

# MARNHULL VILLAGE HALL HIRING AGREEMENT

Marnhull Village Hall, Burton Street, Marnhull, DT10 1PS  
Registered Charity No. 810142

## TERMS AND CONDITIONS

### **RESERVED RIGHTS OF THE MANAGEMENT COMMITTEE (MVHMC)**

1. To refuse any hiring without giving reasons
2. To impose special conditions and/or charges if deemed appropriate.
3. To make visits to the premises at any time
4. To be informed of any damage caused to the premises during any hiring and, where negligence is the likely cause, to impose a charge on the hirer to cover cost of repair.

### **BOOKINGS OFFICER**

Sioban Boyce Tel: 01258 820853 Email: [bookings@marnhullvillagehall.org.uk](mailto:bookings@marnhullvillagehall.org.uk)

### **PAYMENT**

A booking must be confirmed within 7 days of receipt of the booking form or email confirmation/invoice by returning the same with full payment.

### **CANCELLATION POLICY**

Refunds may be made at the discretion of the Management Committee and normally only if the Hall can be re-let.

### **KEYS**

Must be collected from Mrs. Tina Matthews (28 Stoney Lawn, Marnhull, DT10 1HW , Tel: 01258 820054, Mobile: 07773 220284). The keys must be returned immediately to Mrs Matthews after the letting along with any reports of damage, etc. Failure to return keys promptly may result in further sessions being charged as other hirers may be waiting. Please arrange when you will collect the keys from Mrs. Matthews.

### **LICENSING**

Under the terms of the Licensing Laws the Hall is licensed to hold the following numbers of people: Dancing - 150; Seated at tables - 75; close seated audience - 100, with sufficient gangways to allow rapid evacuation of Hall in case of emergency. **THESE NUMBERS MUST NOT BE EXCEEDED.**

### **FIRE REGULATIONS**

At the start of each meeting or function a responsible person (Chairman or MC) must indicate the emergency exits in case of fire and the need for evacuation. The exits are located in the four corners of the building.

Marnhull Village Hall and Pavilion is a non smoking building. Every hirer must appoint a fire officer and ensure that hall users comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations hereunder. Any person who breaches this provision will be asked to leave the premises.

In the event of fire leave the building by the nearest exit and report to the assembly point at the end of the car park. DO NOT stop to collect personal belongings and do not re-enter the building until told it is safe to do so. Check that everyone is accounted for.

Detailed fire regulations appear in Annex 1.

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## **SALE OF ALCOHOL**

The sale of alcohol is permitted subject to the Sale of Alcohol conditions (see Annex 2). Also included is a List of Offences against the Licensing Act 2003.

## **FIRST AID**

The First Aid box and Accident Book are kept in the kitchen (corner cupboard). Please complete the Accident Book if applicable.

## **PUBLIC LIABILITY**

Marnhull Village Hall's insurance policy includes an extension of public liability cover to non-commercial organisations that hire the hall. Hirers' should read the Summary of Cover and Public Liability Extension Endorsement, paying particular attention to the list of Significant Exclusions. One of these excludes cover for any claim against the hirer for bodily injury to a hirers' employee or volunteer, hence hirers' may choose to separately insure against this risk or any other excluded liability.

## **GENERAL CONDITIONS**

1. Ensure that the red light to the right of the inside hall doors is switched ON, this controls the EXIT signs
2. Ensure a proper standard of conduct by people on the premises.
3. Not display any decorations in the Hall other than from the hooks provided. The use of drawing pins, blue tack or other adhesive is forbidden and there must be no attachment to the stage curtains. Notices may be placed on the notice board in the lobby .There are hooks on the walls for decorations.
4. Any electrical equipment to be stored on the premises must have permission of the Management Committee.
5. Accept responsibility for personal property and possible liabilities while at the premises.
6. Ensure that vehicles are confined to the Car Park, keeping in mind that the parking area also serves users of the Recreation Ground.
7. Ensure that the premises are vacated by midnight on Fridays and Saturdays and by 11.30 pm on other nights. Users are asked to leave quietly and respect our neighbours.

## **NOTES FOR HALL USERS**

- The heating control is on the wall opposite the women's toilet – press the button for EITHER hall or pavilion to turn the system on. It is automatically programmed to run for 2½ hours. Do not enter the boiler room or touch any other controls including the thermostats in the hall or pavilion.
- The white fob attached to the hall keys should be inserted in the slot just inside the kitchen door. This controls all the kitchen appliances except the refrigerator, tea boiler and kitchen lights.
- The switches for the tea boiler and hot cupboard are on the wall next to the left hatch. The tea boiler must be turned off first and then drained thoroughly after use.
- The boiler for hot water in the kitchen and bar is in the bar area. Please turn it off when finished.

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## HALL CLOSING DOWN PROCEDURE

It is the hirer's responsibility to make sure the premises are left clean and tidy and ALL RUBBISH REMOVED FROM THE PREMISES.

### **Hall and Toilets**

- Chairs & tables used must be returned to store. Chairs must be stacked no more than six high.
- Make sure all areas are clear of people and their personal property.
- Hall floors must be swept including stage if used – small cleaning materials are in cupboard next to the sink in bar area, large brooms etc. in cupboard near men's toilets.
- All windows are closed and lights turned off including toilet areas.
- All electrical appliances must be tuned off
- Internal doors closed.
- Check that there is a full complement of fire extinguishers: 7 in the hall and 1 in the pavilion

### **Kitchen and bar area**

- Dishwasher is fully cleaned and drained according to instructions on wall (all food must be rinsed off plates prior to washing).
- Cooker and all electrical equipment turned off.
- Leave refrigerator on.
- If you have been given a fob for the kitchen electricity, remove from wall and return to Mrs Matthews with the keys
- Overhead lights turned off.
- Make sure Fire Exit door in bar area is securely shut and locked.

### **Outside**

- Lights off (switching off outside light activates delay before light goes out).
- Switch for bulkhead light is in bar area to left of outside door.
- External doors securely locked

**IMPORTANT - KEEP THIS FORM FOR YOUR RECORDS**

# MARNHULL VILLAGE HALL HIRING AGREEMENT

## ANNEX 1 - FIRE REGULATIONS

The Regulatory Reform (Fire Safety) Order 2005 took effect on 1st October, 2006 and applies to village halls. The Fire & Rescue Authority will be responsible for enforcing the Order and will inspect premises and undertake audits of fire risk assessments. The Order's emphasis is to reduce risk of and prevent fire in non-domestic properties. Following is a brief summary of the requirements of the Order and the responsibilities of the Village Hall Management Committee.

The MVHMC is responsible for complying with the Order and has taken steps to reduce or remove the risk of fire by carrying out a fire risk assessment of the building. Each hirer and user of the hall is advised that they must appoint a fire officer to be in attendance at each meeting who will keep records of those in attendance and make sure there is no-one left in the hall or toilets at the end of the meeting or function. At the start of each meeting or function a responsible person (Chairman or MC) must indicate the emergency exits in case of fire and need for evacuation. The exits are located in the four corners of the building.

In the event of fire leave the building by the nearest exit and report to the assembly point at the end of the car park. DO NOT stop to collect personal belongings and do not re-enter the building until told it is safe to do so. Check that everyone is accounted for.

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## **ANNEX 2 - SALE OF ALCOHOL CONDITIONS POLICY FOR PREVENTING UNDERAGE SALES**

### **Sales of Alcohol to and for under 18 year olds**

Any person who appears to be under the age of 18 will be asked to produce one of the acceptable forms of photographic ID before any sale of alcohol is made to that person. The date of birth will be looked at and checked on each occasion. A sign or notice will be placed behind the bar that alerts anyone selling alcohol to the appropriate dates that would be acceptable on each occasion that alcohol is sold.

Any person who attempts to purchase alcohol for anyone under 18 will be asked to leave the premises. The police will be called if any person who is asked to leave refuses to leave.

Notices placed on the board in the passage by the front door will inform all patrons of the Village Hall Policy.

**Acceptable forms of ID** - The only forms of acceptable ID will be photographic DVLA driving licences, Passports or ID cards with PASS holograms. Notices will be placed behind the bar and in other easily viewable locations informing patrons of the MVHMC policy. Any ID that appears to be tampered with will not be accepted.

## **SALE OF ALCOHOL CONDITIONS OFFENCES AGAINST LICENSING ACT 2003**

Section	Offence	Offender
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### **Unauthorised Licensable Activities**

Section 136 (1) (a)	Carry on licensable activity without authorisation	Any individual
Section 137	Exposing alcohol for unauthorised sale	Any individual
Section 138	Keeping of alcohol for unauthorised sale	Any individual

### **Drunkenness and Disorderly Conduct**

Section 140	Allowing disorderly conduct	Premises Licence holder Designated Premises Supervisor TENs Premises user Club Premises Certificate holder
Section 141	Sale of alcohol to a person who is drunk	Premises Licence holder Designated Premises Supervisor TENs Premises user Club Premises Certificate holder
Section 142	Obtaining alcohol for a person who is drunk	Any individual
Section 143	Failure to leave a licensed premises	Any individual

### **Smuggled Goods**

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Section 144	Keeping of smuggled goods	Any individual
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### Children and Alcohol

Section 145	Unaccompanied children (under 16) prohibited	Premises Licence holder Designated Premises Supervisor TENs Premises user Club Premises Certificate holder
Section 146	Sale of alcohol to children (under 18)	Any individual Any Club Committee
Section 147	Allowing the sale of alcohol to children (under 18)	Any individual Any Club Committee
Section 148	Sale of liqueur confectionery to children (under 16)	Any individual
Section 149 (1)	Purchase of alcohol by children (under 18)	Any person under 18 years of age
Section 149 (4)(5)	Purchase of alcohol on behalf of children (under 18)	Any individual
Section 150 (1)	Consumption of alcohol by children (under 18)	Any person under 18 years of age
Section 150(2)	Allowing consumption of alcohol by children (under 18)	Any individual
Section 151	Delivering alcohol to children	Any worker Any Club Premises Certificate holder
Section 152	Sending a child to obtain alcohol	Any individual
Section 153	Unsupervised sales by children	Premises Licence holder Designated Premises Supervisor TENs Premises user Club Premises Certificate holder

### Vehicles and Trains

Section 156	Sale of alcohol on moving vehicles	Any individual
Section 157 (5)	Sale of alcohol on trains when prohibited	Any individual

### False statements relating to Licensing

Section 158	False statement made	Any individual
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