

Ickleford Village Hall

82 Arlesey Road, Ickleford, SG5 3TG

BOOKING CONFIRMATION

To:

Thank you for booking Ickleford Village Hall. Your Hiring details are as follows:-

Date:
Time from: To:

Purpose of Event:

Premises required:	Yes	No	Maximum Capacity
All	√		100
Main Hall			80
Small Hall			20
Kitchen			

We acknowledge receipt of £ being the amount we will hold against any contravention of the 'Conditions of Hire' and which we will return to you after the Hiring providing you have adhered to such Conditions.

NB: It is important that you read and understand the attached 'Conditions of Hire' as failure to comply with these will result in the loss of the advance monies held by us.

Please pay the £.00 Hiring Fee one week before the event

Please sign and return a copy of the 'Hirer's Agreement' and return with your payment.

If you have any queries, please contact the Village Hall Booking Secretary:

Lynn Wootten
16 Boswell Drive, Ickleford, Hitchin, Herts SG5 3YB
Tel: 07554 962568

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CONDITIONS OF HIRE

If the Hirer is in any doubt as to the meaning of the following, please ask the Village Hall representative for clarification. Whilst some of the Conditions of Hire are legal requirements and are therefore enforceable by law, it is in both our interests that you understand and adhere to all the Conditions as listed below. NB: If you are using the services of any outside agents i.e. caterers, disc jockeys, bar staff etc. please ensure that they are also aware of any Conditions that apply to them.

1. Age

The Hirer (who must be 21 years of age or over), hereby accepts responsibility for being in charge of and to be on the premises at all times when guests are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

2. Supervision

The Hirer shall, during the period of the hiring, be responsible for the 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 Bookings 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.

The Committee reserves the right to terminate any hiring not properly conducted.

3. Use of premises

On entering the hall, the Hirer should check that everything is satisfactory – if there are any problems, please call the Booking Secretary on 07554 962568, or the Chairperson on 07961 426268.

The Hirer shall not use the premises (including the car park if any) 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 or unsuitable 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. The Committee shall not be responsible for any loss or damage to any property howsoever arising out of the Hiring. **The car park cannot be used for external catering, mobile vans, marquees or gazebos.**

The hire of the Hall does not entitle the Hirer to use or enter the Hall nor have any goods delivered to the premises at any time other than the specific hours for which the Hall is hired unless prior arrangements have been made with the Booking Secretary

The Hirer shall be responsible for obtaining the relevant licences that may be needed whether for the sale of intoxicating liquor or otherwise and for the observing of the same and of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority, the local Magistrate's Court or otherwise.

4. Insurance and indemnity

The Hirer shall be liable for the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises or the contents of the premises

The Village Hall has insurance to cover the liabilities associated with a normal hiring and will claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep the Village Hall indemnified against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

If the hiring involves exceptionally high insurance liabilities, the Hirer should discuss this with the Bookings Secretary before confirming the booking.

The village hall is insured against any claims arising out of its own negligence.

Any ladders are used at the Hirer's own risk

5. Gaming, betting and lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries. Charitable fund raising events such as race nights and raffles are exempt from this legislation

6. Music copyright licensing

The Village Hall holds relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL).

7. Public safety compliance

The Hirer 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 Fire Service shall be called to any outbreak of fire, however slight, and details shall be given to the Booking 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.
 - location of the first aid box
- (b) In advance of any activity the Hirer shall check the following items:
- that all fire exits are in good working order
 - that all escape routes are free of obstructions (including tables/chairs) and can be safely used for instant free exit.
 - that exit signs are illuminated.
 - that there are no obvious fire hazards on the premises.

8. 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. In consideration of the neighbours, the Hirer should ensure that the fire doors are kept closed if loud music is playing. The Environmental Health Officer regularly checks Hall functions for excessive noise and all music and entertainment must be finished by 11.30pm unless otherwise agreed with the Committee.

9. Drunk and disorderly behaviour

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 vicinity. Any person suspected of being drunk or who is behaving in a violent or disorderly way must be asked to leave the premises in accordance with the Licensing Act 2003.

10. 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 and thermometer.

Normal use of the kitchen facilities does not require a Food Hygiene Certificate, but if the Hirer is using an outside caterer, this should be discussed with them

In the interests of fire safety, the kitchen should not be left unattended whilst cooking is in progress.

11. Electrical appliance safety

All the electrical appliances provided comply with PAT (Portable Appliance Testing) requirements. The Hirer 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. Any appliance considered unsafe should be marked as such and removed from use. Power sockets with circuit breakers are fitted on the stage for safety reasons as required by the Licensing Authorities. No other electrical points may be used for connecting musical equipment to the mains electricity supply.

The mains distribution panel is located in the disabled toilet in the entrance lobby. The mains isolator is the red switch near the bottom of the panel on the right hand side

12. Equipment and Fittings

The village hall accepts no responsibility for any equipment stored onsite by the Hirer 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. Internal fixtures and fittings may not be removed/altered in any way without prior consent from the Booking Secretary. Sellotape is not to be used in the Hall or tacks/nails hammered into wall/floor surfaces

The Village Hall may use its discretion in any of the following circumstances:

- (a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended.
- (b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the village hall management committee disposing 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.

Access to the loft area above the lobby is not permitted without the prior agreement of the Management Committee and relevant training.

13. Smoking

The Hirer shall, and shall ensure that the Hirer's guests 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. The designated smoking areas are outside the main door and in the car park. The Hirer shall ensure that anyone wishing to smoke does so only in these areas and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire. The outside area on the opposite side to the car park (behind the gate) is not a designated smoking area.

14. Accidents and dangerous occurrences

Any failure of equipment belonging to the Village Hall must also be reported **as soon as** possible. 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 in the first aid box which can be found in the kitchen near the cooker.

15. 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.
- (c) no fireworks are to be set off in the Hall or the Car Park, due to the proximity of thatched roofs.

16. 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.

17. 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 committee. No animals whatsoever are to enter the kitchen at any time.

18. Cancellation

If the Hirer wishes to cancel the booking prior to the date of the Hiring, the payment or repayment of the Hiring Fee shall be at the discretion of the Committee but will be automatic if a replacement hirer is found. 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 being unfit for the use intended by the Hirer.

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.

19. End of hire

The Hirer shall be responsible for ensuring that all music and entertainment is finished by 11.30pm and that the premises and surroundings are left in a clean and tidy condition, properly locked and secured (unless directed otherwise by a Committee Member) and vacated by 12 midnight in accordance with the Premises License issued by NHDC. Otherwise the village hall shall be at liberty to make an additional charge.

All property of the Hirer and of the Hirer's agents must be removed by the time specified in the Hiring Agreement. The Committee accepts no responsibility for any property left on the premises after the Hiring.

20. Clearing Away:

Any contents temporarily removed from their usual positioning in the Hall must be properly replaced

Any bar for the sale of alcoholic drinks should be closed early enough to allow time for "drinking up" and clearing away.

The time you book the Hall for should be adequate to allow for the following:-

- Tables to be wiped before stacking in the small hall (7 per rack). Chairs to be replaced in the racks (20 per rack - 10 in each compartment stacked facing the same direction) and returned to original location.
- The floor to be swept as necessary. Any spills must be mopped up. Brooms and mops are kept in a cupboard in the right hand lobby going into the kitchen from the main hall and a bucket is located under the sink in the kitchen.
- Non-recyclable rubbish should be put in the outside dustbin. Please take glass, plastic and paper to a recycling point. Any rubbish that will not fit into the bin should be taken away. The car park should be checked and cleared of any rubbish left by guests.
- The refrigerator should be cleared of any of the Hirer's unwanted items.
- All toilets and washbasins to be left in a clean and tidy condition.
- The remains of any smoking materials removed from the designated smoking areas.

UPON LEAVING THE HALL YOU MUST ENSURE THAT:

- All taps are turned off and cookers knobs are in the off position
- All windows are closed and secured
- Heating thermostat in Main Hall and Small Hall if used are reset (if altered) to 18 degrees
- All lights (except EXIT signs) are switched off
- Main doors are locked.

KEYS

Please return the keys to the Booking Secretary or other Committee Member as arranged.

21. 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 Village 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 Village Hall any damage caused to the premises by such removal.

22. No rights

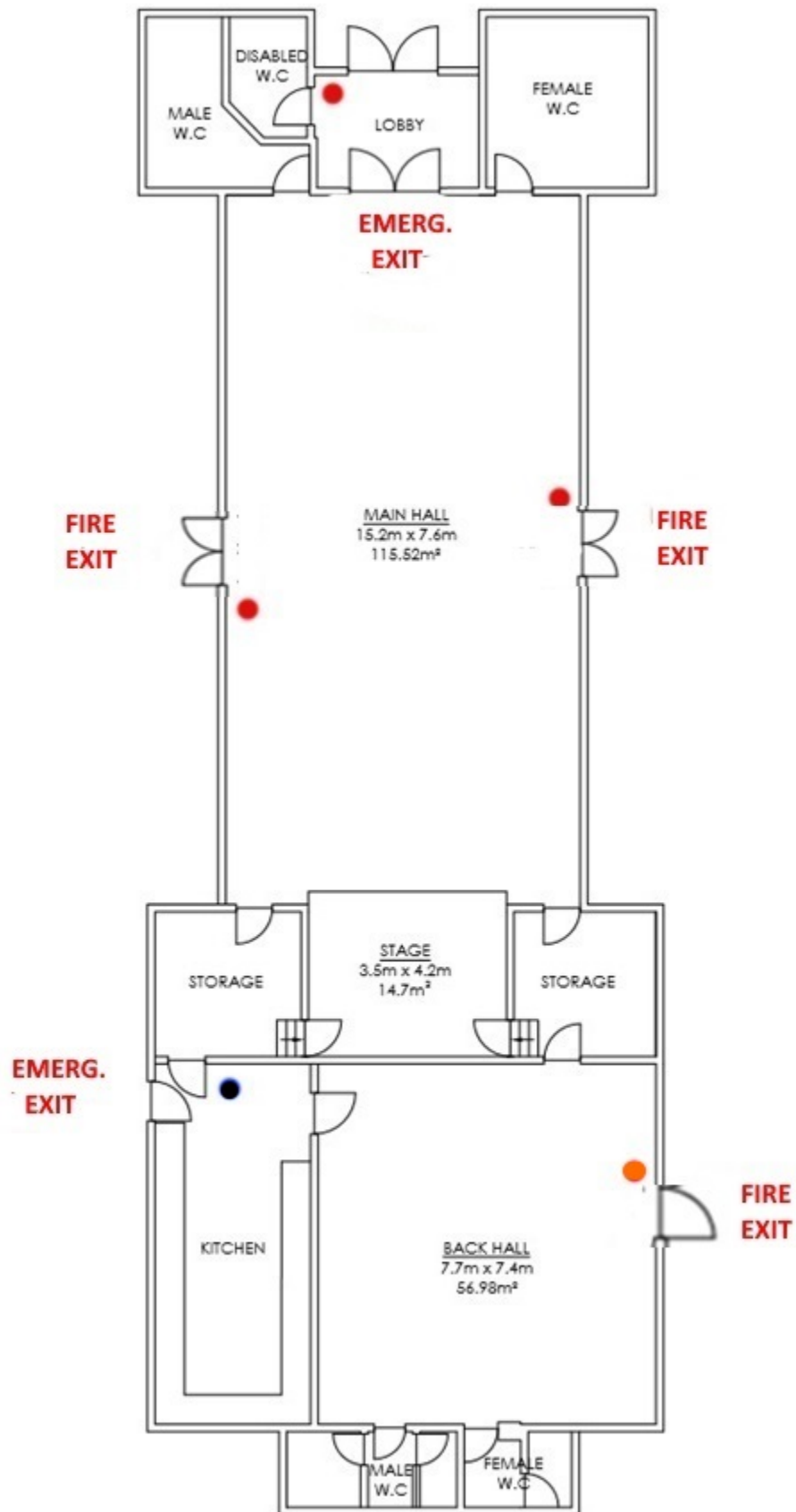
The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

Finally, please remember that all of the Management Committee are volunteers and rely on the co-operation and integrity of all Hirers to ensure that the Hall and all its facilities are available to the next Hirer in the condition they would expect to find them.

Ickleford Village Hall Management Committee

13th August 2021

HALL PLAN - LOCATION OF FIRE SAFETY EQUIPMENT



- Water extinguisher
- Foam extinguisher
- CO₂ extinguisher & fire blanket

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HIRER'S AGREEMENT

In this Agreement and in the Conditions of Hire, "Hall" means and includes the Ickleford Village Hall and Car Park; "The Committee" means the Ickleford Village Hall Committee; "The Hirer" means the person who signs the Hirer's Agreement. Should a promoting organisation be named in the Hirer's Agreement, that organisation will also be considered the Hirer and shall be jointly and severally liable with the person who signs the Hirer's Agreement. No person under the age of 21 years is permitted to hire the Hall.

THIS AGREEMENT is made on the date (1) and between the COMMITTEE (2) and the HIRER (3) in consideration of the sums mentioned (4):

1. Today's Date:
2. Village Hall Committee Representative: Lynn Wootten
Address: 16 Boswell Drive, Ickleford, Hitchin, Herts SG5 3YB. Tel. No: 07554 962568
3. Hirer: (a) Organisation:
(b) Contact Name (as per signee below).....
Address
4. The Hiring Fee of £.....is due for payment one week before the event

The sum of £.....,has been paid at the time of booking, and will be returned after the Hiring providing the 'Conditions of Hire' have been satisfactorily adhered to (as determined by the Village Hall Committee).

5. Hiring details:

Date:	Time from:	To:	
Purpose of Event:			
Premises required:	Yes	No	Maximum Capacity
All	√		100
Main Hall			80
Small Hall			20
Kitchen			
Estimated number of people attending the event			

If applicable please provide details (name and tel. no) of any outside agents, e.g. caterers, disco, bar etc

6. The Committee agrees to permit the Hirer to use the premises as detailed above with any special conditions as itemised in 8 below.
7. Ickleford Village Hall retains personal data for the purposes of managing hall bookings and finances. This data will not be shared with any other groups or organisations.
8. Special Condition

Signed (Village Hall Representative) Date:

I, as the nominated Hirer (see 3b above) confirm that I have read and agree to abide by the Conditions of Hire in conjunction with any Special Conditions noted in 7 above and undertake to ensure that my guests respect the Hall, its neighbours, their property and surrounds at all times during this Hiring.

Signed (Hirer) Date:

PLEASE COMPLETE, SIGN AND RETURN COPY OF THIS AGREEMENT TO LYNN WOOTTEN'S ADDRESS BY

HOW TO STACK/STORE CHAIRS



Always stack from the outside of storage rack, as shown.

Always stack chairs in one and the same direction, as shown.

Always stack NO more than 10 chairs in each section, as shown.

Always leave the chair rack facing outward, neat, safe and secure

exactly as shown please.

Thank you very much in advance of your kind co-operation

The Committee