

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 the 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 initially be directed to the Parish Clerk.
4. Organisations or persons hiring the hall do so on the understanding that they have read the conditions of hire and agree to comply with the same.
5. 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 the damage or replacement of fabric, fixtures or fittings.
6. Hirers must ensure their guests leave quietly to ensure neighbours of the hall are not disturbed.
7. In the event of a clash of bookings, priority will be given to local community and charitable events over those of a commercial nature
8. If considered necessary by the Parish Clerk or PC, hirers must complete and submit to Parish Clerk a risk assessment document prior to the hire. Please contact Parish Clerk for any queries.
9. For the purposes of health and 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 the risk assessment. Hirers are responsible for the appropriate level of supervision of attendees is in place.
10. The risk assessment must include a designated adult responsible for fire safety throughout the hire.
11. Where the hall is hired for a private function no admission charge can be made, either at the door or by advance ticketing.
12. 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 eight 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 22.30 and stewards must ensure patrons leave quietly at the end of events.
13. Smoking is not permitted on the premises by law. Hirers are responsible for enforcing this.
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.
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/TEN, in addition to timings of the bar, must be forwarded to the Parish Clerk in advance of the event.

Steeple Claydon Village Hall operates the following evening licensing hours:

Licensing Hours	Friday	Saturday
Last Orders	00.30am	23.30
Bar Closes	00.45am	23.45
Event Closes	01.00	00.00

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 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 owner's 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 blu-tac or 'low tack' tape may be used. Materials which leave a residue or permanent marks such as Sellotape and drawing-pins should be avoided, as they cause damage to the fabric of the building.
29. A 'cleaning cupboard' is provided with basic cleaning essentials such as mop/broom/ cleaning cloths/spray etc. are provided in a child-locked cupboard in the kitchen for hirers use.