

## **Buckland Monachorum Village Hall**

Registered charity 1200054

### **Standard conditions of hire**

1. The hirer is responsible during the period of hiring for the supervision of Buckland Monachorum Village Hall, their guests, its contents and premises.
2. The hall and its contents must be left as found. Any loss, damage or repair must be paid for by the hirer and will first be taken from the deposit.
3. The Snooker Room is available for private hire separately and must **not** be used unless by prior arrangement.
4. The hirer should familiarise themselves with the operation of all kitchen equipment. Instructions for use can be found in the yellow folder in the kitchen. Children must be supervised in the kitchen.
5. The maximum number of persons allowed in the hall is 150. The maximum number seated is 99.
6. All guests of the hirer who use the hall are under the care of the hirer and must be supervised at all times. In the event of uncontrollable behaviour we expect the hirer to take action which may include contacting the police.
7. We expect good behaviour at all times in and around the hall with respect for neighbouring residents. Where appropriate we expect the hirer to inform any immediate neighbouring residents of potential disturbance as an act of courtesy. If a party is to continue past 10pm this must be carried out.
8. The noise level in the hall must be kept to a safe and respectful level at all times. (Please see note A)
9. The car park must be supervised to ensure there is no obstruction to other vehicles or the highway.
10. No smoking is allowed anywhere on the premises.
11. The hirer must not sub-let the hall.
12. Groups of young persons under the age of 18 must be supervised by at least 4 adults throughout the duration of the event.
13. When the hall is used for public entertainment there must be at least 4 adults who are responsible for the safety and behaviour of the public.

### Accidents and Emergencies

14. The hirer must be aware of all the fire exits in case of emergencies and familiar with the fire extinguishers. They must ensure that all member of their party are aware of the fire exits.
15. If a private event, performance or public entertainment is in progress at the time of an emergency the house lights should be raised, amplifiers silenced, and an announcement made for everyone to leave by the nearest available exit. The hirer is responsible for the safe evacuation of all persons.

16. Any accidents that occur during the period of hiring must be recorded in the Accident Record Book which is found in the First Aid Kit box to the left of the main entry doors. The report sheet must be detached and passed to the Hall Secretary promptly.

17. The hirer must not do anything which may endanger the premises or guests.

18. The hirer shall not use the hall for any unlawful purpose or do anything which may bring the hall into disrepute.

19. No highly flammable substances must be brought into the hall. Any erection of decorations must receive prior consent from the Committee.

#### License and Insurance

20. The hirer is responsible for obtaining any licenses as may be needed. If the hirer is intent on using any equipment, facility or contractor not covered by BMVH Insurance then they remain liable for obtaining the appropriate cover.

Note -

A) The Committee holds a "Public Entertainment License" and a "Theatre License" from West Devon Borough Council.

B) The Committee holds a "Music License" from the Performing Rights Society Ltd. for the use of copyright music.

21. At any function where alcohol is served, the required Temporary Event Notice endorsed by the Licensing Authority must be available for inspection. Please contact West Devon Borough Council for more information on alcohol regulations.

22. It is the responsibility of the hirer to obtain permission for the performance of copyright plays.

23. Bouncy castles are not covered under BMVH Insurance. The hirer would need to insure against injury and provide the committee with proof.

24. Any commercial hirers of the hall must obtain their own Public Liability Insurance. BMVH insurance does not cover any hirers who make or intend to make a profit.

25. In the event of the hall or its grounds being rendered unfit for the purpose for which it has been hired the Committee shall not be liable to the hirer for any resulting loss or damage.

#### Payment and Cancellation.

26. A deposit of £25 must be paid at the time of booking. Deposits will be returned in full where there is no justifiable claim of loss, damage or repair required to the hall or its contents, or complaint from neighbouring residents, or complaint from any of the appropriate Licensing Authorities, members of the Committee or WDBC.

27. The hall booking can be cancelled at any time up to 24 hours before the event. A cancellation fee will be taken from the deposit if less than 24 hours notice is given.
28. The full fee for hire of the hall must be paid before the event.
29. The Committee reserve the right to cancel the hiring of the hall at any time.

#### Leaving the Hall

30. The hall must be closed no later than midnight - all events must stop to allow for dispersal of guests before midnight.
31. At the end of the hiring period, the hirer is responsible for leaving the hall properly cleaned, locked and secure, with all lights and heaters off. This must be completed before midnight unless by prior arrangement.
32. The trolley provided must be used when moving tables and chairs to and from the store room. All chairs and tables must be safely and correctly stowed away at the end of the hiring period.
33. The Committee hope you enjoy the hire of Buckland Monachorum Village Hall.

#### Notes

- A. The WDBC guideline to noise levels states "If you need to raise your voice to carry out normal face-to-face conversations at a distance of one metre - it is too loud".