

HIRE OF THE VILLAGE HALL ACCOMMODATION TERMS AND CONDITIONS

Fees

A deposit of 25% of the total charge is to be paid within 10 days to confirm the provisional booking. The balance is due at least 21 days prior to the event.

Cheques must be made payable to BAPC.

For payments via bacs: Sort code 08-90-77 Account number: 61000777

21 days' notice is required to cancel the booking otherwise the booking deposit is forfeited.

A cash security deposit of £150 is payable prior to any of the following functions: those that extend beyond 7.00 pm (not required if 25 people or less); those involving teenagers, and those where alcohol is to be consumed. This will be used to cover the cost of repairing any damage and/or any additional time over the booked hours on a pro rata basis. For any event that finishes on time and where no damage has occurred the security deposit will be returned in full. Please note that an event is finished when the premises have been vacated completely (this includes the removal of disco and other equipment).

Use of Premises

The Hirer shall not use the premises for any purpose other than that described on the Booking Application form 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 that may endanger the same or render invalid any insurance policies in respect thereof.

The Hirer shall also ensure that the car park is not used in any way as an extension to the event being held in the hall. As such, the Hirer should undertake regular checks in the car park area to ensure that their guests cause no unreasonable noise or disturbance to neighbouring properties **Under no circumstances should children be allowed to play in the car park, on their own or with other children.**

Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises. No animals whatsoever are to enter the kitchen at any time.

Stored equipment

- The Hirer shall not use the premises for storage of their equipment unless explicit consent is received from the Parish Manager.
- 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.
- Failure by the Hirer to remove any property brought on to the premises for the purposes of the hiring may result in the village hall management committee disposing of any such items by sale or otherwise and charge the Hirer any costs incurred in storing and selling or disposing of the items.

Opening and Closing

The Premises Officer will open the room in time for the start of your booking. Access will not be permitted until 15 minutes before and after the start of your booking, where you will be required to clean high contact points. This regime has been in place since the start of the Covid pandemic. A cleaning schedule must be signed each time after cleaning. This time is not chargeable.

The required number of tables and chairs will be made available for you to arrange. You must include setting up and cleaning time within the time that you have booked.

The Hirer or a named representative must be on the premises during the function. The Hirer will need to start closing the event 30 minutes before the end of the booked time to allow for clearing up. Hirers must vacate the premises by the end of the booked time.

At the end of the booking, you are required to wash and put away any Village Hall crockery used and to remove any leftover food items.

In accordance with the Parish Council's Premises Licence no booking can be extended beyond 11.30 pm. We would also ask hirers to make attendees aware of the need to leave the premises as quietly as possible, car doors banging and loud talking in the car park are disturbing to residents. To ensure compliance with the Parish Council's Premises Licence the car park must be vacated by 11.45 pm.

Consumption of Alcohol

Alcohol may only be sold on the Village Hall site if an approved license has been granted by the Licensing Authority (Harborough District Council).

The selling of alcohol must cease by 11 pm or 30 minutes before the end of the booking, whichever is the earlier. There will then be 30 minutes drinking up and clearing away time. No drinks may be consumed after 11.30 pm. The selling of alcohol is not permissible for events aimed primarily at under 18-year-olds.

Discos and Parties

Dry ice/smoke effect apparatus is not allowed due to smoke activating the fire alarm system.

Helium balloons are not allowed. If they are released, they may get tangled in the fans. They may also come down during the night and activate the alarm system.

Adult discos are permitted only in the Broughton Hall.

The stage may only be used for public speaking, entertainment or discos. It is not to be used for trading.

Sound Limiter

Where live amplified music is to be played, it is the Hirer's responsibility to ensure that the Disco Operator/Band Leader is made aware that a sound limiter is in place in the Broughton Hall.

At the beginning of the booking, the Premises Officer will provide instructions on the correct use of the sound limiter. The designated socket linking to the sound limiter must be used. All other sockets will be disabled. If the limiter shuts down the music, it can be reset using the key provided.

Amplification equipment must be connected to the power points in the Hall. Any attempts to override the sound limiter will result in the security deposit being forfeited.

Smoking

Smoking, including electronic cigarettes, is not permitted in any area of the Village Hall site.

The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises.

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.

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.

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.

Chewing Gum

No chewing gum is permitted in any of the Village Hall accommodation.

Candles/Incense

The burning of candles and/or incense (apart from candles on a celebration cake) is not permitted in any area of the Village Hall or The Cottage.

Events involving young people under 18 years

Where an event is aimed primarily at young people under the age of 18, one adult must be present for every 12 young people. The selling of alcohol is not permissible for such events.

The name, address and contact telephone number of each nominated adult must be provided to the Parish Council Office 21 days before the event.

The Hirer is responsible for ensuring that no alcohol is brought onto the premises.

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 Commercial Hirer shall provide the village hall management committee with a copy of their CRB check and Child Protection Policy on request.

Ventilation

To ensure fire safety and to prevent noise pollution all doors and windows at the front of the building must remain closed, except for access where appropriate. Fire doors **MUST NOT** be propped open. If additional ventilation is required, please use the high-level windows at the back of the Hall which can be opened by winding the white handles.

DO NOT open the emergency fire access doors, as this will activate the Intruder Alarm Security system.

During the Covid pandemic and under Government guidance windows and some doors must remain open for ventilation. Guidance will be provided by the Parish Council on which doors and windows are to remain open.

Electrical Appliances

Any electrical appliances brought into the premises by the Hirer should have been checked by a qualified electrician and have a current Portable Appliance Test sticker if applicable.

Safety and Security Arrangements

The Hirer is responsible for the general security of the building and must not leave the building unattended and unlocked at any time. The Hirer is also responsible for the safety of their guests. It is the responsibility of the Hirer to ensure that no unauthorised members of the public are allowed access to the premises. If a disturbance occurs inside or outside the premises the Hirer should contact the emergency services.

Use of Kitchens

Children are NOT allowed in the kitchens. If using the hot water boiler in the Main Kitchen or the Alan Talbott Room, please ensure they are turned **OFF** when you leave. The hot water boiler in the Alan Talbott Room must be switched off. On vacating the kitchen please check:

- a) all crockery is washed and stored away in the cupboard;
- b) all surfaces have been wiped clean
- c) all electrical equipment is unplugged or turned off **except the water boiler** (in the main kitchen); and
- d) lights and extractor fan are turned off.

Health and hygiene The Hirer shall, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations.

Fire Points

If you discover a fire, please refer to the nearest Fire Alarm Call Point and follow the instructions on the Fire Action Notice.

Exit by the nearest exit and assemble at the Main Car Park, Station Road end. Do not re-enter the building until instructed to do so by the Fire Brigade in the event of an actual fire.

Accidents

Any accident or dangerous occurrence must be reported to either the Duty Premises Officer or the Parish Manager, as soon as is practicably possible. An accident record book is kept in the Parish Office which must be completed after any accident or dangerous occurrence leading to injury. The Accident Record Book is kept in accordance with the requirement of the General Data Protection Regulation (GDPR) 2018.

Cancellation

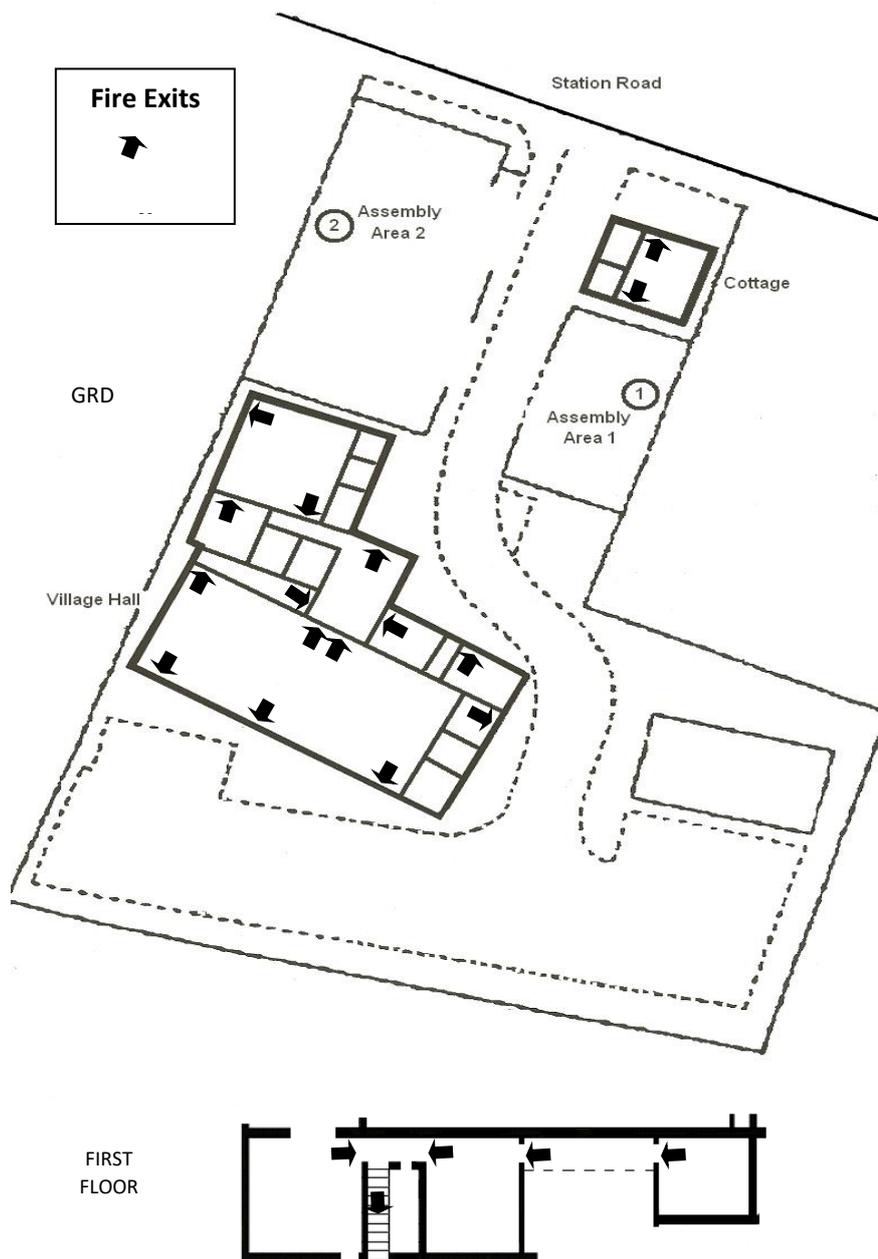
The Parish Council reserves the right to cancel a booking at any time. Every effort will be made to avoid this, but in the event of such termination the Parish Council will refund to the Hirer all monies paid by the Hirer to the Parish Council. The Parish Council will not however be liable to make any further payment to the Hirer in respect of expenses costs or losses incurred directly or indirectly by the Hirer in relation to the termination.

Complaints

The Parish Office wishes to be notified should you have any complaints or problems with your booking. Please address them to:

The Parish Manager:
Broughton Astley Parish Council
Station Road
Broughton Astley
Leicester LE9 6PT
01455 285655

The Parish Council reserves the right to vary any of these terms and conditions at its absolute discretion.



USERS OF THE VILLAGE HALL - HEALTH AND SAFETY - TERMS AND CONDITIONS

Broughton Astley Village Hall is a modern, purpose-built facility which enjoys routine inspection, testing and maintenance. The building has an excellent safety record, but health and safety is important, so users are always reminded to follow these Health and Safety indicators when moving about the Hall and using its facilities. Users should pay attention to the following hazards.

Fire: Fire exits, and evacuation assembly points are shown on the last page. Please familiarise yourself with these and ensure that exits and gangways are always kept clear. If the fire alarm is activated leave the building immediately by the nearest exit and call the Fire Service.

Slips and spills: Get help to carry any large or heavy items. Cordon off or patrol any spillages prior to clearing up. Prevent children from running in areas where they cannot be seen easily. Do not allow jumping off the stage. Please report any tripping hazards you find to the Premises Officer.

Electricity: The electrical system in the Hall is checked and tested regularly. Do not operate switches with wet hands or if they look damaged. Please report any faults to the Premises Officer.

Lifting: Our Premises Officer will make available furniture and equipment in accordance with your instructions. He will also put it away on completion of your booking. It is not the Premises Officer's responsibility for arranging furniture or moving items you bring into the hall. If you are moving high-sided display panels or other equipment, ensure the ceiling fans are turned off. Always get help when moving heavy items.

Hot water: Ensure your work area is clear and pay full attention when using hot water, especially from the boiler or kettle. Please advise the Premises Officer if the hot water in the sink taps becomes too hot to touch.

Cookers and other kitchen equipment: Please pay full attention when using the cooker, microwave and any other item of kitchen equipment. All equipment must be operated in accordance with the manufacturer's instructions. These are in the drawer by the main cooker. **Children are not allowed in the kitchens at any time.**

Cupboards: Be aware of falling items when opening cupboards, especially those above head height, in case items have been poorly stacked. Ensure that items are put away tidily, safely and clean.

Cleaning: The hirer will carry out high contact cleaning 15 minutes before and after the start of the booking. This regime has been in place since the start of the Covid pandemic. A cleaning schedule must be signed each time after cleaning. Please check that you take all of your personal belongings with you. If any emergency cleaning is required during your booking to minimise the risks to other Hall users, advise the Premises Officer of the action taken.

Entertainers: Hirer's of the Village Hall, using external entertainers with direct access to children, must ensure they have checked that they hold a relevant DBS certificate in accordance with government guidelines. The Parish Council will not be held responsible for making such checks.

Stage: Be aware of falling from the stage or stage steps. Children should not play unsupervised or jump from either the stage or steps.

Children: Please ensure children are not left unsupervised at any time. **Under no circumstances should children be allowed to play in the car park or the toilets, on their own or with other children.**

Faults/ damage/ comments: Please report any faults or damage to the office as soon as possible so that they can be rectified quickly. The Parish Council welcome comments or observations that you may have about your hire of the village hall.

Potential hazards and disabled access: If you see anything which you think could become a danger to Hall users, or if you think disabled access could be improved, please notify the Premises Officer.

If you have any concerns, or comments to make about any aspect of health and safety at the Village Hall please contact the Parish Manager on 01455 285655. Any accidents or dangerous occurrence must be reported to the Parish Council Office.