. If the Hirer has a special need then this should be discussed with the hall manager at the time of booking and written consent must be obtained from the Management Committee before and Conditions of Hire can be breached.**
- 7. The Management Committee reserves the right to refuse and application for hire without stating the reason for so doing.**
- 8. The Hall shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises, or allow the premises to be used for any unlawful purpose or in any unlawful way.**
- 9. If outdoor cooking is required by the Hirer this must be detailed at the time of the enquiry. The request will be reviewed by the Management Committee before approval is given to the potential hirer. However the cooking must NOT be carried out by any appliance that uses gas cylinders.**

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- 10. Under no circumstances shall food or alcohol be left on the premises overnight. If the Hirer wishes to leave any other items or equipment overnight then this must be discussed at the time of hiring and consent obtained from the Management Committee.**
- 11. The Hall is permanently licensed for the sale of alcohol. If the sale or consumption of alcohol is required at an event the Hirer must discuss the arrangements at the time of making the booking and supply the name of the person responsible for the sale of alcohol. Failure to comply with this requirement may result in the booking being cancelled. There is no restriction on the serving of alcohol to adults in the hall where payment for the alcohol is not made by those attending the event. The use of alcoholic drinks as raffle prizes does not require a license.**
- 12. Adhesive tape or Blu Tack must NOT be used on the plaster walls or floors. The Hirer shall seek permission from the Management Committee before mounting any decorations or display materials to the fabric of the building. Under no circumstances can curtains be removed from their rails.**
- 13. Food is not to be served or consumed in the Meeting Room unless the permission of the Management Committee has been granted on the Hiring Agreement at the time of booking.**
- 14. Smoking including vaporisers is prohibited in all parts of the building. Cigarette bins are available outside the main entrance.**
- 15. Members or employees of the Management Committee, or persons authorised by them, shall have the right of unimpeded entry to the premises at all times.**
- 16. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, (see Section 2)**
- 17. The Hirer shall ensure that any electrical appliances brought by him/her to the premises and used there shall be safe and in good working order, and used in a safe manner.**
- 18. The Hirer shall if preparing, serving or selling food observes all relevant health and hygiene legislation and regulations.**
- 19. The Hirer shall ensure that no dogs except assistance dogs are brought into the hall and in no circumstances shall dogs be allowed into the kitchen.**
- 20. The Hirer shall ensure that nothing is done on or in relation to the premises in contravening the law relating to gaming, betting and lotteries.**
- 21. The Hirer shall indemnify the Management Committee for the cost of the repair of any damage done to any part of the property (including the car park and grounds) or the contents of the building which may occur during the period of, or result of the hiring. The Hirer may consider it prudent to take out appropriate insurance cover.**

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22. The Hirer shall ensure that any activities for children comply with the provisions of legislation and that only fit and proper person shall have access to the children.

23. The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any even taking place at the hall, and shall indemnify the Management Committee accordingly against all action, claims and proceedings arising from any breach of this condition.

24. The Hirer will not allow more than the number of persons into the hall than the licence states.

25. The Hirer shall if selling goods on the premises, comply with the Fair Trading Laws and any code of practice used in connection with such goods.

26. The Management Committee will not accept liability for loss or damage to any property or vehicles left in the car park.

27. The Hirer will be responsible for proper supervision of the car parking and maximise use of the available space and that there is no obstruction to the main hall. There are two car parking spaces adjacent to the entry of the main hall designated for disabled drivers. A disability Blue Badge must be displayed when parking in these bays.

28. At the end of a function the car park barrier is locked. Any vehicle left overnight by those attending the function are left at the owners own risk and must be removed the next day and prior arrangements must be made with the hall manager for collection.

29. The main entrance is protected by an upper barrier designed to admit cars only. The upper barrier may be opened to allow access for higher vehicles e.g. caters vans by prior arrangement. This barrier will be left closed but unlocked during the hire period to allow access for emergency vehicles and must be opened by the Hirer prior to the arrival of the emergency services. The barrier will be secured at the end of the hiring.

30. Tables and chairs should be put back in the same order that the Hirer found them. Chairs must not be moved or stacked any higher than six high and be moved with the trolley provided.

Payment for the Hire

31) Hire Deposit – A hire deposit of £100 or the full cost of the hire fee if this is less than £100 is payable on submission of the Hiring Agreement. The deposit is non-returnable except where the Hirer gives a minimum of 6 weeks' notice of cancellation.

A cleaning deposit of £35 may be required for larger functions.

An additional charge of £5 will be added for the use of a bouncy castle.

32. Hire Period – A Hirer will include time for preparation and cleaning when calculating the total hire period required.

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- 33. Payment – The full fee less any deposit is payable no less than 14 days prior to your hire date.**
- 34. Refundable Deposit – In addition to the hire fee a refundable deposit as described below is payable no less than 14 days prior to the date of hire. This deposit less the cost of rectifying any damage and/or the cost of exceptional cleaning or clearing up or any overrun in the hire period will be repaid to the Hirer within 14 days of the termination of the period of hire.**
- 35. The amounts required are - £100 for booking of all facilities on Saturday or Sunday for large functions and for commercial bookings of more than 2 hours on any day. If the hirer wishes to use the grounds surrounding the hall and approval has been given by the Management Committee the hirer may be charged for the preparation of the grounds. The hirer will be informed at the time of booking what the charge will be.**
- 36. A refundable deposit will not be required from local organisations authorised by the Deed of Declaration of Trust, although the Terms and Conditions will continue to apply. The refundable deposit may be waived in other situations at the discretion of the Management Committee.**
- 37. If the Hirer wishes to cancel the booking before the date of the event and the Management Committee is unable to conclude a replacement booking the question of repayment of the fee shall be at the discretion of the Management Committee.**
- 38. In the event of the hall, or any part thereof, being rendered unfit for the use for which it has been booked, the Management Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.**
- 39. The Management Committee reserves the right to cancel the Hiring Agreement at any time, or to prohibit the continuance of an event, if it considers that the Hirer has failed to comply with any of the Conditions of Hire, or that the continuance of the event is undesirable. In such circumstances the Hirer shall forfeit the whole of the fees paid for the hire, and the Management Committee shall not be liable for any payment in respect of any actual or presumed loss of profit or for any other cause.**
- 40. First time regular hirers will be subject to a 2 month probationary period following which the Management Committee may at its discretion decide to renew or cancel the Hiring agreement. If at any time during this period the Management Committee decide that the Hirer is not compliant with these Hiring Conditions then they may terminate the Hiring Agreement.**

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2. Licensing Authority Conditions of Hire

The following Conditions of Hire comply with the Licence issued by Bedford Borough Council acting as the Licensing Authority and will apply to all hiring's.

2.1 Hirer's Responsibilities

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and being present on the premises at all times when the public is present. The Hirer must ensure compliance with these conditions at all times during the hire. Other similar adults may be required to assist with these responsibilities according to the number and type of persons present.

2.2 Emergencies

The Hirer must properly control access to the egress from the building; be fully conversant with the location of safety equipment and the procedures for emergency evacuation of the premises: ensure a safe and orderly evacuation in the event of an emergency, including the provision of assistance for any disabled persons present; take all other reasonable precautions for the safety of the public and maintain the good order and conduct of those present. It may be necessary to nominate other adults to assist the Hirer with these functions depending on the number and type of persons present.

2.3 Capacity

The maximum number of persons, including staff to be permitted in the premises is 150. Banqueting or Dinner Dance functions are restricted to 120 seated persons plus staff. The capacity of the Meeting Room is limited to 32 persons.

2.4 Fire and Means of Escape

All means of exit from the premises must be kept free from obstruction and immediately available for free public exit. The emergency lighting illuminating all exit signs and routes must be turned on during the whole time the premises are occupied. The Fire and Rescue Service must be called to any outbreak of fire, however slight and the Management Committee shall be informed of the incident.

2.5 Dangerous Performances or Substances

Performances involving danger to the public shall not be undertaken. Highly flammable substances shall not be brought into, or used in any part of the premises. No internal decorations of a combustible nature shall be erected without the consent of the Management Committee. Real flame (i.e. candles, lamps, lanterns, flambeaux etc.) shall not be used within the premises.

2.6 Heating and Cooking

No unauthorised heating or cooking appliances, including portable Liquefied Gas appliances shall be used on the premises.

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2.7 Hours of Opening

The Premises are only authorised for functions during the following hours:

Monday to Friday **08:00hrs to 23:00hrs**

Saturday **08:00hrs to 00:00hrs**

Sunday **08:00hrs to 22:00hrs**

To ensure that these conditions are met the Hirer must comply with the following:-

Music and entertainment must conclude half an hour prior to the above times.

The bar must close one hour before the above times.

The public must be clear of the building by the above times.

The premises must be cleared of equipment, food and alcohol, within half an hour of the above times.

Failure to observe these allowable hours of opening will result in the loss of all or part of the Refundable Deposit

2.8 Noise

There are specific and stringent constraints placed on noise levels generated by activities inside the hall so as to limit any inconvenience to adjacent properties.

All amplified music equipment must be operated from the power points on the stage which are connected to the noise limiter system. Windows and external doors to the hall shall not be opened when amplified sound is being generated within the hall. Ventilation will be controlled by use of the air condition system. The fire exit doors are fitted with an alarm system which sounds within the hall if the doors are used as a non-emergency exit.

The Hirer must ensure that those attending the function keep noise on arrival and departure to a minimum.

2.9 Prohibited Activities

The following activities are prohibited within the premises:-

- The use of Laser Beams.
- Any exhibition, demonstration or performance of Hypnotism.

2.10 Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public, to a member of the Management Committee or to their employee as soon as possible and the incident must be recorded in the accident book which is kept on the premises. Any failure of equipment, either that belongs to the hall or brought in by the hirer must also be reported as soon as possible.