

Longford Village Hall - Rules for Hiring the Hall for Casual Users



Longford Village Hall is a Registered Charity: Number 274435

This document provides information on the Hall and the Equipment

It is NOT just a set of RULES

Preamble

The Management of the Village Hall is vested in the Management Committee of the Village Hall, whose powers and composition are defined in the constitution, a copy of which may be obtained from the Chair or Secretary of the Committee.

Under the provision of the Constitution, the Management Committee is empowered to make rules, or to withdraw or amend them.

The Village Hall shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

Access

Unless advised otherwise, the Keys should be collected from the Bookings Clerk at the Hall and returned to the Bookings Clerk in person. In the event you need to collect or drop off the keys outside of the hired hours call the Bookings Clerk and arrangements will be made. Your invoice will be presented and payment including a security deposit will be expected. The appropriate receipt will be issued and deposit returned in full, unless after the event, subject to inspection by a committee member, damage is found. The repair cost will be withheld to made good from the security deposit.

Use of the Village Hall and its facilities is subject to the following rules and, in the case of hirers, to certain standard conditions incorporated in the hiring agreement (See Annex A).

Applying to Use the Hall

Applications for the use of the Hall are to made to the Village Hall Bookings Secretary at lvh.friends@gmail.com or telephone 07843 772627.

Prices for the hire of the Hall are at Annex B.

Rules of Hire

Use of the Village Hall and its facilities is subject to the rules and conditions laid out below.

1. The right to refuse any application for the use of Hall facilities is reserved to the Committee, or the Bookings Secretary, provided that the Bookings Secretary reports his/her action to the next meeting of the Management Committee. The Management Committee may refuse an application to use the Hall's facilities, if the use by a particular organisation or individual presents a risk of public disorder or of alienating the Village Hall's beneficiaries or supporters.

2. All arrangements for the use of Hall are subject to the Management Committee reserving the right to cancel bookings when the premises are required for use as a Polling Station or are rendered unfit for the intended use.
3. Regular user groups shall normally have priority use of its facilities, but all arrangements to hire facilities made with outside bodies and individuals shall, be honoured by the Management Committee, except as provided for in (2) above.
4. HIRERS who wish to cancel their booking are to do so as early as possible before their event. If you cancel less than 72 hours before your event you may lose a portion of your deposit up to the price of time that the Hall would have been booked for, at the discretion of the committee, as the Hall cannot necessarily be hired out again in that timeframe.
5. **Hours of Opening.** The Hall is available for hire between the times set out below. In exceptional circumstances the hours may be extended by application to the Management Committee/Bookings Secretary.
 - a. **Weekdays.** 9am – 10pm.
 - b. **Saturday.** 9am – Midnight (any music must cease at 11pm).
 - c. **Sunday.** 9am – 11pm.
6. **Maximum Capacity.** The Hall has a maximum capacity of 100 people or 70-80 seated with tables (these figures include helpers and performers), and on no account shall these figures be exceeded.
7. **Safety Requirements.** Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it and to its contents. In particular:
 - a. Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public egress, this includes parking in front of fire exits;
 - b. The emergency lighting supply must be turned on during the whole time the premises are occupied and must illuminate all exit signs and routes.
 - c. Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose;
 - d. The Fire Brigade shall be called to ANY outbreak of fire, however slight, and details of the occurrence shall be given to the Bookings Secretary;
 - e. Performances involving danger to the public shall not be given;
 - f. Highly flammable substances shall not be brought into or used in any part of the premises. No internal decorations of a combustible nature (e.g.: Polystyrene, cotton, etc.) shall be undertaken or erected without the consent of the Management Committee;
 - g. NO unauthorised heating appliance shall be used on the premises;
 - h. The First Aid box shall be readily available to all users of the premises. It is located in the kitchen. The Bookings Secretary shall be informed of any accident or injury occurring on the premises.
 - i. All electrical equipment brought into the building shall comply with the Electricity at Work Regulations, 1989. The Management Committee disclaims all responsibility for all claims and costs arising out of any such equipment that does not so comply.

8. **Supervision.**
- a. **The hirer or person in charge of the activity shall not be under 18 years of age** and shall be on the premises for the entire period of hire, or duration of the activity. The person in charge shall not be engaged in any duties which prevent him / her from exercising general supervision.
 - b. **When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty. Should the hall be hired for a children's or young person's activity (under 18yrs), there must be one responsible adult for every 10 young persons attending the activity.** All persons in charge or on duty shall have been informed of the procedure for evacuation of the premises and shall be familiar with the fire-fighting equipment available.
 - c. Any damage that is noticed should be reported immediately to a committee member, as with any accidental damage that occurs during the use of the hall.
9. **Intoxicating Substances**
- a. No illegal substances (i.e. drugs, vapours etc.) are permitted to be bought, sold or consumed on any part of the Hall premises. The consent of the Management Committee must be obtained prior to seeking any Temporary Events License or other permission for the sale of alcoholic liquor.
 - b. Those responsible for the hiring of the Hall shall be responsible for the behaviour of all those attending the activity, ensuring that underage drinking and the consumption of illegal substances does not take place.
10. The hall operates a strict no smoking policy in line with current legal obligations.
11. **Betting Gaming and Lotteries.** Nothing shall be done on, or in relation to the Hall's premises, in contravention of the law relating to betting, gaming and lotteries, and the person, or organisations responsible for functions held on the hall premises, shall ensure that the requirements of the relevant legislation are strictly observed.
12. **Recorded Music Licence.** It is the responsibility of any independent user group which uses recorded music in its activities to check if it requires a license from Phonographic Performances Ltd (PPL) and, if so, to obtain one. All music must cease by 11pm.
13. **Storage.** The permission of the Management Committee must be obtained before goods or equipment are left or stored at the Hall, except that the Bookings Secretary is authorised to grant permission for the overnight storage of goods and equipment brought to the Hall for a particular function or event.
14. **Loss of Property.** The Management Committee cannot accept responsibility for damage to, or the loss, or theft of, Hall users' property and effects. Any equipment stored at the hall must be insured if required by the hirers themselves. However, all users must duly respect any property stored at the hall.
15. **Car Parking.** Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the Hall. Users of the Hall and car park should avoid undue noise on arrival and departure. The Committee will not be responsible for damage or loss suffered to any vehicle parked on the car park. Please note, payment for hire is ONLY for the HALL and the CAR PARK. This doesn't include the field area.
16. **Use of the Field.** The Hall's Insurance does not cover the use of the field.

17. **Nuisance.**

- a. Litter and refuse shall not be left in or about the Hall premises, except in the bins/ storage area provided.
- b. Except in the case of trained assistance dogs, dogs shall only be permitted on the Hall premises in connection with organised activities such as dog training or dog shows with agreement from the Management Committee.
- c. Hirers and organisers of events in the Hall are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building, nor to cause inconvenience for the occupiers of nearby houses and property.
- d. Hirers and organisers of events are responsible for the conduct of those attending the activity or function. This is to ensure that all attending enjoys the activity or function, and to prevent disturbance and nuisance within the village.

18. **Cleaning and Security on Departure.** All users of the Hall premises and facilities accept responsibility for returning furniture and equipment to their original position, and for securing doors and windows of the premises, as directed by the Bookings Secretary. This includes the FIRE EXIT doors being firmly closed and that all lights (except emergency lighting) and fans are switched off - don't forget to check the lights in the toilets. The lock must be applied on the entry door gates to the main hall doors and also the entry gate to the car park.

19. All users shall also leave the premises and surrounds in a clean and tidy condition, the floor must be swept and all rubbish safely disposed of. Failing to meet this standard may prevent further hire of the hall.

20. Note that Environmental Health regulations stipulate that any washing up should be done and any rubbish in the kitchen placed in the outside bins. Please take home any excess rubbish.

21. Should you wish to pay an additional amount so that furniture can be left out; floors not swept etc.; please book this via the Bookings Clerk. This cost will be an additional £15 per hour with a minimum of 2hrs being charged. Should the clean-up take longer, the additional £15 per hour or part thereof will be deducted from the Security Deposit. Note this is only available if you are the last booking of the day and prior permission has been granted by the Booking Secretary, however, basic cleaning and removal of rubbish is still expected.

22. Before locking up and returning the keys (see Access above) please make sure that the building is empty.

23. **Please Note:** LOSS of Keys will attract a FEE of £20 and LOSS of the GATE Lock £100.

24. **Equipment.** Any articles or additional equipment brought into the Hall for Social Events must be removed on departure. No Hall property should be removed from the premises without permission. Any damage or breakages must be reported to the Bookings Clerk immediately. The Management Committee accepts no responsibility for articles left on the premises, nor for any personal accidents or injuries. Please note that ANY DAMAGE to the HALL or EQUIPMENT will be chargeable for replacement or repair.

25. **Fire Exits, Signs and Firefighting Equipment.**

- a. No Chairs or other obstructions must be placed in front of the Emergency Exits.
- b. The FIRE EXIT signs must remain permanently lit.

c. It is the law (Fire Order) that each event has a 'Responsible Person' – that person must make themselves aware of the location and use of the Fire Fighting Equipment, Fire Notices and Escape Routes (Copy displayed inside the hall). They should also note the location of the Power Supply. **All details and the Accident Book can be located in the Kitchen.**

26. **Notices.**

- a. Organisations are welcome to place notices for forthcoming events or activities on the notice board in the entrance area or on the website news page by emailing the Committee on lvh.friends@gmail.com.
- b. Please remove your notices when the event is over.
- c. Do not remove or cover any Committee notices as these are required by law.
- d. If you wish to use the Parish Noticeboard, please email lvh.friends@gmail.com for access.

27. **Heating and Hot Water.** The heating is arranged to come on twice a day and is thermostatically controlled. The thermostat is located inside the hall on the left-hand wall as you enter the main hall. The thermostat should be set to approximately 23 degrees.

28. **Kitchen.** Please read the kitchen rules together with the chart and booklets located in the kitchen. **Please Note:** You must bring your own disinfectants and detergents, under Health and Safety Regulations the Management Committee is not permitted to leave these products in unsecured areas.

Cancellation

29. Hirers are requested to notify the Committee in writing at lvh.friends@gmail.com as soon as reasonably practical of any cancellation. The following fees will apply for cancellation:

- a. Notice given 8 weeks or more prior to the event – full refund.
- b. Notice given 4 weeks up to 8 weeks prior to the event – 50% refund.
- c. Notice given 2 weeks up to 4 weeks prior to the event – 25% refund.
- d. Notice given less than 2 weeks prior to the event – no refund.

30. The Committee reserves the right to cancel a hiring by written notice to the Hirer in the event of:

- a. The premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- b. The Committee reasonably considers that a breach of licencing conditions, legal or statutory requirements or unlawful or unsociable activities will take place at the premises as a result of this hiring.
- c. The premises becoming unfit for the use intended by the Hirer.
- d. The occasional cancellation of a regular discounted booking.

31. In cases of cancellation by the Committee the, Hirer shall be entitled to reimbursement, by cheque or online transfer, of such monies previously paid by the Hirer. The Committee shall not be liable to meet any other costs or make any further payment to the Hirer.

Annex A - Longford Village Hall – Hiring Agreement and Standard Conditions of Hire for Longford Village Hall



1. THIS AGREEMENT is made on _____ (date), between Longford Village Hall Management Committee, hereinafter called the Committee, and the Hirer named below, whereby in consideration of the sum(s) mentioned in paragraph 3 below:

2. All payments should where possible be made electronically, in exceptional circumstances cash or a cheque may be accepted but please note sufficient time must be made available for the cheque to clear, a minimum of 10 working days.

3. **Bank Account Details.** The Village Halls’ Bank Account details are:

Account Name: Longford Village Hall

Account Number: 6587 9661

Sort Code: 08-92-99

4. **Reference:** Please provide a reference of the date of hire and your surname (or part thereof).

THE Committee agrees to permit the Hirer to use that part of the premises designated in Table 1 for the purposes, period(s) and the fee described below, namely.

Purpose of Hiring				
Period of Hiring	Date		Time from/to	
Description of room and facilities to be hired:				
Hiring Fee		£		
£50 security deposit £100 for under 18 parties		Yes	No	
Balance		£		
Hirers Bank details for return of deposit		Name Account Number Sort Code		

Table 1 – Hiring details.

The Committee's authorised official	
Address	
Telephone Number	

Table 2 – Village Hall Representative.

LONGFORD VILLAGE HALL

Standard Conditions of hire of the Village Hall

1. THE HIRER agrees to observe and perform the provision and stipulations contained or referred to in the Committees Standard Conditions of Hire for the time being in force and as annexed hereto, and in the Rules governing the use of the Village Hall.
2. THE HIRER shall pay in full the cost of the function/activity for the period of hire. A security deposit of £50 will also be required and shall be refunded to the Hirer once the Committee is satisfied that the hall premises have been left in a satisfactory state (in accordance with Rules 15 a), 15c), 15 d) and 16), and in the event of the Committee cancelling the booking, in pursuance of Rule 3c.
3. THE HIRER shall pay the balance of fees due before the conclusion of the booking, as may be directed by the Bookings Secretary. If the Hirer wishes to cancel the booking and the Committee is unable to secure a replacement booking, the question of the repayments of the fee (less the deposit) shall be at the discretion of the Committee. In the event of the Committee cancelling the booking in accordance with rule 3 c, all fees (including the deposit) paid by the Hirer shall be refunded to him/her.
4. THE HIRER shall ensure that the General Rules governing the use of the Village Hall, as supplied to him/her are complied with and by signing to Hire the facilities thereto agree with the terms and conditions as set.
5. THE HIRER shall, during the period of hiring, be responsible for supervision of the premises, protection of its fabric and contents (safety from damage however slight, or change of any sort), and the behaviour of all persons using the premises (whatever their capacity), including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.
6. THE HIRER shall be responsible for obtaining any licences necessary in connection with the booking other than those already held by the Committee.
7. THE HIRER shall be responsible for making arrangements to insure against any third-party claims that may lie against his/her organisation whilst using the Village Hall. (The Committee is insured against any claims arising out of its own negligence).
8. THE HIRER shall be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices, the Fire Authority in accordance with Rule 4, the Local Authority or otherwise.
9. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything, which may endanger the premises, their users, or any insurance policies relating thereto.
10. THE HIRER shall indemnify the Committee for the cost of repair of any damage done to any part of the property (including the curtilage thereof) or the contents of the building, during or as a result of a booking.
11. THE HIRER shall, if selling goods on the Hall premises, comply with Fair Trading Laws and any local code of practice issued in connection with such sales. In particular, the Hirer shall ensure that the local prices of all goods and services are prominently displayed, as shall be the organiser's

name and address, and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

Longford Village Hall Hire Agreement

As Witness the hands of the parties hither to Signed by the person named in paragraph 4a of the Hiring Agreement, on behalf of the Committee.

_____ (Signature) _____ (Printed)

Signed by the person named in paragraph 6 of the Hiring Agreement, on behalf of the hiring organisation:

_____ (Signature) _____ (Printed)

Supervision:

Named Duty Responsible Persons (Minimum of 2 - 18yrs +) and 1 Adult per 10 Children under 18yrs

_____ (Signature)	_____ (Printed)
_____ (Signature)	_____ (Printed)
_____ (Signature)	_____ (Printed)
_____ (Signature)	_____ (Printed)

I/We have read, understood and agree to the terms and conditions of hire

**Please print this form, sign and hand it to the Bookings Clerk at the time you pay your Security Deposit and collect the key
Or scan and email the completed form to lvh.friends@gmail.com**

Annex B - Longford Village Hall – Check List for Premises Vacation



Note: A basic clean (removal of rubbish) is expected by all HIRERS. The form below is a basic checklist to remind regular HIRERS of the actions to take before vacating the Hall.

Action	Checked by Hirer	Confirmed by Committee Member on Review
Safety Requirements		
No obstructions in gangways or Emergency Exits		
Emergency Lighting to remain on		
Fire Extinguishers in place		
Health & Hygiene & Security		
All Litter and refuse removed from all areas including kitchen to external bins provided. All excess rubbish taken home.		
All decoration temporary decoration removed where previous permission granted		
Hall Floor Swept		
All equipment and furniture returned to original positions		
All doors and windows secured including FIRE EXITS		
All Lights switched off, Including Toilets (Except Emergency lighting)		

All Fans switched off		
Has the Kitchen been cleaned		
Has all food been removed from the fridge and the fridge wiped out?		
Is the cooker clean (If used)		
Have you checked that the building is empty?		
Has the heating been returned to original settings?		
In the event of any damage – Has the incident been reported to a Committee member? See Annex D		
In the event of an accident has this been recorded in the accident book?		
Turn off all taps		
Have you locked the main door and secured the car park by locking the gate. No vehicles are to remain in the car park.		

Please see the additional requirements under the Covid-19 special conditions

Deposit Return

Was there any damage?		
If yes – The repair cost / replacement cost will be notified to you and deducted from the deposit, unless greater whereby the difference will be claimed from the HIRER		
Please Complete the Appropriate Receipt Box Below		
Deposit Returned in Full Amount £ Returned by: Committee Member Date	Received by Hirer (Signature)	Paid - Signature of Committee Member
Deposit Received in Part Amount £ Reason for reduction:	Received by Hirer (Signature)	Paid – Signature of Committee Member
Deposit NOT Returned Reason for forfeiture of Deposit:	Acknowledged by Hirer (Signature)	Non Return by Committee Member Signature Acknowledged

Annex C - Longford Village Hall – Cost of Hire



These prices are correct as at 1 April 2019, as set by the Longford Village Hall Management Committee.

Monday to Friday	
Longford Parishioners	£8 per hour
Non-Parishioners	£10 per hour
Weekends	
All Users	£15 per hour
Extras	
Use of Cooker – Single Fee	£15

If regular users wish to use the hall outside of their agreed times, they should contact the Bookings Secretary who will make the appropriate charge. Occasional hirers have 30 minutes before and 30 minutes after the booking to set up and clear up. Any additional time will be charged accordingly.

Annex D - Longford Village Hall – Points of Contact



Contact regarding the hire of the Hall in the first instance should be with the Bookings Clerk.

Any other information or complaint can be addressed via contact through the Village Hall website or email.

Chair Person	Phil Leach
Deputy Chair Person	John McLaughlin
Secretary	Viv McLaughlin
Treasurer	Julie Leach
Bookings Clerk	Les Bailey
Village Hall Phone	07843 772627
Email	Lvh.friends@gmail.com
Website	www.longfordvillagehall.com

Annex E - Longford Village Hall – Standard Conditions of Hire for Young Persons Under 18 Years



In addition to the standard hiring agreement terms and conditions, when booking the hall for a young adult / teenage or young person's party the following will also apply:

1. A £100 security deposit is required at the time of the booking and will be returned at the time the hall is vacated as long as the hall is left in a satisfactory condition.
2. There must be a ratio of one adult to ten young people at all times.
3. The party must be finished by 10.00pm and the hall cleaned and vacated by 10.30pm. The party guests must leave in a quiet and orderly manner as not to disturb the local residents.
4. Strictly no alcohol or smoking on or around the premises.

All terms and conditions must be strictly adhered to at all times.

ANY breach of these conditions will result in the loss of your £100 security deposit.

Any such judgement will be made at the sole discretion of Longford Village Hall committee and no debate will be entered into.

The above terms and conditions have been added due to unfortunate issues with past bookings and are simply designed to safeguard the Village Hall, surrounding residents and visitors to the Hall.