



HENLLYS VILLAGE HALL

www.henllysvillagehall.org.uk

Charity Commission Registration Number 500183

CONDITIONS OF HIRE

APPLICATIONS:

All applications for hire of any facilities must be made on the official booking form which the hirer must sign to declare that the hirer has read and fully understands and accepts the terms of these Henllys Village Hall Conditions of Hire and that the hirer fully accepts responsibility for any damage/loss incurred to Henllys Village Hall or its contents during the period of hire. Please therefore read these conditions carefully and please ask if you do not understand any of these conditions. If there is any doubt as to the meaning of any of the following the Village Hall Secretary or Hall Supervisor should be consulted. The hirer should also familiarise themselves with the **General Rules** for the Village Hall. A copy of the General Rules is on display on the Village Hall notice board in the foyer; on the village hall website; or a copy can also be requested from the Hall Supervisor or Secretary.

CANCELLATIONS:

By Hirer: In case of cancellation by the Hirer, the hirer may be liable to pay the Henllys Village Hall Committee the total hire charge.

By the Henllys Village Hall Committee: The Committee reserves the right to close or prohibit the use of the facilities without giving any reason. In such cases the Committee's liability shall be limited to refund of the hire charge.

HENLLYS VILLAGE HALL does not accept bookings for

- functions celebrating birthdays or achievements of **persons 15 - 21 years of age**.
- private functions predominantly involving groups of **persons 15 - 21 years of age** except when arranged by recognised organisations and clubs

THE HIRER must be 21 years of age or over (25 years of age or over when a bar is requested) and shall not assign the benefit of the hiring to any other person.

HIRE CHARGES and bar hire, must be paid in full at the time of booking except for long term regular event bookings where payment will be according to terms agreed with the Treasurer. Post dated cheques will not be accepted under any circumstances.

SUPERVISION & 'THE RESPONSIBLE PERSON':

The **HIRER** shall, during the period of the hiring, be deemed to be the '**RESPONSIBLE PERSON**' for:

- The administration, organisation and overall supervision of the premises.
- The protection of the fabric and the contents; their care and safety from damage however slight, or change of any sort.
- The behaviour of all persons using the premises and surrounding area whatever their capacity.
- The proper supervision of safe and considerate car parking arrangements, so as to avoid obstruction of the highway.
- The consideration of local residents in terms of safety and noise.
- Ensuring that **TWO or MORE** responsible people are available to help supervise and, together with the hirer, are suitably qualified to supervise the group, especially when young children or under 18 year olds are present.
- Ensuring that **NO SMOKING** is allowed anywhere inside the Village Hall or the Hall Porch area.
- The proper supervision of the movement of tables and chairs to minimise risk of injury.
- Putting tables and chairs away in accordance with instructions provided on signage in the store cupboard.

DRUNK AND DISORDERLY BEHAVIOUR AND SUPPLY OF ILLEGAL DRUGS

Under the strict terms of the **LICENSING ACT 2003** the **Hirer** shall be held responsible to ensure that:

- For licensed events **six** names and addresses of persons prepared to act as stewards **must be provided** at the time of booking on the provided form. These stewards will be responsible to the hirer for the behaviour of the guests/attendees; additionally, the stewards or SIA Door staff shall make regular patrols of the exterior of the building to ensure persons under age are not being served alcohol by proxy or to dissuade under age

youths from congregating in the vicinity of the venue and causing a nuisance to residents or passers by. **The bar will not open if these names have not been supplied.**

- In order to avoid disturbing people who live near the hall and to avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol.
- Drunk and disorderly behaviour shall not be permitted either on the premises or in the immediate vicinity.
- No illegal drugs may be brought onto the premises.
- Persons under the age of 16 years cannot be admitted and remain on the premises when alcohol is being sold unless accompanied by an adult.
- No alcohol in open vessels (e.g. glass, bottles cans, polycarbonate vessels) shall be allowed to be taken outside the premises at any time.

ALCOHOL:

- **No person, other than the licensee appointed by the Henllys Village Hall Committee** and holding a Personal License for the said property or their appointed staff, shall operate a bar, or sell alcohol on these premises. In addition, the bar officials have the right to cease sales and close the bar if they consider it a). unsafe to continue providing the service or b). the licensing laws will be broken by continuing to provide the service.
- Alcohol shall not be served to any person suspected of being drunk.
- Alcohol shall not be served under any circumstances to any person suspected of being **18 YEARS OF AGE OR UNDER (Challenge 21 Policy – anyone who appears to be under the age of 21 will be asked for identification to prove that they are over the age of 18.)**.
- Any person who is suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises.

PUBLIC SAFETY

NUMBERS: The maximum capacity of Henllys Village Hall is **90** in the main hall for parties and function, **100** theatre style; and **25** in the meeting room

The following practices **MUST** be followed by the Hirer in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
- Any electrical appliance brought into the premises and used there shall be safe, in good working order, used in a safe manner and have an UP TO DATE PAT TEST CERTIFICATE.
- Do not allow children in the kitchen except under close supervision. Avoid overcrowding in the kitchen and do not allow running.
- Report any evidence of damage or faults to equipment or to the building's facilities to the Hall Supervisor or to any member of the Henllys Village Hall Committee.
- Report every accident in the accident log book in the kitchen and to the Secretary.

FIRE: The Fire Brigade shall be called to ALL outbreaks of fire, however slight. Please evacuate the building and keep all your people together in one safe location at the muster point in the play park on the opposite side of the road. Please try to account for all persons present (Roll Call), this will greatly assist the Fire Brigade. All such incidents and full details thereof shall be given to the Hall Supervisor, the Secretary or any other member of the Henllys Village Hall committee as soon as practically possible.

The Hirer should make themselves aware of the following:

- The location and use of fire equipment (a diagram of the location of the equipment is included in these Conditions of Hire and displayed in the foyer area of the hall).
- The location of all escape routes and the need to keep them clear.
- The method of operation of escape door fastenings.
- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That there is no obvious fire hazard on the premises.

GAS: Call the National Gas Emergency Service 0800 111 999. Open doors & windows; put out naked flames; don't smoke; don't turn electric switches on or off. Evacuate the building; Contact the Hall Supervisor or a member of the Henllys Village Hall Committee

OTHER EMERGENCIES:

If necessary, evacuate the building; Contact the Hall Supervisor or a member of the Henllys Village Hall Committee.

NOISE:

The Henllys Village Hall Premises Licence states –

“When a licensed function takes place, the DPS or their appointed manager will ensure that the volume of amplified entertainment is controlled to the extent that it is inaudible at the façade of the nearest residential property”

and

“The DPS or their appointed event manager will ensure that a sound test is undertaken at maximum volume levels before each event and carry out a patrol to assess (inaudible) sound levels at surrounding properties”

It is imperative that the hirer works closely with our Designated Premises Supervisor(DPS), who is in charge of the bar; his bar staff and any Henllys Village Hall Committee member on site to ensure that the above Premises Licence conditions are met. This requires the hirer to ensure that any amplified **sound is controlled** by the Henllys Village Hall **noise limiter**.

If it is deemed necessary by the DPS, the bar officials, or any Henllys Village Hall committee member on site then the noise levels must be reduced as directed.

Additionally, the Hirer shall ensure that -

- The minimum of noise is made on arrival and departure, particularly late at night and early in the morning.
- All doors and windows remain closed during periods of amplified entertainment apart from access and egress.

DAMAGE to the fabric or contents of the Village Hall shall be reported to the Hall Supervisor immediately after the letting. The HIRER shall repay the Henllys Village Hall Committee for all damage (Including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

ACCIDENTS AND DANGEROUS INCIDENTS:

A first aid box is available in the kitchen for minor injuries.

For more serious injuries advice may be sought from **NHS Direct – 0845 4647**.

For emergencies- **Dial 999** and give this address:

Henllys Village Hall, Henllys Village Road, Henllys, Cwmbran NP44 6JZ

It is strongly recommended that all users have their own mobile phones for emergencies.

It is the responsibility of **the Hirer** to ensure that all accidents or incidents, however minor, are recorded in the Accident/Incident log book located in the kitchen with the first aid equipment and the Hall Supervisor or a member of the Henllys Village Hall Committee informed as soon as is practical.

UNAUTHORISED ITEMS:

Any special requirements – please contact the hall supervisor; no items are to be left behind after functions, any substantial items left will be placed outside in the car park.

The Hirer shall ensure that none of the following items are brought into the premises -

Illegal drugs, highly flammable substances, heating appliances, fireworks, animals (except guide or hearing dogs); and that **no fireworks** or smoke machines will be used at the hire event.

COLLECTIONS & LOTTERIES:

No collections, games of chance, sweepstakes or lotteries, nor any betting shall be conducted on the premises unless conducted as fundraising and with the agreement of the Henllys Village Hall Committee.

INSURANCE COVER:

Infringement of Copyright: The Hirer shall be responsible for all actions, costs, expenses, awards of damage etc relating to any claims following the unauthorised play, playing, performance or use of any records, audio tapes, video tapes, compact discs, mini discs, etc or the unauthorised use of any apparatus or equipment which happens during the period of hire of the hall. The Henllys Village Hall Committee holds a PRS/PPL licence for the village hall but hirers playing recorded music may require their own PPL licence – refer to www.ppluk.com

TV Licensing/CCTV: Henllys Village Hall has a TV licence. The premises are covered by CCTV.

Claims Following Death or Injury: The hirer will be responsible for all costs, expenses, settlements and awards of damages etc in respect of the death of or injury to any person arising out of or in connection with the use by the Hirer of the hall.

Claims about Property: The Hirer will be responsible for settling all claims including costs, expenses awards of damages etc relating to claims following damage to or the loss, theft, or removal of any property brought to or left in the hall

The Hirer should ensure that they hold appropriate insurance cover for the events that they organise. In particular, it is strongly recommended that where hirer's are directly responsible for supervising children on BOUNCY CASTLES or similar they should take out appropriate cover.

Henlllys Village Hall Committee is insured against any claims arising out of their own negligence.

END OF HIRE:

The Hirer will ensure that –

- Attendees are encouraged to respect residents of the area when leaving the building i.e. quietly
- All areas of the hall and surrounds (i.e. car park area, footpaths etc) are left in a clean and tidy condition and any contents temporarily removed from their usual positions are properly replaced.
- All chairs are neatly stacked away in accordance with instructions provided on signage in the store cupboard.
- All electrical lights, sockets and fans are turned off.
- All tables are cleaned and stacked away in accordance with instructions provided on signage in the store cupboard.
- All spills are mopped up.
- All windows, doors and shutters are locked.
- All Internal doors are shut.
- All rubbish is removed.
- All keys are returned to the Hall Supervisor

THE HENLLYS VILLAGE HALL COMMITTEE ARE NOT RESPONSIBLE FOR ANY ITEMS STORED OR LEFT ON THE PREMISES.

