

Greatham Village Hall Conditions of Hire

1. Greatham Village Hall and Greatham Village Hall Trustees gives no warranty of the suitability of the premises for the use to which the hirer intends to put it. The Person who signs the booking form shall be deemed as the Hirer. Any use of the hall, grounds and/or equipment is entirely at the hirer's risk. No Sub-letting permitted
2. No more than 200 people may be admitted on the premises at any one time
3. No more than 120 people may be seated within the Main Hall at any one time
4. **Times for licensable activities are Monday to Sunday 8am until Midnight.** Alternative times can be prearranged by the use of a Temporary Events Notice. For further details, see Premises License displayed in the Village Hall
5. To comply with the Prevention of Public Nuisance Objective, bookings after 18.00 on Sundays are not permitted
6. Occasional bookings shall be pre-pay 50% of booking fee at the time of booking. Final payment and damage bond are payable two weeks before booking date
7. Regular bookings will be invoiced as necessary
8. **Two weeks notice is required for cancellations. Bookings cancelled without two weeks notice will be charged at the full rate.**
9. **There is a minimum charge of two hours hire on all bookings**
10. Overruns on the period of booking will be surcharged at the discretion of the Village Hall Trustees
11. Overdue payments will be subject to interest charged at 1.5% per month or part thereof
12. The Trustees reserve the right to appoint a trustee the right of admission when necessary
13. **Greatham Village Hall Trustees accept no responsibility for any loss or damage to the hirer's property however caused.**
14. **The hirer is responsible for any damage, however caused, and the behaviour of all persons attending the premises during the period of hire.**
15. All decorations are welcome but please use the hooks and batons already provided. Sellotape, blu-tack, drawing pins and staples are not to be used on the walls
16. The hirer must report any damage or breakages to the booking secretary as soon as possible
17. Any property or goods whatsoever belonging to the hirer shall be removed immediately on completion of the hire at their own cost. All refuse must be removed from the premises though glass bottles can be deposited in the recycling bins located in the car park.
18. **Smoking is not permitted in any part of the building**
19. All reasonable precautions against the outbreak of fire must be observed
20. **No gas cylinders, goods or materials liable to create a fire risk may be brought into the building**
21. The hirer will be deemed responsible for ensuring all visitors are aware of the Evacuation Plan and of any fire precautions. The Evacuation Plan can be found on the board in the lobby/foyer
22. The hirer will take all reasonable steps to return the hall and additional rooms to their original clean and tidy state at the end of the hire. This includes the return of furniture to it's original storage location and cleaning of tables if used
23. The Greatham Village Hall Trustees reserve the right to levy a £25 deposit against any exceptional costs incurred by the Trustees resulting from the hiring, such as staff callouts and extra cleaning. The Trustees will charge the hirer, at reasonable cost, for any repairs and/or replacements for which the hirer is responsible.
24. All hirers will read, understand and agree to the Licensing Objective Policies as specified by the Licensing Act 2003
25. Alcohol will only be available to persons over the age of 18. Anyone selling, buying for or trying to buy alcohol for an under 18 will be prosecuted and liable for a £5,000 fine if convicted
26. **ALL** sales of alcohol must be made or approved by the Designated Premises Supervisor (DPS). If the DPS is not present, this act may only be carried out by the person(s) approved by the DPS to act on their behalf. This person(s) must have agreed to and signed the Licensing Objectives. See separate sheet for details
27. The Charity reserve the right to cancel any hiring in the event of the hall being required for use such as a Polling Station for a European, Parliamentary or Local Government election or repairs/improvements. In this event, a full refund will be given

Greatham Village Hall Fire and Safety Conditions

1. The Hirer is deemed the person responsible for the safety of **all** persons present on the premises **at all times**. Greatham Village Hall Trustees will accept no responsibility for the action of others.
2. The Hirer should know the position of all fire extinguishers and fire exit doors. These can be found on a map of the hall located in the Fire Evacuation Plan (displayed on the board in the lobby/foyer). They should not be covered or obstructed at any time. The hirer will be deemed responsible for ensuring that all attendees are aware of the location of all fire exits and extinguishers. This should be announced at the beginning of the event.
3. The Hirer shall be responsible for the observance of all regulations pertaining to the premises stipulated by the Fire Authority. They shall observe the safety regulations having read the Evacuation Plan for the Village Hall and signed that they understand and will conform with this Plan.
4. In the event of an evacuation, the Assembly point is located in the car park adjacent to the recycling bins
5. The Hirer will contact the Fire Service (dial 999), no matter how slight the fire and will contact the booking secretary to inform of this action. Mrs J. Coffin 01420 538310
6. All emergency exits shall be kept free at all times and not blocked by tables, chairs or bouncy castles for example
7. A minimum of one steward per ten attendees should be appointed to patrol the hall and outside areas. These stewards will supervise the safe exit from the Hall and car park. For events where children are present, it is the hirer's responsibility to ensure the safety of **all** children entering and exiting the premises as well as throughout the event
8. Any marquee used will be classed as a Temporary Building and must have its own risk assessment in place
9. The Hirer must be aware of all those present in the Hall and any temporary buildings such as marquees. This must include any caterers and outside entertainers such as band members and the hirer may take a register if desired. This register is to be taken out to the assembly area should there be a fire.
10. Please keep the outside kitchen door unlocked when the kitchen is in use. The pathway outside the kitchen should be kept clear at all times as this path forms part of an emergency escape route. In the event of a fire, please close hatch between the kitchen and Main Hall if possible.
11. Block style extension plugs are not to be used. Bar extensions with fused plugs are acceptable. If an extension reel is used, it should be unravelled completely. Electrical equipment brought onto the premises should be P.A.T. tested.
12. If a member of your group has a physical disability, your evacuation plan should include nominating someone to help that member evacuate the building. Please be aware that some of our fire exits are not yet suitable for wheelchairs.
- 13. There is a First Aid box located in the kitchen.**
14. Pyrotechnics, strobe lighting, smoke machines and special effect lasers are not to be used at any time. **Naked flames and candles are also not permitted.** Paper decorations shall not be permitted unless rendered and maintained flame resistant
15. Large equipment such as bouncy castles should not obscure the Emergency Exit signs. The hirer should put up temporary signs if necessary. There should be a minimum distance of one metre around any item to gain access to the Emergency Exits

Hirers are expected to abide by the Child Protection Policy on display in the main hall

On discovering a fire

1. Sound the alarm by breaking the glass on the fire panels
2. Leave the building following the evacuation plan
3. Leave the building by the nearest exit, taking your attendance register with you
4. Don't stop to pick up your belongings
5. Telephone the Emergency Fire Service (999)
6. The suggested assembly point is adjacent to the recycling bins in the car park. Make sure that everyone in your group is accounted for. Check against your attendance register if applicable
7. Do not return to the building until the fire service says it is safe to do so
8. Regular user groups using a different assembly point should send a responsible adult to the recycling bins to inform the fire service that all their members are safe and accounted for.
9. Liaise with other users to ensure that: the fire service has been called and the afterwards the booking secretary has been called to reset the alarm

In case of fire dial 999. The address of Greatham Village Hall is

**Petersfield Road, Greatham,
Hampshire, GU33 6HA**

Fire Assembly point is on the far side of car park by recycle bins.

Booking Clerk: Mrs J. Coffin 01420 538310

Greatham Village Hall
Licensing Objective Policies

• **Prevention of Crime and Disorder Objective**

At **all** events, a minimum of one steward per ten attendees are appointed to patrol both inside and outside of the premises.

At the end of the event, the stewards are responsible for supervising the exit of the Hall and car park in a safe and organized manner. Any crime or disorder must be reported to both the police and the Designated Premises Supervisor - Diane Buckland 01420 538147

• **Public Safety Objective**

Please adhere to fire and safety advice and regulations set out in the booking terms and conditions

• **Prevention of Public Nuisance Objective**

Please ensure that all attendees leave the premises in an orderly and respectful manner.

Please keep noise to a lower level after **11pm** to minimise disturbance to neighbouring properties. Please keep doors and windows closed, where possible, after this time to aid in the prevention of noise pollution.

All guests are to leave the Hall and car park by 00.30, allowing 30 minutes drinking up time to facilitate orderly dispersal, use of toilets etc.. Any exceptions to this leaving time are by the use of a Temporary Events Notice only.

• **Protection of Children From Harm Objective**

The license holder adopts an **UNDER 21** policy. Any person deemed lucky enough to look under 21 will be required to produce photographic proof of age

Under 18's are not permitted to attend events such as a ball.

At any event where alcohol is present, children under the age of 16 **must** be accompanied by an adult. An exception to this is the annual village funday when children will be excluded from the bar area.

ANY person buying, attempting to buy or giving alcohol to any person under 18 will be prosecuted

Alcohol will not be permitted at events held for under 18's. Therefore no alcohol is permitted at Children's Parties under circumstances.

At events held for under 18's, incoming guests will be asked to place any large bags in a secured room for collection at the end of the event by a steward or responsible adult. If any undesirable item is found (for example alcoholic drink or drugs), parents will be contacted and required to attend the hall.

I,.....(full name)
have read, understood and agree to adhere to the above objectives and assume responsibility for any contraventions of these objectives.

Signed.....

Date.....