

STANDARD CONDITIONS OF HIRE

For the purposes of these conditions, the term 'hirer' or you/your shall refer to an individual hirer or, where the hirer is an organisation, the authorised representative. The 'committee' and we/us/our refers to Arkholme Village Hall board of trustees, management committee or its representatives.

By hiring Arkholme Village Hall you are agreeing to abide by these conditions.

General duty of care

During the period of hire, you are responsible for the supervision of the premises. This includes: both the fabric of the building and its contents, their care, their safety from damage however slight, or change of any sort, and the behaviour of all persons using the premises in whatever capacity.

You indemnify the committee for the cost of the repair of any damage done to any part of the property, including contents of the buildings and the grounds, which may occur during the period of hire.

You must not use the premises for any purpose other than that agreed, sub-hire the premises, or do or allow anything that would put the building at risk or invalidate the insurance.

Licencing and bar services

You must not sell alcohol yourself or allow the sale of alcohol by others on the premises. By hiring the hall you accept full responsibility for complying with this rule which is a condition of our premises licence. If you wish to have the bar open at your event (for the sale of alcoholic and non-alcoholic beverages) this must be arranged at least 14 days prior to the event.

If providing alcohol free of charge to your guests or guests are providing their own drinks ('BYOB'), you are responsible for the safety and conduct of your guests while they are on the premises and you must not allow the consumption of alcohol by any person under the age of 18. (Please note BYOB is not allowed for weddings, drinks must be purchased via the bar in advance)

You must not do or allow anything in contravention of the laws relating to gaming, betting and lotteries.

You must comply with all conditions and regulations made in respect to the premises by (amongst others) the Local Authority, the Fire Authority and the local Magistrates' Court, particularly in connection with any event which includes dancing, music, stage plays or similar public entertainment.

The cut off time for the music license is 00:30 Friday and Saturday, 23:00 otherwise

Health and Safety

Take care when lifting heavy objects. Tables should be lifted between 2 people, lift only 1 chair at a time, a trolley is provided which can be used to move up to 5 chairs at a time.

When setting up tables ensure the legs are properly locked in position before use.

Chairs must be stacked no more than 5 high to avoid toppling.

Do not allow anyone to climb on or under the tables or chairs.

Take care when working at height (eg if decorating the hall for an event), only use the ladder provided and check it before use.

Children under the age of 16 must be accompanied by an adult at all times. You must ensure that any activities for children comply with the provisions of the Children's Act or other relevant regulations

Children are not allowed in the kitchen at any time.

No dogs are allowed inside the building or on the playing field (except guide dogs).

Please supervise car-parking arrangements to avoid risk to pedestrians and to avoid any obstruction to the highway.

Any electrical appliances brought into the premises must be safe and in good working order, and used in a safe manner.

If preparing, serving or selling food, you must observe all relevant food health and hygiene legislation and regulations.

Check all kitchen equipment before use. Clear up any spills immediately to avoid risk of slipping.

Bouncy castles and marquees can be placed in the grounds, however please discuss the positioning with us in advance as it may impact on the hall fire exits.

Public Liability

We have public liability insurance to the value of £5,000,000, a copy is available on request. This indemnifies us for liability regarding hire of the premises and associated facilities. It does not cover any activities carried out by you as hirer of the hall.

We recommend that you also ensure you are covered by your own liability insurance either via a policy for your own business, a personal liability clause on your home insurance or a one off event policy.

You should also ensure that other services you engage eg caterers, entertainers, bouncy castle or marquee hire have their own public liability insurance and ask to see a copy of their policy

First Aid

There is a First Aid kit in the kitchen, if it is used you must report this to the committee.

Any accidents or near misses must also be reported to the committee and entered into the accident book which can be found in the kitchen drawer.

Fire Safety

You should familiarise yourself with the locations of the fire exits, fire extinguishers and fire blanket, and take responsibility for the procedures to be followed in the event of a fire, as detailed on the wall in the foyer (by the fire control panel).

If your event is to be attended by anyone who would need extra help leaving the building in the event of a fire (for example a disabled person or child) you must decide the arrangements for means of escape in advance, and have a plan for looking after these people once they have left the building.

For fire safety reasons please do not:

- Use smoke machines, party poppers or allow confetti inside the building
- Use candles other than tealights and other small candles in suitable safe containers.
- Allow rooms to become overcrowded or allow noise levels that would drown out the fire alarm
- Block fire exits or escape routes internally or externally
- Block or wedge open internal fire doors, these will close automatically if the fire alarm sounds You are permitted to switch these off to avoid disturbance to your event in which case the doors must be kept closed for the duration and the automatic closures switched on again before you leave.
- Cover, hide, move interfere with, or impair access to, fire extinguishers or fire alarm points
- Allow waste materials, packaging, or other potentially flammable items, near any heat source
- Bring into the building any fireworks, flares, gas or oil-fired heaters, flammable liquids, chemicals or gases, any display stands, theatrical scenery, play equipment or similar items that are not fire retardant, or any kind of pressurised gas cylinder, other than domestic helium cylinders for party balloons
- Fireworks are allowed on the playing field only and only by prior arrangement. All fireworks must be finished before 10.30pm

At the end of your event

You are responsible for leaving the premises and surroundings clean and tidy, properly locked and secured unless directed otherwise, and with any contents temporarily removed from their usual position properly replaced; otherwise the committee shall be at liberty to make an additional charge.

You are responsible for setting up and clearing away any tables and chairs you require for your event and returning the hall to its standard set up at the end of your hire. Please leave 3 round tables on the carpeted area of the main hall with 4 chairs around each; remaining chairs should be stacked no more than 5 high at the sides of the carpeted area of the main hall and at the rear of the committee room.

General waste and recycling should be sorted and taken out to the external bins. Please take any large or bulky items, including helium canisters, away with you as disposal of these may incur an additional charge.

Cancellation

The committee reserves the right to cancel the hire in the event of the hall being required for use as a polling station for a parliamentary or local government election or by-election. In which case the hirer will be entitled to a refund of any deposit already paid.

In the event of the hall or any part of it being rendered unfit for the use for which it has been hired, the committee shall not be liable to the hirer for any resulting loss or damage.

If you wish to cancel the booking before the date of the event and the committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the committee.

The committee reserve the right to refuse a booking without notice or to cancel the hire agreement at any time either before or during the term of the agreement on giving 7 days notice to the hirer. The hirer shall be entitled upon such notice to reimbursement of any relevant deposit or rental charges that have been paid by the hirer to the committee but the committee shall not be liable to make any further payment to the hirer.