



CONDITIONS OF HIRE

The hirer should be aware of the Fire Safety Floor Plan of the Village Hall which is on display. Hirers are responsible for health and safety issues and providing information about safety procedures, fire exits, etc.

Keep Fire Exits Clear at all times.

Please observe safety notices regarding the stacking of chairs and tables.

The Parish Clerk or Hall booking Manager must be informed immediately of an accident or any other emergency that occurs.

Please ventilate the hall and rooms when appropriate.

Hand gel sanitising station is situated in the entrance foyer.

Please contact a number below if you require assistance:

Caretaker: 07707566646

Hall Booking Manager: 07827911934

Parish Council Chairman: 07745764128

Parish Clerk: 07375095486

GREAT HORKESELEY PARISH COUNCIL
VILLAGE HALL COMMITTEE
CONDITIONS OF HIRE
Part One: General Conditions

The New Village Hall is owned and operated by Great Horkesley Parish Council and managed by its Village Hall Committee, officers and voluntary staff hereinafter referred to as "the Hall Management". "The Hirer", who must be at least 18 years of age, shall be the named person or authority named on the invoice. The Hirer is to read, understand and agree to abide by the ***Conditions of Hire***, this means all the conditions as set out in both parts One and Two hereunder:

1. A contract is only in force if a fully completed booking form is submitted by email to the Bookings Manager and the booking is subsequently confirmed by email from the Booking Manager, and the required sums (as described below) have been paid when due.

Once the booking is approved by the Booking Manager an invoice will be emailed to the hirer. **Payment terms are 42 days.** Payment terms of 7 days if the hire is less than the 42-day period before the hire date.

Once payment is received in full your booking will be confirmed and a receipt will be emailed to you.

Please give the Booking Manager a telephone number of the person who is hiring the hall and will be attending for the Caretaker to contact you on the day of the hire if required.

2. **A damages retainer of £50 is required for ALL hirers, £200 where alcohol is consumed and £300 for Weddings and 18th and 21st birthday parties where alcohol is consumed.** These are payable with the hire fee, **42 days** before the event date, or 7 days if booked within the **42-day** time period.
 - The retainer will be returned within 14 days of the hire by BACS, less any deductions for any breakages, damage or extra cleaning at the discretion of the Hall Management.
3. The Hirer will be responsible for the cost of any breakages, damage or cleaning and for any loss of hire that may result.
4. Hire periods include the time for setting up and clearing up after the hire activity.
5. The Hirer shall not sub-let the premises.
6. The Hall Management shall have, the right of entry to the premises, at all times and may terminate the agreement and seek damages in the event that any of the terms of hire are breached or any of the activities are deemed to be objectionable.
7. **1 Bouncy Castle is permitted per hire, no larger than 15ft x 12ft.**
There is a £20 surcharge for this.

3. CANCELLATION POLICY

- If the hirer cancels with more than 30 days' notice any monies paid will be refunded in full.
- If the hirer cancels within 14-28 days 50% of monies paid will be refunded
- If less than 14 days' notice is given the full hire cost is due.
- If for any reason the Event is cancelled by the Management, all monies will be refunded in full.

Part Two: Detailed Rules, Instructions, Advice and Information

The following alphabetical list is a mixture of “do’s and don’ts” and “how it’s done”.

Hirers must familiarise themselves with the detailed rules, instructions, advice and information below and any approved instruction notices affixed anywhere inside or outside the building and must operate in strict adherence to the instructions given. Compliance with any detailed instructions however issued form part of the hire agreement and careful consideration of any advice also forms part of the conditions of hire.

Please telephone the Bookings Manager **on 07827 911934** in the first instance if there are any queries or ask questions when you are shown around the Hall. A plan is included showing the location of the rooms and stores numbered 1-14 referred to hereafter.

Activities permitted or restricted under Licenses and statutes

The Premises License shows the full details of permitted activities at the hall. The License can be viewed below:

Village Hall License

Hirers must comply with The Premises License and Temporary Planning Conditions and not occupy the hall outside of the hours below:

09:00 – 23:00 hours Sun-Thursday

09:00 – 12 Midnight Friday and Saturdays

09:00 – 02:00 on New Year’s Eve through to New Year’s Day.

Attention is particularly drawn to the mandatory conditions in Annex 1 of the Premises License in respect of the exhibition of films and the operating conditions in Annex 4.

The Premises License does not cover the sale of alcohol. Hirers may provide alcohol free of charge but Hirers wishing to sell alcohol must discuss this with the Hall Management before obtaining a Temporary Event Notice (TEN) from Colchester Borough Council and displaying the notice in the hall. Details of how to obtain a TEN can be found here: <https://www.colchester.gov.uk/licensing/> or by telephoning Licensing on **01206 282520**.

The Hirer is responsible for ensuring the terms of the TEN are observed including ensuring that no sales to persons under 18 years old are permitted.

The Hall Management will be responsible for providing a Public Performance License (PPL) and a Performing Rights Society License (PRS) for general purposes.

Where appropriate: Hirers are responsible for complying with legal and local authority requirements including those under the headings of Children Act, equality and diversity, food handling and hygiene, gaming, betting and lotteries, health and safety, Planning and licensing conditions, safeguarding of vulnerable persons (including DBS checks) and control of smoking.

Hirers are responsible for the good order of the hire event including control of noise and unruly behaviour in and around the New Village Hall and car park.

Accidents Avoidance, reporting and first aid

A First Aid Kit is in the entrance foyer.

Hirers must make themselves and those they are responsible for fully aware of any safety notices placed at the hall.

Doors

Close all the doors at 10:30pm, or before if necessary, and please be respectful of the Neighbours in proximity of the hall.

Defibrillator

A defibrillator in a cabinet is situated in the entrance foyer to the left of the double doors to the John Appleby Hall.

Animals

No animals are permitted in the building except assistance dogs. In which case, dog waste disposal bags must be provided and used disposal bags properly disposed of by the owner.

Capacity

The Main Hall is capable of holding approximately 100 people seated at tables subject to the layout of the tables, fire safety consideration and any space allowed for dancing. A much larger number of people can be accommodated on a closely seated basis, but additional chairs would need to be pre - ordered giving 28 day notice. The meeting room can comfortably seat 8 persons.

The figures above are a guide only and Hirers are responsible for ensuring the venue is suitable for their needs.

Children at pre-schools, nurseries, holiday clubs etc.

Hirers are responsible for ensuring the requisite supervision by sufficient numbers of suitably accredited persons and compliance with Annex 4 of the Premises License in respect of having a suitable Safeguarding Policy in place. Where films are shown film classifications must be observed in accordance with Annex 1 of the Premises License.

Cleaning

All Hirers are expected to leave the rooms they have used clean and tidy at the end of their hire, including sweeping the floor, wiping down surfaces ensuring that all kitchen crockery and utensils are clean and dry before putting back where they were found in the cupboards. A hoover and mop are available for use in the cupboard where the tables are.

ALL RUBBISH MUST BE TAKEN AWAY WITH YOU.

Damage

Any damage noticed at the start of a period of hire, or caused during hire, must be notified to the Hall Management. The Hall Management may seek recompense from the Hirer for the costs of replacing items, repairing damage or loss of hire caused by the Hirer. Recompense will be by deduction from the holding fee/damages retainer and invoice where the holding fee/damages retainer does not fully cover the costs.

Electrical

No portable mains powered electrical appliances shall be brought onto the premises without the approval of the Hall Management. All such appliances must be in a safe and serviceable condition and fused in accordance with the manufacturer's specification. Hirers are required to always keep the equipment under supervision whilst connected to the mains supply and any audio equipment can only be connected to the main hall circuit. If hirers have any doubts about the condition of their equipment this should be referred to the Hall Management, whose decision will be final.

Emergency System Failures

The main water stopcock and main electrical breakers are located in Room 13 which is kept locked. In an emergency please contact **07707566646**, the Booking-Manager **07827 911934** or the Parish Clerk on **07375 095486**.

Fire

The hirer shall abide by and ensure that all occupants of the Village Hall are familiar with, the Fire Safety Notices including the location and use of fire-fighting equipment and evacuation procedures. To this effect the Hirer shall read out the fire evacuation arrangements at the commencement of the event.

The hirer must check that all fire equipment is present, and all fire doors can be opened. No naked flames shall be permitted in or near the building. No barbecues will be allowed in or near the building (Except when a commercial organization is supplying and running the barbecue and adheres to Health & Safety Regulations) prior permission will need to be made by the Hall Management. No fireworks or highly combustible materials will be permitted in or near the building. Chairs and tables must be laid out to allow ease of access to all fire exit doors and routes to them must be always maintained clear and unobstructed.

The Fire Brigade must be called to any outbreak of fire, however slight, and details given immediately thereafter to the Parish Clerk on **073750 95486**.

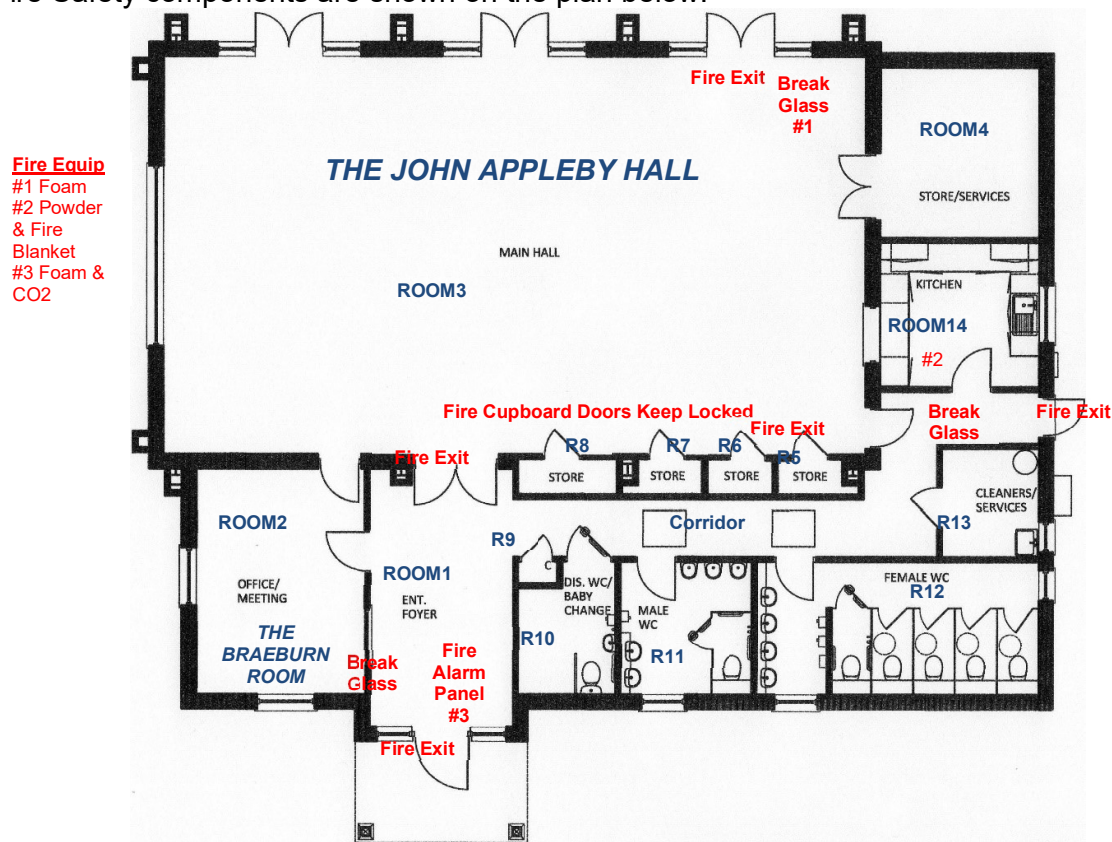
Chairman:07745764128

The fire alarm control box is situated in the entrance foyer (R1) and a notice shows the area of the building where the fire has started. Should the alarm go off by mistake, instructions on how to stop it are displayed beneath.

BALL GAMES ARE NOT PERMITTED IN THE HALL AT ANY TIME.

CHILDREN UNDER 14 ARE NOT ALLOWED IN THE KITCHEN

Fire Safety components are shown on the plan below:



IMPORTANT:

Hirers and their nominated assistants must familiarize themselves with the above information.

Food Safety

Hirers are responsible for food safety and are advised to ensure that any persons preparing food understand food safety procedures. All items should be removed from the refrigerator after the end of the hire. Useful food safety advice for non-professionals can be viewed on the Colchester Borough Council web site here:

<https://www.food.gov.uk/food-safety>

The attention of the Hirer is also drawn to Annex 4 of the Premises License which states that outside caterers will be required to be registered as Food Businesses and have suitable hygiene certificates in place.

Furniture:

Chairs and tables must not be removed from the rooms for which they are intended.

At the end of the hire all items must be returned to the positions found including trolleys where provided which shall be reloaded and parked where normally found.

There are 14 big tables (1430X760mm) and 12 small tables (915X760mm) including those in the meeting room plus 10 meeting room chairs and 100 folding chairs (80 padded and 20 not padded) for the main hall.

If more chairs are required, the hall management must be informed 30 days before the hire. No additional furniture is to be brought into the Village Hall without permission.

Special attention is drawn to the safety notices placed in the hall for the correct movement and setting up of chairs and tables which must be strictly adhered to.

Grounds

The areas outside the Hall are public open space. It is the responsibility of the Hirer to ensure the safety of those using the grounds and that no annoyance is caused to nearby residents. The public footpath between the hall and the car park must be kept clear.

Health & Safety Responsibility

The Hall Management is responsible for providing a safe environment. The Hirer is responsible for everything that goes on at the hall under their control and must ensure that persons under their control have received adequate instructions in the safe handling of hall facilities.

Heating and Ventilation

Economic and eco-friendly heating and ventilation is provided and must be operated properly and not excessively in accordance with the instructions provided. Heating controls must not be interfered with in any way.

Kitchen (Room 14)

Hirers must provide their own cleaning cloths and tea towels.

Lighting

Internal lights are to be turned off in unused rooms and on leaving the premises in all rooms. (External lighting is on automatic dusk until dawn operation). The Toilet lights are automatic.

Marquees

If you have been given permission to include a marquee within your hire, music is not allowed to be played inside the marquee, due to the licensing conditions of the village hall. The Marquee must be removed from the village hall grounds by 9am of the next morning after your hire has taken place.

Meeting Room (Room 2)

Must be maintained in a clean and tidy condition, any chairs or tables that are used, are to be put back in the original storage place.

Notice Boards

The notice board in the corridor is available for use by all groups, to advertise for membership or to publicize events but hirers are asked to remove out-of-date notices promptly. The Notice board in the foyer and the external notice board may only be used with the express permission of the Parish Council. No item is to be affixed by any means to any other surface (including clear fronts to notice boards). The Hall Management will remove any inappropriate notices.

Parking

The access drive shall be always kept clear for emergency and safety reasons and cannot be used to drop off or wait for visitors. Vehicles should enter the car park to drop off. There are approximately 45 car spaces, 3 disabled spaces and an area for motorcycles. 6 cycle hoops are available at the front of the building.

Security

Visitors are asked not enter areas which have not been hired for their use. All goods and items in the Village Hall belonging to the Hirer and their guests are there entirely at the owner's risk. Keys and security fobs remain the property of the Hall Management; they must not be copied by the hirer or passed to any other person without the approval of the Hall Management. Keys for one-off hires are to be collected and returned as agreed. When vacating the building all internal doors must be closed and all external doors and windows closed and locked where appropriate. Where indicated for fire safety purposes all internal cupboard doors are also to be locked. The main entrance door **must not be locked** when more than one Hirer is on the premises.

Smoking

Smoking in the New Village Hall is prohibited by law. Hirers and guests are respectfully asked to smoke well away from the entrance routes to the hall.

Sound and Vision Equipment and Noise Limiting requirements:

Hirers are responsible under Planning Conditions for ensuring that noise limits are not exceeded as far as possible. To assist with this a noise limiter is set at 105db with the doors shut, with a second tier set at 75db when the doors are open. If the noise levels exceed these parameters power to the hall will be tripped until the volume levels are reduced. As a rough guide, 75db is equivalent to a fortissimo singer standing 3 feet away. 105db is equivalent to a small, amplified, band playing. (A loud rock concert would be around 115db). Detailed instructions for all sound and vision equipment will be given on request. Hirers should not attempt to operate the equipment without the instructions.

Storage

A limited amount of storage is available at the Village Hall and so it is not possible to meet all storage requirements. Therefore, no items may be stored unless agreed with the Hall Management. The Hirer must remove all coats and other belongings left by their visitors. Where approval has been given for items to be stored in the Village Hall, these must be kept in locked cupboards or rooms. No dangerous, flammable or edible materials are to be stored in the Village Hall, even in locked cupboards.

Telephone

There is no public telephone at the Hall. Hirers should ensure they have access to a mobile phone, for emergency contacts.

Travelling to and from the Hall

The operation of the hall is subject to a ***Green Travel Plan***.

In accordance with the Green Travel Plan the Hirer's attention is drawn to the limited car-parking available and is asked to encourage the use of the busses, coaches, and car-sharing, walking and cycling. Hirers are asked to ensure that their guests do not park in the local roads close to the village hall. A separate information leaflet contains a map and information on bus, cycling and walking routes.

Waste and Recycling

There are no commercial arrangements for the removal of waste and the Hirer is responsible for taking waste away, and proper disposal or recycling off-site.

Wi-Fi

The Hall Wi-Fi access code will be provided on request. In return the Hirer agrees not to cause or allow inappropriate or offensive material to be downloaded or transmitted over the Broadband Wi-Fi system.

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