# Samwaies Hall – Hiring Information and Licensing Terms

The Hall is newly built (2009), with a modern, well-equipped kitchen, new furniture and a very attractive room with a pleasant outlook over an enclosed courtyard and fields. Kitchen equipment includes a double oven, a rapid-cycle (3 minute) dishwasher, a microwave and fridge. There are sets of crockery, cutlery and glassware of about 70.

There are instructions and guidelines for the use of the Hall and especially for the kitchen equipment. They are found in a blue folder in the kitchen.

There is **Free Wi-Fi,** a large TV and a multi-media projector and sound equipment.

The maximum capacity of the Hall is approximately 100 people. Comfortably, the Hall can seat approximately 50 at tables and approximately 60 as an audience without tables.

There are 7 long, rectangular tables (seating 6 to 8), 7 small, nearly square tables, (seating 4), one large round table and four lower tables which might also suit children. There are 60 chairs and about 20 small chairs of varying sizes that are suitable for children. (Tables may be hired out separately for £2 per table per day.)

Linen tablecloths are available but must be hired at an extra charge of £2 per item to cover laundry costs. A set of small steps is kept in the disabled toilet next to the kitchen.
Samwaies Hall is licensed for regulated entertainment including:

performances of plays, film shows, indoor sporting events, performance of live music, playing of recorded music, the performance of dance, other activities or entertainments of a similar description, making music, dancing and similar entertainment,

but there are conditions attached regarding noise levels, especially during the evenings. The Management Committee reserve the right not to hire out the Hall if they feel a Hirer would not be able to comply with the terms of the Premises Licence or Hiring Agreement. We would also exclude certain activities which are inappropriate for the Hall or its insurance, e.g. a bouncy castle at a children’s party.

The Hall is situated in the middle of the village, surrounded by residents. Houses are attached at both sides. Adjoining walls are soundproofed, but events which could cause so much noise that neighbours might be disturbed may not be permitted.

The Hall is not licensed for:

the provision of late-night refreshment, the sale by retail of alcohol, entertainment involving boxing or wrestling, activities or entertainments that might give rise to concerns in respect to children.

A Hirer will need to apply for a Temporary Events Notice (TEN) from Harrogate Borough Council if he/she wishes to use the Hall for an activity which is not covered by the Premises Licence, e.g. one involving the sale of alcohol. A prospective Hirer would need first to ask the committee through the Bookings Secretary if he/she could use the Hall for such an activity and would then need to apply for the TEN to cover that activity. The committee may be able to help with this if necessary.

A licence is not needed for such activities/events as children’s parties, wedding receptions or parties where alcohol is not sold, events where participants bring their own alcohol etc.

# Samwaies Hall - Conditions of Hire and Terms of Booking

It is essential for health and safety purposes, especially regarding fire risks, that Hirers:

* Do not block the front or rear entrances and exits to the building or any room in the building. This includes the placing of chairs, tables, cables or other items in such a way as to impede access to the fire exits from the main room. These routes must be kept free.
* Ensure that there are no obvious fire hazards and that fire doors are kept shut.
* Ensure that the fire brigade is called to every outbreak of fire, however slight, and that details are given to the booking secretary.
* Do not permit inflammable substances to be brought into or used on the premises.
* Do not put up decorations of a combustible nature, eg polystyrene or cotton wool.
* Ensure that adequate arrangements are made for the safe evacuation of disabled people.
* Ensure that their own portable electric appliances have been Portable Appliance Tested. No heating appliances should be brought into the Hall.
* Ensure that all spillages are cleaned immediately. Cleaning equipment is kept in the cleaner’s cupboard next to the kitchen. The key to the cupboard is on the rack in the kitchen.
* Ensure that no performances are given that cause danger to the public. Hirers are responsible for any professional or non-professional entertainers, speakers etc invited to perform as part of their event.
* Ensure that children are adequately supervised at all times. Children should not be allowed in the kitchen or upstairs at any time.
* Ensure that no drunk or disorderly behaviour takes place.

Hirers should be aware that the fuse box and main electricity supply switch are in the cleaner’s cupboard next to the kitchen and the stop tap for mains water is at the bottom of the big cupboard in the kitchen to the right as you enter. They should also check how to open the front and rear doors.

Keys to locked internal doors are kept on the key rack in the kitchen. The First Aid kit is also in the kitchen. The maximum capacity of Samwaies Hall is 100 persons.

Hirers must keep to the hours for which the Hall is licensed to be open. Events and activities can take place between 9am and 11pm, Sundays to Thursdays, and 9am and midnight, Fridays and Saturdays.

The Bookings Secretary will make arrangements with Hirers for opening the Hall or for Hirers to pick up and drop off a key. Hirers will be responsible for returning a key straight after their event.

Hirers should pay the hire charge by post, as indicated on the Booking Agreement Form. We reserve the right for a returnable deposit to cover costs of damage to the Hall or extra cleaning required.

Hirers should note that there is no car park and little on-street parking around the Hall. Hirers are responsible for ensuring that those attending events show consideration for neighbours when parking. Apart from (un)loading, no-one should park in front of the Hall doors or in front of residents’ driveways or parked cars.

Samwaies Hall is a no-smoking area. Hirers should ask smokers to go outside to the rear of the building and put cigarette ends in the bucket provided on the patio.

After 9pm, if the event involves amplified music or speech, the rear doors and windows should be closed, guests should no longer use the patio area and smokers should use the area outside the front of the building.

Hirers should use the display/notice boards if they wish to put up pictures/posters or make a display. They should not stick or pin anything to the walls.

**Samwaies Hall, Wath
Hiring agreement and booking form**

Please complete this form, sign it and send it to: The Treasurer Samwaies Hall, 3 Norton Close, Wath, Ripon, HG4 5NZ

Please make all cheques payable to Samwaies Village Hall

Name of Hirer..........................................................................................Telephone............................... Address of Hirer....................................................................................................................................... ................................................................................................................................................................. Nature of event/activity........................................................................................................................... .................................................................................................................................................................. Date(s) and time(s)................................................................................................................................... .................................................................................................................................................................. Start time............................................................Finish time.................................................................. Hire charge per hour..........................................Total amount owed...................................................... Conditions of Hire:

• The Hirer will take note of, and comply with, the terms of the Premises Licence, especially regarding the various safety measures that need to be taken, and any other relevant terms and conditions of hire. These are shown in the Hiring Information and Licensing Terms and the Conditions of Hire and Terms of Booking which can be found on the attached sheets and on the Samwaies Hall notice board and website.

• The Hirer will be held responsible for any damage to the Hall or Hall property which occurs during the period of hire and will be charged for the full cost of repair or replacement.

• The Hall must be left clean and tidy, as it was found. Rubbish should be removed by the Hirer.

• The cost of hiring the Hall is £10 per hour for local residents (within the civil parish boundary) and £12 per hour for others. This covers the cost of all facilities in the Hall apart from the white table linen, for which an additional charge of £2 per item is made. The total hiring fee should be paid to the Treasurer at the address shown at the top of this page. A returnable deposit may be asked for to cover the cost of damage or any extra cleaning required.

I have read and accept the Hiring Information and Licensing Terms and the Conditions of Hire and Terms of Booking and I accept that I am the person responsible for the event:

Name…………………………………………………………………………..Signed...............................................................................

Date................................

Signed on behalf of the Management Committee.............................................................................................

For further information ring 07737 037248 to speak Carol the Booking Secretary.