

BARBY VILLAGE HALL RULES ON USE OF THE HALL

- 1) Hire
 - a) Application for the hire of the hall shall be made to the Hall Booking Secretary.
 - b) Other than that for a bona-fide organisation in the village, no public disco/dance booking shall be accepted without the consent of two Officers of the Village Hall committee.
 - c) No booking will be accepted for a young people's function unless the Hall Booking Secretary is completely satisfied that adequate and proper supervision will be exercised and the current conditions of hire fully complied with for the duration of the letting.
 - d) The right to refuse any application received for the hire of the hall, without assigning any reason, is reserved to the committee or to the Chairman acting on their behalf, provided that the Chairman will report his action to the next meeting of the committee.
- 2) Conditions of Hire
 - a) These are set out in the current "Conditions of Hire" attached.
- 2) Public Entertainment
 - a) The hall is licensed for public entertainment (up to 200 persons) consisting of music or dancing or public entertainment of the like kind from 10.30 a.m. to Midnight. (Monday to Friday) and 10.30 a.m. to 11.45 p.m. (Saturday). Please note that all functions must finish by midnight and no music be played after 11.45 p.m. in accordance Rule 10 of the Conditions of Hire.
- 3) Stage Performances
 - a) The Hirer must give the Secretary at least 6 weeks notice if the hall is to be used for a play, ballet, opera, or similar stage performance in order to obtain the necessary Theatre Licence.
- 4) Safety Regulations
 - a) All conditions attaching to the granting of Public Entertainment and Theatre Licences must be strictly observed. Nothing shall be done that will endanger the safety of people in the hall or render invalid the policies of insurance to the hall or contents and in particular:
 - i) no obstructions must be placed in gangways or exits,
 - ii) fire appliances will be inspected from time to time and must be kept in their proper places and used for no other purposes.
- 5) Musical Copyright
 - a) The hall is licensed with the Performing Right Society for the performance of copyright music controlled by that Society.
- 6) Alteration of Rules
 - a)** The above rules may be altered and additional rules added at any time with the consent of a two thirds majority of the members of the committee present provided the terms of the trust and of any statutory provisions are observed.

BARBY VILLAGE HALL

CONDITIONS OF HIRE

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

1) Hirer's Responsibility

- a) **The Hirer will, during the period of the hiring, be responsible for 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 the car-parking arrangements so as to avoid obstruction of the highway and any other rights of way.**
- b) **At the end of hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, lights all out, and properly locked and secured unless otherwise directed. Any chairs, tables and other contents temporarily removed from their usual positions should be replaced where found, otherwise the committee shall be at liberty to make an additional charge.**

2) Use of Hall

- a) The Hirer shall not use the premises 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 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.

3) Licences

- a) The Hirer shall be responsible for obtaining a temporary events notice for the sale of alcohol, if necessary, and for the observance of any conditions of such licences.

4) Gaming, Betting & Lotteries

- a) 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.

5) Compliance with other conditions & regulations

- a) The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, or otherwise, particularly in connection with any event which includes public dancing or music or other similar entertainment or stage plays. The Hirer shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.

6) Conduct

- a) The Hirer shall not permit any disorderly conduct in the Hall or any exhibition, recitation, acting, singing or dancing which is of an obscene character or offensive.

7) Electrical Appliances

- a) The Hirer shall ensure that any electrical appliances brought by him to the premises and used there shall be in good working order, and used in a safe manner.

8) **Indemnity**

- a) The Hirer shall indemnify the committee for the cost of repair or replacement of any damage done to any part of the property (including the contents) which may occur during the period of the hiring as a result of the hiring. A deposit against all such damage shall be paid by all event hirers (with the exception of bona-fide organisations in Barby) at the time of booking. This deposit will be returned if no damage occurs.

9) **Cancellation**

- a) If the Hirer wishes to cancel the booking within one month of an event hiring a cancellation fee will be charged.
- b) The Committee reserves the right to cancel any hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local election or bye-election, in which case the Hirer shall be entitled to a refund of any deposit or hiring fee already paid.
- c) In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the committee shall not be liable to the Hirer for any loss or damage whatsoever.

10) **Noise**

- a) The Hirer shall ensure that the minimum of noise is made on arrival and departure. The Hirer must also take all reasonable precautions to ensure that noise is not heard outside the premises so as to cause nuisance or discomfort to residents or occupiers of premises in the neighbourhood of the hall. All functions must finish by midnight (Monday to Friday) or 11.45 p.m. (Saturday) and no music played after 11.45 p.m..

11) **Payment for hire**

- a) All event bookings must be paid, in full, a month before the event. Payment for other hirings, except in the case of bona-fide clubs or organisations in Barby, must be settled on the day of hire unless otherwise agreed by the Hall Booking Secretary.

12) **The Children's Act**

- a) The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act 1989 and that only fit and proper persons have access to children

Miscellaneous provisions

- a) The Hirer shall not permit any type of adhesive tape to be attached to the Main Hall floor. This can remove the special varnish, and may result in the Hirer being asked to fund repairs.
- b) The Hirer shall not permit to be put up or put up any decoration in the hall without the permission of the Hall Booking Secretary.
- c) The Hirer shall not permit any smoking in any area of the hall complex.
- d) The Committee accepts no responsibility for any loss or damage to any personal property on the premises.
- e) The Committee reserves the right to change the conditions of hire and charges at any time. All lettings are subject to the approval of the committee.
- f) If the Hirer is in any doubt as to the meaning of the above , the Hall Booking Secretary should immediately be consulted.