

Welcome to ORLETON VILLAGE HALL

Overview (January 2024)

The Trustees hope that your experience of Orleton Village Hall meets your expectations.

To keep the hire charges as low as possible for our hall users we try to minimise the cleaning costs by asking hall users to leave the hall in as clean a condition as possible. Brushes and dustpans are located in the chair storerooms, and a mop and bucket for spillages may be found in the storeroom in the small hall.

When making your booking please ensure that you have not only allowed time to setup your event but also adequate time to clear away chairs and tables and clean up and empty bins.

Please note that should additional cleaning time need to be allocated to an inadequately cleaned hall, or to relocate chairs and tables to the appropriate storerooms, part or all of any security deposit may be forfeit.

The Hirer is responsible for arranging key collection from the Key holder (Tel: 07971276312) as stated on the invoice. This key should be returned immediately after the event. In the case of a late evening event, the following day.

Initial entry is through the small door accessing the corridor to the small hall. The main doors can then be opened from the inside, The small external door in the Kitchen should be use for exiting only for reasons of hygiene as dirt can be brought in this way.

Please read the detailed Conditions of Hire and Health and Safety Policy set out below. If children are involved in your event, please also read Children and Young People.

Standard Conditions of Hire

In these conditions, the term "YOU" means an individual hirer or, where the hirer is an organisation, the authorised representative of that organisation. If YOU are in any doubt as to who is meant, please do not hesitate to consult the bookings secretary.

- 1 In making a booking, YOU accept responsibility for being in charge of the premises and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.
- 2 YOU will, during the period of the hiring, be responsible for:
 - the supervision of the premises;
 - the care of the fabric and the contents, keeping safe from damage, however slight, or change of any sort; (No sticky tape or Blutac on the walls)
 - the behaviour of all persons using the premises whatever their capacity, including any use of illegal substances;

- including proper supervision of car parking so as to avoid obstruction of the highway and YOU shall ensure that the minimum of noise is made on arrival and departure.
- ensuring that music, if played, is not at an excessive level, and ceases by midnight unless authorised in writing;
- ensuring that the fire doors remain closed and are kept free from obstruction;
- terminating all activities and vacating the premises by the end of the hire period.

3 YOU shall not use the premises for any purpose or at any times other than those 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;
- allow the sale of alcoholic liquor on the premises without the appropriate licence
- allow any persons entering the premises to do anything or bring onto the premises or anything which may endanger the same or render invalid any insurance policies in respect thereof.

4 YOU agree to indemnify Orleton Village Hall Management Committee in respect of:

- the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings, which may occur during the period of the hiring as a result of the hiring;
- all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises.

5 YOU shall ensure that you have read the Orleton Village Hall Risk Assessment and Fire Procedures and are aware of the location and content of the safety folder/box (in the kitchen).

6 YOU shall ensure that any electrical appliances brought into the premises and used there shall be safe and in good working order and have a valid Portable Appliance Test (PAT) certificate.

7 YOU shall be responsible for obtaining such licences as may be needed, and for the observance of the same:

- for the sale or supply of intoxicating liquor;
- from the Performing Rights Society.

If you play copyright music at the event you will be covered under Orleton Village Hall's licence.

The Village Hall does **NOT** have a TV licence. YOU shall ensure that there is no watching or recording of live television programmes or the use of BBC iPlayer on the premises, using any device. YOU will be held responsible for any fine resulting from any such unlawful activity.

8 YOU shall ensure that nothing is done on, or in relation to, the premises in contravention of the law relating to gaming, betting and lotteries.

9 YOU shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

10 **Safeguarding children, young people and vulnerable adults**

- YOU must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).

- (**Please note** that the stage area is excluded from use unless specifically requested and agreed. Children must be kept off the stage at all times and must not be allowed to play with, or go behind, the curtains.)

11 YOU shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

12 YOU shall ensure that no dogs, except guide dogs, are brought into the hall.

13 At the end of the hiring, YOU will be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured and any contents temporarily removed from their usual positions properly replaced; otherwise the committee shall be at liberty to make an additional charge.

14 The committee reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a European, Parliamentary or Local Government election or by-election, in which case YOU shall be entitled to a refund of any deposit already paid.

15 If YOU wish to cancel the booking before the date of the event and the committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the committee.

16 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 YOU for any resulting loss or damage whatsoever.

17 If this booking is for a teenage party YOU will make sure that no one places information about the party on Facebook or any other social networking site. If this happens, the Orleton Village Hall Management Committee reserves the right to cancel the party and withhold the deposit.

18 Payment Terms

Please refer to your confirmation/Invoice for payment terms.

If you are not a regular hirer you may need to pay a deposit as specified in the invoice to secure the booking. Your event will not be deemed to be confirmed until this payment has been received and cleared (if paid by cheque). The full amount of the invoice, in addition to the deposit, must be paid two weeks prior to the event at the latest.

19 Security Deposits

Bookings for private parties, weddings and other one-off events may also be required to pay a returnable security deposit two weeks prior to the booking.

The security deposit will be returned provided:

1. The full remittance for hire has been received and cleared;
2. The hall has been **thoroughly** cleaned and tidied;
3. There is no damage to the hall or the equipment, fixtures and fittings;
4. There have been no complaints regarding noise or conduct;
5. You have not exceeded the booked times as shown on the hiring agreement
6. All music ceased by midnight (or earlier if shown on your booking document) unless authorised in writing.

20 Facilities

Hall hire shall include the use of the hall(s), chairs and tables, crockery, cutlery and kitchen equipment.

The use of the stage, stage lighting, sound system. Video projector, electronic screen. white wedding crockery, white wedding chair covers, may only be used with specific authorisation and some may be subject to additional hire fees. (see current hire rates for details)

Under no circumstance may the equipment of other hall users stored on the premises be used, except with the specific authorisation of that organisation.

21 Block bookings by regular users

If regular users of Orleton Village Hall wish to book up to a year ahead this would be acceptable and invoices would be issued by the term, (Spring) Jan–March,(Summer) April-August, (Autumn) Sept-Dec. This would prevent regular users' dates being lost to a random occasional booking of a minor nature.

However, regular weekly/monthly users of Orleton Village Hall, who book at the village concessionary rate, are reminded that any such booking is conditional on the Hall not receiving a priority booking for that date. In such circumstances at least 28 days notice would be given and a full refund would be made.

The previously recognised Priority bookings include:

- Parliamentary and local government elections (Thursdays only)
- School performances
- OGGLE performances
- School holiday activities programmes
- Weddings

22 General Data Protection Regulations

Orleton Village Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events, staff employment and fund raising. Data may be retained for up to seven years for accounts purposes and for longer where required by the Hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Secretary of the Management Trustees.

Orleton Village Hall Health and Safety Policy

February 2019

General Statement of Policy

The Management Committee notes the provisions of the Health and Safety at Work etc. Act 1974 and in particular the duty of all users, including every **employee, committee member, contractor and hirer** to conduct their business in such a way as to ensure, so far as is reasonably practicable, that persons, are not exposed to unacceptable risks to their health and safety.

Our policy is therefore to a) provide a safe and healthy environment for staff, (volunteers, committee members) hirers, users, contractors and visitors.

b) keep the Village Hall and equipment in a safe condition for all users,

c) provide such advice and information as is necessary to staff, volunteers and users.

It is the intention of Orleton Village Hall Management Committee to comply with all health and safety legislation and to act positively, where it can reasonably do so, to prevent injury, ill health or any danger, arising from its activities and operations.

Orleton Village Hall Management Committee considers the promotion of the health and safety of its volunteers and employees at work and those who use its premises, including contractors who may work there, to be of great importance. The management committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end it will seek to encourage employees, contractors, volunteers, committee members and users to engage in the establishment and observance of safe working practices. Hirers must appreciate that their own safety and that of others also depends upon their individual conduct and vigilance while on the Village Hall premises.

Volunteers, hirers, visitors and employees and contractors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with any safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The Management Committee will review this policy periodically and update, modify or amend it as considered necessary to ensure the health, safety and welfare of staff and hirers.

The full text of the Health and Safety Policy of Orleton Village Hall can be found in a folder in the main kitchen.

Children and Young People

March 2019

Children's Parties (Under 12's)

Please note that the stage area is excluded **from use**.

Children must be kept off the stage at all times and **must not be allowed to play with, or go behind the curtains**. Drama groups leave equipment out and it could be dangerous apart from the issue of damage to property.

Fire Exit doors and the windows must not be opened unless there is a fire. The doors are sound-proofed and if we have complaints about noise from local residents, we may withhold all or part of your deposit.

Young People (12 Plus)

Most village halls will not allow bookings for teenage parties. We do so provided that the booking is made by a responsible adult who will be present throughout the event and on the payment of the appropriate security deposit.

If information about the party appears on Facebook, or any other social networking site, the Orleton Village Hall Management Committee reserves the right to cancel the party and withhold the deposit.

Play Equipment

Following the installation of the new lower ceiling in the hall there is a restriction on the type and size of bouncy castle and any other type of inflatable that can be accommodated.

The Maximum height for a bouncy castle that is enclosed at the top is now 3.5 metres and for an unenclosed top is 2 metres.

The Booking Secretary must be informed if it intended to bring in *any type of large play equipment*, and description and dimensions must be provided at time of booking.

Ball games are not permitted