

## **North Stainley Village Hall Conditions of Hire**

The hirer is responsible for following and enforcing the conditions of hire for North Stainley Village Hall, which are summarised here. The full Conditions of hire and safety rules are available on request and are displayed in the Village Hall. The booking fee may be due even if the event is cancelled.

### **Hirers will:**

Indemnify the Village Hall against any damage or claims arising from or during their hire. They will held be responsible for the behaviour and safety of all persons using the Hall\* and for any damage.

Only use The Hall for the purpose for which it is booked and in compliance with the law. Plays, films music, dance and speeches (talks) are to finish by 10.30pm (11 or 11.30 on Fridays and Saturdays).

As far as possible ensure that due consideration is given to nearby residents, particularly with regard to noise and parking. Noise from music, singing and speeches is not to be audible inside nearby houses and flats after 7pm. External doors and windows are to be kept shut after 7pm if music is played and after 9pm for speeches. No loud speakers are to be directed outside the building and the Hall committee representative has absolute control over the volume of amplified sound. Hirers will provide marshals to direct cars to overflow parking for larger events.

Leave the Hall\* clean, tidy and secure at the end of the hire period, which is to include setting-up and clearing-up times. A charge may be levied if items have to be cleared away or the premises cleaned after an event. Please inform the bookings secretary of anything that is wrong, or damaged at the start of the hire period.

Ensure that participants behave in a safe manner at all times and in compliance with the safety notices displayed in the Hall. Attention is drawn to food hygiene, electrical safety, the handling and stacking of bulky or heavy objects, COSHH regulations and fire safety. Animals (except guide dogs), birds and portable gas/liquid fuel appliances are not allowed on the premises.

Not allow smoking in the building. Make proper arrangements for the consumption of alcohol, preventing drunk and disorderly behaviour or the taking of drugs. (Additional conditions apply to alcohol consumption.)

Ensure that activities for children under 18 years of age comply with the Children Acts; including supervision by CRB checked persons.

In the event of a fire: the fire alarm is to be sounded and the building evacuated without delay. Fire exits are clearly marked at both ends of the main hall, the kitchen, the meeting room and the entrance to the changing rooms. They are to be kept clear and unlocked and fire doors are not to be kept open. On completion of the evacuation call the fire brigade and inform the Hall committee. Fire fighting equipment should only be used if it is strictly necessary and safe to do so.

A first aid box is provided in the kitchen and the Hall telephone may be used to dial 999 (dial 9999) in the event of an accident. Please report any accident in the accident book and to the Hall committee

*\* When the Hall is booked for two or more users at the same time each hirer is responsible for the parts of the Hall they are using and for the people attending their event. The last one out will secure the Hall.*

### **Hire Charges per hour (Sept 2017)**

<b>Room</b>	<b>Outside Hirer</b>	<b>Village Hirer**</b>
Main Hall	£14	£7
Meeting room	£10	£5
Changing/shower	£10	£5

10% discount for regular users

\*\*Parishioners and organisations affiliated to North Stainley