

Mudford Village Hall

HIRING AGREEMENT AND BOOKING CONDITIONS

1. Charges and money

- 1a) The hiring charges are laid down by the Management Committee and may change without prior notice.
- 1b) All fees will be agreed in advance, and any set-up time required will be chargeable. The clock starts ticking from the time you pick up the key.
- 1c) A deposit may be payable (up to the excess on the Hall insurance policy) in advance and will be refunded if the hall is left in a clean and tidy state.
- 1d) No money is to be left in the Hall. The Management Committee takes no responsibility for any money left in the Hall.

2. Hiring and cancellation

- 2a) A hirer must be eighteen years of age or over.
- 2b) Bookings for one-off events such as parties are made on a first come, first served basis. Bookings for regular users should be made one year in advance; existing clubs and organisations within the area of interest (the parishes of Mudford and Chilton Cantelo, including West Mudford and Mudford Sock) will take priority.
- 2c) The Management Committee may refuse any application for the hire of the Hall without stating a reason.
- 2d) The hire of the Hall does not entitle the hirer to use or enter the premises at any time other than the specific hours for which the Hall is hired.
- 2e) The hirer shall not sublet the Hall or any part thereof.
- 2f) The hirer shall not use the premises for any purpose other than that described in the hiring or allow the premises to be used for any unlawful purpose or in any unlawful way.
- 2g) The hirer must be present throughout the whole of an event.
- 2h) If the booking is cancelled and a replacement cannot be found, payment or part-payment of the fee shall be at the discretion of the Management Committee.
- 2i) The Management Committee reserves the right to cancel the hiring in the event of the Hall being required for use as a Polling Station for a European, Parliamentary or Local Government election or bye-election, in which case the hirer shall be entitled to a refund of any deposit already paid.
- 2j) Any time required to set up an event will be charged at normal rates.

3. Alcohol and entertainment licences, including gaming/bingo

- 3a) The hirer is responsible for ensuring the correct licences for entertainment or the sale of alcohol are in force.
- 3b) Use of the Hall must be in keeping with South Somerset District Council's four licensing objectives, namely:
 - i) the prevention of crime and disorder
 - ii) public safety
 - iii) the prevention of public nuisance
 - iv) the protection of children from harm
- 3c) Alcoholic drinks may be served free but the sale of alcoholic drinks is allowed ONLY if a Temporary Event Notice is in place or with the express permission of the Management Committee. If a glass of wine with a meal is included in the ticket price, it counts as a sale of alcohol and must be covered with a TEN or specific Management committee permission.
- 3d) No events may be advertised stating the availability of any alcoholic drinks without the prior permission of the Management Committee.
- 3e) Bottles and glasses must be collected regularly during an event.
- 3f) Booking of adult entertainment must be done in such a way as to protect children from harm.
- 3g) The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries. The Hall is NOT licensed for gaming machines or equipment; there must be no gaming or betting of any kind (including bingo), that is for private gain (non-commercial bingo is allowed).
- 3h) The hirer shall, if preparing, serving or selling food, observe all relevant food, health and hygiene legislation and regulations.
- 3i) All the conditions attached to the Premises Licence for the Hall shall be duly observed. A copy of the Licence may be seen on application to the Management Committee and the hirer shall be deemed to have had notice of all such conditions.
- 3j) All playing of music and serving of alcohol must stop at 11.00pm weekdays and Sundays and 11.30pm Saturdays.
- 3k) Events must be closed and the Hall empty by 12.00pm on weekdays and Sundays, and 12.30pm on Saturdays.
- 3l) Smoking is not allowed in the Hall. Please observe this restriction for the benefit of other users.
- 3m) Hirers are not allowed to bring high consumption electrical equipment into the Hall. All electrical equipment brought into the Hall must have a valid Portable Appliance Test (PAT) sticker.

Mudford Village Hall

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4. Damage to Hall

4a) The hirer is responsible for all damage to the Hall and to any property in the Hall occurring during the period of the hiring, however and by whomsoever caused. The hirer is responsible for the cost of repair of any damage done to any part of the property, its surroundings or the contents of the buildings that occur during the period of the hiring or as a result of the hiring.

4b) The Management Committee is not be responsible for any loss or damage to property, nor for any loss, damage or injury which may be incurred by any persons during the hiring, arising from any cause whatsoever.

4c) Any temporary decoration shall be fixed in such a way as not to cause any damage to the fabric of the building. Please note that both Blotack and Sellotape damage the paintwork. The Management Committee may charge for any damage so caused.

4d) Bouncy castles: indoor bouncy castles are permitted, but ONLY with proper protection for the floor, which is easily scratched.

5. Usage

5a) The hirer will, during the period of hire, be responsible for the premises and their contents, their care and safety from damage, however slight.

5b) The hirer will, during the period of hire, be responsible for the behaviour of all persons using the premises whatever their capacity, including proper supervision to avoid obstruction of the highway and entrances to the Hall.

5c) The hirer will, during the period of hire, be responsible for ensuring that no unauthorised persons enter the Hall.

5d) The Management Committee may, if it thinks fit, charge the hirer for any extra expense incurred for engaging police constables to preserve order prior to, during, or after any engagement or meeting in the Hall.

5e) At all times the hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like.

5f) No fixings of any kind shall be driven into any part of the Hall.

5g) No exits may be blocked, chairs or obstructions placed in corridors or fire appliances removed or tampered with.

5h) The hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act 1989 and that only fit and proper persons have access to the children. Children under eighteen years of age must not be left unsupervised in the Hall premises.

5i) No additional lights or extension from the existing electric light fittings shall be used without the previous consent of the Management Committee.

5j) Any show involving the use of scenery or the like on stage is subject to the inspection and approval 14 days prior to the booking(s) by the local Authority and Fire Brigade. Evidence of such approval must be provided to the Management Committee.

5k) The maximum number of persons allowed in the Hall at any one time is 100 standing and 80 sitting at tables. The maximum in the yard is 50 people at any one time.

5l) The Management Committee or Committee Member reserves the right to put a stop to any entertainment or meeting not properly conducted.

5m) Excess light and noise are a public nuisance, and breach the licensing objectives. Please close curtains and windows in the evening.

5n) Equipment can only be left in the Hall with the express permission of the Management Committee, and must be kept where indicated by a Management Committee member. Permission may be refused if space is not available.

5o) The Hall is in a residential area. Please be aware of local residents as you leave, especially if it is late.

6. Emergencies

6a) The hirer is responsible for understanding what action must be taken in event of fire. This includes calling the fire brigade and evacuating the Hall, the location and use of fire equipment, escape routes and the need to keep them clear, method of operation of escape door fastenings.

6b) In advance of any period of hire, the hirer shall check the following items: that all fire exits are unlocked and all escape routes are free of obstruction, that any fire doors are not wedged open, that exit signs are illuminated and that there are no obvious fire hazards on the premises. The hirer must also read the fire drill plan available in the Hall, and point out fire exits to users at the start of any meeting/function.

7. Heating, light and power

7a) Heating and lighting is included in the rental. Heating is on a timer that may need to be adjusted for afternoon or late evening bookings; please discuss this with the booking secretary at the time of hire.

7d) Do not adjust radiator controls without consent of Management Committee member.

8. Right of entry

8a) The right of entry to the Hall is reserved to Management Committee and any other agent of the owner and any police officer at any time during the hiring.

Mudford Village Hall

HIRING AGREEMENT AND BOOKING CONDITIONS

9. Clearing up

9a) The hirer shall leave the Hall in a clean and orderly state. All rubbish must be cleared from the Hall and suitably disposed of by the hirer off the premises. PLEASE NOTE: we do not have any recycling facilities at the Hall; please do not leave paper, cardboard, bottles or cans. Any charges incurred by the Hall for the disposal of recyclable material will be the responsibility of the hirer.

9b) The deposit (if paid) will be refunded if the Hall is left in a clean condition, but you may be asked to pay a cleaning supplement if abnormal cleaning is required as a result of your booking.

9c) The hirer is responsible for ensuring all lights and other appliances are turned off and doors locked at the end of the period of hire.

9d) Property of the hirer must be removed from the Hall within 30 minutes after the expiration of the hiring or fees will be charged for each hour or part thereof until the same is removed. The Management Committee accepts no responsibility for any property left on the premise after the hiring. In the case of bazaars, jumble sales and any other occasion when property is brought into the premises for sale, all property remaining unsold at the termination of the hiring will be considered the property of the hirer.

9e) Chairs and tables must be stacked on the trolleys provided, in the entrance hall Tables must be left clean.

9f) Please be as quiet as possible when leaving the Hall late at night, as there are many houses in the neighbourhood.

10. Kitchen

10a) The cooker hobs are on bottled gas. The gas cylinders are located in the yard outside the kitchen. The supply should be turned off at the yellow tap just above the cylinders after use. The hob burners ignite automatically; if they do not, turn on the orange switch on the wall to the right of the cooker.

10b) The ovens are electric, and in order to operate the clock needs to be set; instructions can be found on an information sheet by the cooker.

10c) The switch for the extractor fan is on the wall by the cooker. Turn the orange switch on, and then adjust as necessary with the controls on the right. The skylights do not open.

10d) Hot water to the sink is provided from a heater that needs to be turned on at the wall switch. Please turn it off at the end of the hire. Hot water for the hand wash basin is also provided by a separate heater turned on at the wall switch.

10e) Heating in the kitchen is provided via a fan heater at floor level. The switch to turn it on is on the wall to the left of the serving hatch.

10f) Please do not use items from cupboards marked for committee use, Thursday café use, or bingo.

10g) There are place settings for 60 people (large plate, small plate, bowl, cup and saucer). Basic cutlery is in the second drawer down. If you need full place settings, please discuss this at the time of hire. There is no corkscrew.

10h) The urn does not turn itself off automatically and if left will produce a lot of steam. Please do not leave unattended.

10i) Please be careful NOT to turn off the fridge-freezer! The plug is marked with grey gaffer tape.

11. Keys

11a) Keys can be collected and returned from either Jean Jones, 3 Blacksmith's Row, Mudford, BA21 5TR, Tel: 01935 850770 or 07855 989532 or a designated member of the hall committee.

If neither is available, please see notice on the Hall window and contact one of the other keyholders.