

HIRWAUN VILLAGE HALL

TERMS & CONDITIONS OF HIRE

Hirwaun Village Hall is owned by Hirwaun & Penderyn Community Council. The Village Hall itself is a registered charity and is managed by a Management Committee. The financial running of the Village Hall is separate to that of the Community Council.

The premises are only to be described as the Village Hall, Hirwaun. No other description is to be used.

1. Use of the Village Hall

Use of the Village Hall is subject to the following rules:

- a) The Hall may be booked for a specific time and users will be allowed a reasonable time to clear the premises.
- b) Any Booking agreed will allow exclusive use of either the main hall or the lounge but does not guarantee exclusive use of the remainder of the building or grounds.
- c) No notices posters or similar items shall be attached to any walls of the building. Notice boards must be used.
- d) A projector is available for use at the hall. It is available free of charge to local community groups. A charge of £10 will be made to businesses.

2. Equal Opportunities

The Village Hall shall be open to all members of the community in compliance with the provisions of the Equality Act 2010.

3. Making a booking

All bookings shall be made via the Caretaker.

- a) The right to refuse any booking for the use of the hall facilities is reserved by the Management Committee or the Secretary provided the Secretary reports his/her action to the next meeting of the Management Committee.
- b) All arrangements for the use of the hall facilities are subject to the Management Committee reserving the right to cancel bookings when the premises are required for use as a Polling Station/by local council/for a management committee function /or are rendered unfit for the intended purpose.
- c) Local groups shall normally have priority use of the facilities but all arrangements to hire facilities made from outside bodies will be honoured except as provided for in (b) above.
- d) The use and letting of the hall is entirely on the basis that where a booking is taken out in the name of bona fide group or organisation those persons booking the hall have the authority and consent of the organisation to make the booking and that all rules procedures and protocols of that organisation and any governing body have been complied with.

4. Hours of Opening

Facilities at the Village Hall are normally available for use between the hours of 9am to 9pm. In exceptional cases these hours may be extended on application to the Caretaker.

5. Safety Requirements

All conditions shall be strictly observed. Nothing shall be done to endanger the users of the building and the policies of insurance relating to it and its contents. In particular:

- a) Obstructions must not be placed in the gangways or exits, nor in front of the emergency exits which must be immediately available for free public access.
- b) The emergency lighting supply must be turned on during the whole time the premises are occupied & must illuminate all exit signs & routes.
- c) Firefighting equipment shall be kept in its proper place and only used for its intended purpose.
- d) The fire brigade shall be called to any outbreak of fire.
- e) Performances involving danger to the public shall not be held.
- f) Highly flammable substances shall not be brought into or used in any part of the building.
- g) No unauthorised heating appliances shall be used on the premises.
- h) The First Aid box shall be readily available within the kitchen to all users of the premises. In the event of any accident on the premises the Accident report book found in the kitchen with the first aid kit is to be completed and the Caretaker is to be notified.
- i) All electrical equipment brought onto the premises shall comply with the current Electricity at Work Regulations. Each item must be Portable Appliance Tested by a certified electrician.
- j) There is a No Smoking policy throughout the building and its entranceways. Smoking bins are provided within the car park.
- k) We would ask that helium filled balloons are not used in the main hall as they pose a potential problem as they can interfere with the Security Alarm beam that goes across the hall and could cause a false alarm.
- l) Smoke machines must not be used within the building due to the sensitivity of the fire alarm sensors.
- m) Children are not allowed in the Kitchen area.

6. Supervision

The hirer or person in charge of the activity shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity. All Children on the premises must be properly supervised at all times.

7. Storage

The permission of the Management Committee must be obtained before goods or equipment are left/stored at the hall, except when the Secretary has authorised overnight storage of goods & equipment brought to the hall before a particular event.

8. Loss of Property

The Management Committee cannot accept responsibility for damage to or loss or theft of Hall users' property and effects. In the event of any breakages or damage to the Hall the Caretaker must be informed the same day. We reserve the right to recover the cost of repair or replacement from the user.

9. Car Parking

Car parking is available for Hall users only. Please note that the car park is locked when the hall is not in use.

10. Nuisance

- a) Litter shall not be left in or about the Hall premises.
- b) Except in the case of guide dogs for the blind or deaf, dogs shall not be admitted into the Village Hall, unless you are attending the Dog Training class held there.
- c) Hirers are responsible for ensuring that the noise level of their function is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses & property.

11. Cleaning & Security/Care of Village Hall

All use of the Village Hall premises & facilities is subject to the hirers accepting responsibility for returning furniture/equipment to their original position and for securing doors/windows of the premises as directed by the Caretaker. All hirers shall leave the premises & surrounds in a clean & tidy condition.

Hall users should ensure that:

- The Kitchen should be left clean and tidy. Crockery used must be washed and put away afterwards.
- Rubbish should preferably be taken away or placed in bags in the rubbish bin outside the premises.
- All lights should be turned off when not in use.

The Caretaker will check the room at the end of hire giving the opportunity to raise any concerns regarding the condition of the room(s).

12. Payment

Full payment of room hire must be received within 2 weeks of booking the hall for a birthday party or ad hoc event. Failure to pay will result in a declined booking. Payments are non-refundable.

Regular Hirers: Payment is to be made on the day of the booking. Any users paying by invoice must ensure that it is paid by the due date otherwise the Secretary or the Management Committee reserve the right to refuse future bookings.

Payment is to be made (unless otherwise agreed) no later than the day of use. A deposit may be required. The payment as at the date hereof is £5.00 per hour for the lounge. The main hall can be hired at £5 per hour community rate, £8.00 per hour for local businesses and £10 for large/National businesses. Charges will be reviewed and may be increased. Different rates may apply over Bank Holidays or unsociable hours.

If a payment made to the Village Hall, by a hirer, is subsequently declined causing us bank charges. We will seek reimbursement from the hirer concerned for the charge incurred.

13. Additional Safety Measures

All hirers must read & be familiar with the Fire Safety Procedures.

All hirers must accept responsibility for the safety of their guests/anyone attending their function. They must identify and assess any potential risk posed.

Suitable Bouncy Castles are permitted in the Village Hall. However, all hirers must accept responsibility for making sure they conform to the safety procedures laid down by the Bouncy Castle Hire Company as the Secretary/Management Committee/Community Council cannot accept responsibility. Hirers must also ask to see, from the Bouncy Castle Hire Company, a copy of their Public Liability Insurance & proof that the Bouncy Castles are maintained, for safety, on a regular basis. Hall hirers must ensure that:

- Bouncy Castle to be indoors only and inflated by the supplier
- All guidance and instructions given by the supplier must be followed at all times
- A supervising adult must be in attendance throughout its use to monitor the children.

It is essential that all access routes, fire alarm panic buttons, gangways, exits & emergency exits are kept clear at all times & free from obstruction. Parents/carers with buggies or pushchairs must ensure that these do not obstruct access to fire alarm panic buttons, gangways, exits & emergency exits.

16. Contacts

Any complaints not being capable of being informally resolved at the time should be referred in writing to the Secretary at the Village Hall, High St, Hirwaun.

Dated the 17th April 2018

Emma Nelmes, Secretary, Hirwaun Village Hall