

## Steeple Claydon Parish Council

### VILLAGE HALL CONDITIONS OF HIRE

1. Steeple Claydon Parish Council and its staff are responsible for the general management of the site. When the premises are hired the hirer is responsible for management of the site
2. Hirers must be over 18 years of age and are responsible for the conduct of attendees throughout the hire
3. Applications to hire the hall should be made via the Steeple Claydon Parish Council website. Hirers must include set up and clearing time as part of their booking. If hirers have any questions regarding hire or site operation, these should be initially directed to the Parish Clerk
4. Organisations or persons hiring the hall do so on the understanding that they have read these Conditions of Hire and agree to comply with the same
5. A returnable deposit of £100 may be required to secure a booking. Hirers are responsible for any damage or loss which occurs during or as a result of their hire and will be charged for the cost of any necessary repair to damage or replacement of fabric, fixtures or fittings
6. In the event of a clash of bookings priority will be given to local community and charitable events over those of a commercial nature
7. Hirers must complete and submit a risk assessment document prior to the hire
8. For the purposes of Health & Safety legislation the capacity of the hall is as follows; a maximum of 100 persons seated; for a non-seated event a maximum of 200 persons. Expected numbers of attendees should be included in any risk assessment. Hirers are responsible for ensuring that an appropriate level of supervision of attendees is in places
9. The risk assessment must include a designated adult responsible for fire safety throughout the hire
10. Where the hall is hired for a private function no admission charge can be made, either at the door or by advance ticketing. Hirers must ensure their guests leave quietly to ensure neighbours of the hall are not disturbed
11. Where the hall is hired for a public event the Hirer must appoint adult stewards (for seated events, five or more; for non-seated events 8 or more) to take responsibility for managing the event, including the parking of cars, and to ensure compliance with Health and Safety legislation. There must be no admission (or re-admission) after 22.30pm and stewards must ensure patrons leave quietly at the end of events
12. Smoking is not permitted on the premises by law. Hirers are responsible for enforcing this
13. Hirers are responsible for switching off lighting and ensuring all doors are locked prior to leaving the site
14. Where a booking will include live or pre-recorded music, or is likely to create any significant noise, this should be disclosed at the time of booking

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15. Hirers are responsible for ensuring that noise emissions are limited before, during and after the hire, where necessary closing (but not blocking, locking or obstructing) entrances and exits to limit such noise
16. Where hirers intend to operate a licensed bar, details of the licensee and a copy of their license, in addition to timings of the bar, must be forwarded to the Parish Clerk in advance of the event. The Steeple Claydon Village hall operates to the following evening licensing hours:

Licensing Hours	Friday	Saturday
Last orders	00.30am	23.30pm
Bar closes	00.45am	23.45pm
Event Closes	01.00am	00.00am

17. When a licensed bar is in operation intoxicating liquor cannot be obtained elsewhere for consumption in the hall
18. Licensees are responsible for cleaning the bar area throughout and following the hire
19. By prior agreement it may be possible for bar equipment to be cleared away the following morning, to minimise possible noise late at night
20. Admission must be refused to those who are or appear to be intoxicated
21. Hirers are responsible for maintaining good order and preventing abusive behaviour
22. Fixtures and fittings must not be altered or removed
23. Portable electrical equipment must be visually inspected by a competent person, to ensure it is safe, prior to use in the hall and where appropriate be PAT tested
24. Naked flames, such as candles and tea-lights, are not to be used in the hall
25. With the exception of disabled, child carrying, or equipment moving devices, no wheeled devices (such as bikes, scooters or skateboards) are to be used in the hall
26. No ball games are permitted on the site (either inside or outside the hall)
27. Articles are brought to, or left on, the site at their owners' risk. The site operator and its staff take no responsibility for any loss or damage to individuals or organisations belongings or equipment
28. If decorations are to be deployed, the hooks provided should be used wherever possible, alternatively 'low tack' tape may be used. Materials which leave a residue or permanent marks, such as Sellotape, Blu-tack and Drawing pins should be avoided, as they cause damage to the fabric of the building