

Yelvertoft Village Hall Hire Agreement

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Revised info 3/12/25 by RGF 0,1,2,3,4

Hallmaster Online Booking of facilities.

We now operate online booking of facilities using the “Hallmaster” software programme. To access go online to the Halls website pages at www.yelvertoftvillaehall.co.uk and select the availability calendar under the Hire the Hall tab. First time customers will need to register with a valid email before making a first booking.

Please note by using the online Booking System you accept and are bound by the terms and conditions of the Hire Agreement as a whole.

Hire Agreement

The Full Hire Agreement has a lot of detail about the Hall for you to be aware of as, on the day, the Hirer becomes the "responsible person" for the hall. We require you to become familiar with its contents as the information is very important to the success of your event on the day.

Before the event you will receive an email with the latest details and information of how to access the Hall keysafe, what facilities are to be used and actions in the event of an emergency. You must bring a fully charged mobile phone as the Hall does not have a landline telephone.

The Hall is run by Volunteers so please leave in a clean and tidy condition:-refer to the laminated “End of Hire” check list in the kitchen. Please ensure that the hall, kitchen and toilets are left in a clean and tidy condition. Equipment and materials to enable hirers to carry out these tasks are provided. Key steps include emptying of all bins including those located in the toilets, wiping tables and surfaces in kitchen, and sweeping and mopping the floors. If guests have used the external areas please ensure that all litter is collected.

A charge will be made if Volunteers spend any time, after your event, on these housekeeping tasks.

Yelvertoft Village Hall Hiring Agreement

DATED:

PARTIES:

(1) The Village Hall named in clause 1.2 acting by its management committee ("Village Hall").

(2) The person or organisation named in clause 1.3 ("Hirer").

AGREED as follows:

1. In consideration of the hire fee described in clause 1.4, the Village Hall agrees to permit the Hirer to use the premises described in clause 1.5 for the purpose described in clause 1.6 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6 below and the answers to the questions in sub-clauses 1.7 and 1.8 are terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

1.1 Dates(s) required:

Day(s) Month

Time required (Hours) From

Preparation

1.2 Yelvertoft Village Hall

(a) Registered Charity No:

(b) Authorised Representative:

Address:

Telephone Number:

Email address:

1.3 Hirer:

(a) Name:

(b) Organisation:

(c) Name of Organisation's Authorised Representative:

Address:

Contact Telephone Numbers:

1.4 Hire Fee:

Deposit:

£50

The Hirer shall pay a security deposit of £50 when booking and the balance of fees being payable no later than 60 days before the event for which the premises are hired (the deposit having been paid on the signing hereof).

Balance:

£ See Invoice

Special Deposit:

£

This deposit will be refunded within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents nor complaints made to the Village Hall about noise or other disturbance during the period of the hiring as a result of the hiring.

Balance:

£ See Invoice

Payable no later than 60 days before the event for which the premises are hired (the deposit having been paid on the signing hereof)

Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Village Hall 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 Village Hall.

Cancellation of events, of more than 1 day duration, the following charges will apply:-

Three months before the date of booking – Deposit retained.

Three months to Two months before date of booking – Deposit and 50% of hire fee.

Thereafter Deposit and 100% of hire fee.

Any cancellation charges detailed above will be invoiced to the Hirer and must be paid within 7 calendar days.

(Unless circumstances allow the hall management committee to waive these).

Commercial Use?

Yes/No

1.5 Premises

Main hall and kitchen:

As per Hallmaster info

Bar:

Changing rooms

Club room

Sports field

Storage of Equipment:

1.6 Purpose/description of hiring

As per Hallmaster info

This will be a public/private event?

As per Hallmaster info

1.7 Is food (other than biscuits/cakes) to be provided at the event?

2. The Village Hall has a Premises Licence authorising the following regulated entertainment and licensable activities at the times indicated. Please confirm which licensable activities will take place at your event: As per Hallmaster info

Activity	The hall is licensed for	Indicate activities to take place at your event
a. The performance of plays	Yes	
b. The exhibition of films	Yes	
c. Indoor sporting events	Yes	
d. Boxing or wrestling entertainment	No	
e. The performance of live music	Yes	
f. The playing of recorded music	Yes	
g. The performance of dance	Yes	
h. Entertainments similar to those in a – g	Yes	
i. Making music	Yes	
j. Dancing	Yes	
k. Entertainment similar to those in i – j	Yes	
l. The provision of hot food/drink after 11pm	No	
m. The sale of alcohol	Yes	

Permitted times:

Day	From	To	Sale of Alcohol until
Monday	10.30am	01.00am	00.30am
Tuesday	10.30am	01.00am	00.30am
Wednesday	10.30am	01.00am	00.30am
Thursday	10.30am	01.00am	00.30am
Friday	10.30am	01.00am	00.30am
Saturday	10.30am	11.45pm	11.15pm
Sunday	10.30am	10.30pm	10.00pm

- 2.1 Have you indicated at 2 (m) that alcohol will be available at your event?

As per Hallmaster info

If you answer yes to the above question, you will need to seek written permission from the management committee by completing Appendix 3. This should normally be done at least one month before the date of the planned event.

- 2.2 The application to the Management Committee required in 2.1 above should be presented on Appendix 2 and must include details of the event and a full list of the persons authorised to sell alcohol at the event.
- 2.3 Where a licensable event is to be held for which the premises, or that part of the premises, are not licensed the hirer shall be responsible for obtaining such authorisation as may be needed (see Appendix 4).
- 2.4 The hall has a licence with the Performing Rights Society and a Public Performing licence or the performance of copyright music.
- 2.5 In order to hold a licensable activity not covered by the Village Hall's Premises Licence a Temporary Event Notice (TEN) will need to be given to the licensing authority.

The Hirer shall obtain the written consent of the management committee on the form provided for this purpose **before** giving the licensing authority a TEN request. Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs (15) which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the hall management committee and local voluntary organisations.

3. The Hirer agrees with the Village Hall to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement.
4. It is hereby agreed that the Standard Conditions of Hire together with any Special Conditions of Hire shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer.
5. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

As Witness the hands of the parties hereto:

--

Signed by the person named at 1.2(b) above, duly authorised, on behalf of the Village Hall's Management Committee:

--

Signed by the person named at 1.3(a) above or at 1.3(c) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable:

--

Standard Conditions of Hire

These standard conditions apply to all hiring of the village hall. If the Hirer is in any doubt as to the meaning of the following, the Hall Secretary or Booking Clerk should immediately be consulted.

1. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Hall Secretary, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

2. Use of Premises

The Hirers shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

3. Gaming, Betting and Lotteries

The Hirers shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

4. Licences

The Hirer shall ensure that the Village Hall holds a Performing Society Rights Licence and a Public Performing licence which permit the use of copyright music in any form e.g. record, compact disc, tapes, radio, television or by performers in person. If other licences are required in respect of any activity in the Village Hall the Hirer should ensure that they hold the relevant licence or the Village Hall holds it.

5. Film

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

6. Childcare Act 2006

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable groups Act 2006 and only fit and proper persons who have passed the appropriate Criminal Records Bureau checks should have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Village Hall management committee with a copy of their CRB check and Child Protection Policy on request.

7. Public Safety Compliance

The Hirers shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the hall's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The Hirer shall also comply with the hall's health and safety policy.

The Fire Service shall be called to any outbreak of fire, however slight, and details shall be given to the secretary of the management committee.

- (a) The Hirer acknowledges that they have received instruction in the following matters:
 - The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
 - The location and use of fire equipment. (Include diagram of location when handing over keys.)

- Escape routes and the need to keep them clear.
 - Method of operation of escape door fastenings.
 - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
 - Location of the first aid box
- (b) In advance of an entertainment or play the Hirer shall check the following items:
- 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 any fire doors are not wedged open.
 - That exit signs are illuminated.
 - That there are no obvious fire hazards on the premises.
 - That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

8. Means of Escape (NB See plans below)

- (a) All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. In the main Hall at all times there must be a clear corridor left for access to the means of exit on to the playing field.
- (b) The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).
- (c) It is strongly recommended that during a theatrical performance two delegated people should have a torch each in case of a loss of lighting.
- (d) When any work is being undertaken in the old hall the interior security bar must be removed from the fire exit to facilitate a means of escape.
- (e) Hirers of the Club Room must unchain the fire exit to facilitate a means of escape.

9. Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator.

10. Electrical Appliance Safety

The Hirers shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer **must** make use of it in the interests of public safety.

11. Indemnity

- (a) The Hirer shall be liable for and keep indemnified each member of the Village Hall management committee and the Village Hall's employees, volunteers, agents and invitees against (i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises (ii) all claims, losses, damages and costs made against or incurred by the village hall management committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and (iii) all claims, losses, damages and costs made against or incurred by the village hall management committee, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the village hall management committee and the Village Hall's employees, volunteers, agents and invitees against such liabilities.
- (b) The Village Hall shall take out adequate insurance to insure the liabilities described in sub-clause (a)(i) above and may, in its discretion and in the case of non commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. The village hall shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the village hall management committee and the village hall's employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.
- (c) Where the village hall does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the village hall secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable the hall secretary to rehire the premises to another Hirer.

The Village Hall is insured against any claims arising out of its **own** negligence.

12. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to a member of the Village Hall management committee **as soon as possible** and complete the relevant section in the Village Hall's accident book. Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported **as soon as possible**. Certain types of accident or injury must be reported on a special form to the local authority. The Hall Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

13. Explosives and Flammable Substances

The hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and that
- (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

14. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

15. Drunk and Disorderly Behaviour and Supply of Illegal Drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and 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 its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person 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. No illegal drugs may be brought onto the premises or its immediate vicinity.

16. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Village Hall. No animals whatsoever are to enter the kitchen at any time.

17. Fly Posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the Village Hall's management committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

18. Sale of Goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

19. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Village Hall 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 Village Hall.

Cancellation of events, of more than 1 day duration, the following charges will apply:-

Three months before the date of booking – Deposit retained.

Three months to Two months before date of booking – Deposit and 50% of hire fee. Thereafter Deposit and 100% of hire fee.

Any cancellation charges detailed above will be invoiced to the Hirer and must be paid within 7 calendar days.

(Unless circumstances allow the hall management committee to waive these).

Cancellation by Hall Management Committee

The Village Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- (b) the Village Hall management committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- (c) the premises becoming unfit for the use intended by the Hirer
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

20. End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Village Hall shall be at liberty to make an additional charge.

In particular Chairs and Tables must be returned to the store area and stacked according to the posted photographs.

A charge will be made if Volunteers spend any time, after your event, on this housekeeping task.

21. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

22. Stored Equipment

The Village Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Village Hall may charge, in its discretion in any of the following circumstances, namely-

- (a) in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended
- (b) in respect of any other property brought on to the premises for the purposes of the hiring, failure by the Hirer to remove the same within 7 days after the hiring or dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

23. Attachments to Walls and Floors

Drawing pins or sellotape are not to be used on the walls or other surfaces; use blu-tack if you need to put up notices or decorations. Any decorations must be completely removed at the end of your event. Do not fix decorations near light fittings or heaters.

Any temporary floor tape must be fully removed together with residual adhesive at the end of event. ***Gaffer tape should not be used on the floor of any part of the Hall's facilities.***

Please note any attachments to our "Cinema Screening Wall" at the end of the Hall will damage the surface and is strictly prohibited.

24. No Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the

premises without the prior written approval of the Hall Secretary. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Village Hall remain in the premises at the end of the hiring. It will become the property of the Village Hall unless removed by the hirer who must make good to the satisfaction of the hall or, if any damage caused to the premises by such removal.

25. No Rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

26. Private parties

A minimum deposit of **£50** will be paid to confirm the booking and will be returned after the hiring period subject to the Hall being left in the same condition as that in which it was found at the start of the hiring period.

The responsible adult will be present throughout the **WHOLE** of the period of hire.

The responsible adult will arrange for an adequate number of other adults to be in attendance during the **WHOLE** of the period of hire.

The responsible adult will accept **FULL LIABILITY** for repaying the **TOTAL COST** of any repairs to or additional cleaning of the Hall and its associated facilities, however caused, during the period of hire.

Booking the Village Hall and Hiring Charges

In order to hire any of the Village Hall's facilities The procedure is as follows:

1. Refer to the Hiring Agreement with its Appendices and the calendar of bookings which are all online (www.yelvertoftvillagehall.co.uk)
2. Register as a customer through the "Hallmaster" booking system
3. Choose a date and time for hire from the Hallmaster online booking system..
4. Decide which parts of the facilities you wish to hire and complete the online form.
5. You will receive email acknowledgement and confirmation of your request.
6. The Bookings secretary is available on **07542 571869** if required.
7. Complete the relevant documents and pay the deposit.

Single event bookings of less than one day's duration more than 3 months in advance

Contact the bookings secretary using the online Hallmaster system to confirm availability and cost.

Bookings for regularly recurring events

Contact the bookings secretary to confirm availability and cost.

These bookings will be limited to a 12 months' period from the time of booking.

These bookings are made on the understanding that there may be block bookings each of several days or up to a week in duration at 2 to 3 times annually which will prevent the use of the hired facilities for the regularly recurring event.

Bookings for an event of several days' duration

Bookings will normally be limited to no more than 12 months in advance. Contact Bookings secretary for guidance.

The hirer shall contact representatives of any regular user groups to help to identify the optimum hiring period which would result in minimum inconvenience and any cancellation of a booking for a regular user and a single event.

Confirm the hiring with the bookings secretary, complete the relevant documents and pay the deposit.

The bookings secretary will confirm with any hirers of a regular user and a single event whose hiring would be cancelled.

During the period of hiring the whole area of hiring shall be kept clean and tidy and consumables (such as toilet rolls and paper hand towels) should be replenished from the Hall's supplies as necessary.

Appendix 1

Information sheet to be given to all hirers

Opening and Closing the village hall

The village hall keys will be available from the Hall's Keysafe. The hirer will be advised of the current keysafe code by email a week before the event.

After locking up **return keys immediately to the keysafe.**

The village hall will be opened by you and will be closed by you at the times you have indicated.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Please telephone 07542 571869 in case of difficulty.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve) only those helping to clear up the village hall should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

Car Park gates

The entrance gates to the car park shall be locked open during the hiring of the Hall. At the end of the hiring time the gates shall be locked closed unless the hirer is otherwise informed by a member of the Committee. If any unauthorised vehicles remain in the car park when the gates are to be locked shut, the vehicle's owner should be asked to leave the car park. Should the hirer consider that he/she may be at any personal risk approaching the vehicle's owner then the gates should be left locked open. In this situation the hirer should inform the Village Hall Booking Secretary at the earliest opportunity.

If the hirer needs to open the gates before the hiring period the hirer should agree this in advance with the bookings secretary and arrange to collect a key, otherwise access to the car park is only available during the hiring period.

Safety (also refer to Para 8 above)

By law smoking is not permitted anywhere within the Village Hall buildings.

In the event of a fire, the village hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

The exact location of the fire exits and fire extinguishers must be noted before the village hall is occupied and the manner of opening Fire Doors should be made known to your guests. (A sketch plan showing these is shown on the following page).

Neither the Village Hall nor Yelvertoft Village itself has a public telephone box.

You are strongly advised to bring a fully charged mobile telephone for use in case of emergency.

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables in the storeroom in the manner shown on the notice or photographs. ***Chairs and Tables must be returned to the store area and stacked according to the posted photographs.***

A charge will be made if Volunteers spend any time, after your event, on this housekeeping task.

A **first aid box** is located in the kitchen. Complete the **accident book** for any incident and inform the booking secretary within 24 hours and email vhbookings@gmail.com. If injury is considered serious inform Booking Secretary or any Committee member immediately.

Power Circuits/Heating

Please let the booking secretary know if you need the village hall to be particularly warm or cold. The Main Hall uses air source heating to control the environment remotely via the internet. It will be programmed to cover your event; if it is not comfortable contact 07590482260 to request a change. If unavailable a hand controller is located in the kitchen – follow the instructions in the Hall Information folder to adjust the system. Do not run the system over 25C as the efficiency is severely reduced and the units may temporarily stop working.

Hall Telephone

Neither the Village Hall nor Yelvertoft Village itself has a public telephone box. ***You are required to bring a fully charge mobile telephone for use in case of emergency.***

Car Parking

The village hall car park will accommodate a good number of cars if they are parked sensibly.

Cars are not allowed on the grassed area/hall garden/playing field.

Waste Management

Please remove from site any recyclable glass bottles, cardboard and plastic from site. Any Non-recyclable waste must be bagged and put in the Hall's general waste bin located in the carpark.

Cleaning and Sanitising at end of Hire.

Please ensure that the hall, kitchen and toilets are left in a clean and tidy condition. Equipment and materials to enable hirers to carry out these tasks are provided. Key steps include emptying of all bins including those located in the toilets, wiping tables and surfaces in kitchen, and sweeping and mopping the floors. If guests have used the external areas please ensure that all litter is collected."

Consideration for Others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the village hall clean and tidy and leave waste in the bins outside or take it home. In particular we ask you to ensure table tops are wiped clean before being stacked in the storage area as found.

Faults/ Damage/ Comments

Please report any faults or damage to the booking secretary as soon as possible so that they can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of the village hall. There is a comments book located in the kitchen.

Appendix 2

Special Entertainment/Sale of alcohol Special Conditions

These Special Conditions of Hire include provisions required to comply with the Premises Licence issued under the Licensing Act 2003.

These conditions apply to all events at which regulated entertainment or the sale of alcohol takes place and should be inserted into the Hiring Agreement where necessary.

The Hirer hereby acknowledges receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken and agrees to comply with all obligations therein.

1. Hours of Opening

The premises shall not be used for licensable activities except between the hours of

Monday 10.30 am and 1.00 am

Tuesday 10.30 am and 1.00 am

Wednesday 10.30 am and 1.00 am

Thursday 10.30 am and 1.00 am

Friday 10.30 am and 1.00 am

Saturday 10.30 am and 11.45 pm

Sunday 10.30 am and 10.30 pm

unless special permission has been issued by West Northants Council and by the management committee .

2. Capacity and Supervision

(a) There shall, in addition to the Hirer, be a minimum of **3** competent attendants on duty on the premises to assist people entering and leaving, none of whom shall be less than 18 years of age. If most of the audience is under 16, the number of attendants shall be not less than **5**. All persons on duty shall have been instructed as to their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of the fire fighting equipment available, how to call the Fire Brigade and evacuation procedure.

(b) The number of people on the premises shall not exceed **200** for dancing, or **150** seated.

The number of attendants on duty must be as specified in the Village Hall's Premises Licence (and not less than):

two adult attendants for up to 100 persons

three adult attendants for 100-200 persons

Additional attendants are required if the audience is mostly under 16, or if there are many disabled people present.

3. Age

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the Premises Licence and/or the Operating Schedule relating to management and supervision of the premises are met.

4. Dangerous and unsuitable Performances

Performances involving danger to the public, or of a sexually explicit nature, shall not be given.

5. Film Shows

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

Appendix 3

Application for a licensed bar to be provided at an event at Yelvertoft Village Hall

I hereby apply to **Yelvertoft** Village Hall Management Committee to authorise the sale of alcohol by the following person(s) at the hall on the following date (s), during the following hours:

Date(s): _____

Time: _____

Description of event: _____

Names of persons to be authorised to sell alcohol in accordance with the Licensing Act 2003:

Location: Bar area

Signed by the person named at 1.3 (a) or 1.3 (c) of the Hiring Agreement overleaf (duly authorised on behalf of the organisation named at 1.3 (b), where applicable):

Name:

Signature:

We hereby agree to authorise the persons named above to sell alcohol at the event described above, on the date(s), at the time(s) and in the location(s) specified above

Signed on behalf of Yelvertoft Village Hall Management Committee:

Name:

Signature:

Appendix 4

Application for consent for a Temporary Event Notice to be given for an event at Yelvertoft Village Hall

Yelvertoft Village Hall is licensed for the sale of alcohol.

I hereby apply to Yelvertoft Village Hall Management Committee for consent to give to the Licensing Authority a Temporary Event Notice to hold the following licensable activities at the hall on the following date(s), during the following hours and in the following location(s):

Date(s):

Time:

Description of event:

Licensable Activities: Boxing/Wrestling (delete that which is inapplicable)

Location: Main Hall
 Club Room
 Kitchen
 Entrance Hall
 Garden

I hereby undertake to comply with the provisions of the Licensing Act 2003 (and any regulations thereunder) as they relate to a Premises User holding a Temporary Event Notice (TEN) and to indemnify the management committee for any obligations thereunder. I undertake, in particular, to notify the Police Authority within the required time of 10 working days.

Signed by the person named at 1.3 (a) or 1.3 (c) of the Hiring Agreement (duly authorised on behalf of the organisation named at 1.3 (b), where applicable):

Name (in capitals):

Signature:

I hereby authorise the person named above to give a Temporary Event Notice to the Licensing Authority for the area for the event described above on the date(s), at the time(s) and in the location(s) specified above.

Signed by the person named at 1.2 (b) of the Hiring Agreement, duly authorised, on behalf of the Village Hall's Management Committee:

Name:

Signature:

