



Alne Village Hall

Booking Terms & Conditions (Dated 1 January 2022)

These Terms & Conditions govern all aspects of the way in which users make use of Alne Village Hall

1. Introduction

1.1. In these Terms and Conditions, certain words and phrases have the following meanings:

(a) "The Committee" shall mean Alne Village Hall Management Committee.

(b) "The Hall" shall mean Alne Village Hall including the outdoor space immediately surrounding the building.

(c) "The Hirer" shall mean the individual named in the Booking Contract/Correspondence.

1.2 The Hall is available for hire for social, recreational, educational and sporting activities. The use of the Hall by any person/organisation is at the discretion of the Committee, who reserve the right to refuse any booking at any time.

1.3 The Hall is managed by Alne Village Hall Management Committee as a registered charity. The Committee consists of volunteers who organise the finance, bookings, maintenance etc.

1.4 The Hall comprises 2 separate but connecting units; the main Hall and the meeting room, together with kitchen, and toilet facilities. The Main Hall, the Meeting Room, and kitchen may all be hired independently.

1.5 The main hall has a seating capacity of 120 in "theatre style", and a maximum capacity of 100 for dances, parties and similar functions. The use of chairs, tables and kitchen facilities is included in the hire charges. It is the responsibility of the Hirer to ensure that they can safely accommodate their event.

1.6 There are separate toilet facilities for the disabled.

1.7 The Meeting Room has a capacity of 10 persons.

1.8 The Hall is let to 1 person aged 21 years or over (the Hirer) who will, during the period of hiring, be responsible for the supervision of the premises and the immediate surroundings, the fabric and the contents, and for the supervision of all persons using the hall. The Hirer is also responsible for all payments due.

1.9 The Committee is independent and neutral in all matters relating to social ethics, politics or religion. Nobody is to hold any public meeting, demonstration or rally in the Hall without the prior permission of the Committee.

1.10 Nobody is to display any material expressing social, political or religious views without the prior permission of the Committee.

1.11 The above rule is not intended to apply to material advertising social events held by social, political or religious organisations, open equally to members and non-members, whether or not an admission fee is to be charged.





Alne Village Hall

1.12 The Committee reserves the right to cancel or terminate any booking that they feel to be contrary to the interests of the community.

1.13 The Committee reserves the right to cancel or terminate any booking 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 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 becoming unfit for use by the intended Hirer

(d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any amount already paid, but the Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

1.14 Permission to hold charitable collections in the Hall should be obtained from the Committee prior to the event.

2. General Conduct of Hirers

2.1 The Hirer will not allow the maximum number of people in the main hall including organisers/performers to exceed 120 seated theatre style/100 any other format.

2.2 The Hirer agrees to comply with all the conditions imposed by the Hall's Premises Licence and to only use the Hall for the event/activity described in the Hire Agreement/Correspondence. All Licensable activities on the premises must cease by 23.00.

2.3 Owing to the proximity of domestic residences, noise should be kept to a reasonable level at all times but particularly at night and early in the morning.

2.4 Nobody is to fight or cause a disturbance, or use violent or obscene language whilst in the hall, or bring any weapon of any sort into the Hall,

2.5 Nobody is to behave in the Hall in an obscene or indecent manner.

2.6 Nobody is to enter the Hall unreasonably under the influence of alcohol or any other substances.

2.7 Taking drugs and smoking is forbidden in the Hall.

2.8 Nobody is to bring any animal into the Hall without the prior consent of the Committee. The exception to this is guide/hearing dogs for sight or hearing impaired persons.

2.9 No alterations or additions are to be made to the Hall and nothing is to be attached to the walls without the express permission of the Committee.





Alne Village Hall

3. Disabled Access

- 3.1 Disabled access is provided from the front of the building.
- 3.2 Disabled toilet facilities are located in the hall area near to the front door.
- 3.3 There is easy wheelchair access to all areas.

4. Insurance and Safety

- 4.1 The Hall premises are fully insured but it is the responsibility of the Hirer to ensure they have adequate 3rd party/public liability insurance cover for specific events and activities for which they plan to use the hall.
- 4.2 The Committee does not take responsibility for the use of, or loss or damage to items brought on to the premises by the Hirer or others during the period of the hire.
- 4.3 The Hirer will be liable for and indemnify the Committee against i) the cost of repair of any damage done to any part of the Hall or its contents and ii) all claims made against the committee arising out of the Hirer's use of the Hall.
- 4.4 The Hirer will not bring to and use in the Hall any electrical appliances without the express permission of the Committee.

5. Fire Regulations

- 5.1 The Hall complies fully with all relevant fire regulations.
- 5.2 An "Emergency Procedures" document is displayed on the notice board and a copy is available to download from our website. It is the responsibility of all hirers to familiarize themselves with these procedures.
- 5.3 The Hirer will read and follow all notices relating to fire safety in the Hall and will ensure the following:
 - (a) All fire exits are unlocked and all escape routes are free of obstruction and that all attendees are made familiar with the location of fire exits.
 - (b) No fire doors are wedged open

6. Alcohol

- 6.1 No alcohol will be supplied or consumed in or in the immediate vicinity of the Hall without the express permission of the Committee. The Committee reserves the right to decline any such request where they





Alne Village Hall

are not completely satisfied that the Hirer has adequate measures in place to ensure that they can comply fully with the Licensing Act 2003 and ensure adequate supervision.

In the event the Committee should grant permission to the Hirer for the supply of alcohol on the premises the Hirer must take all appropriate steps to ensure that i) no alcohol is supplied to any person under the age of 18, ii) no alcohol is supplied to any individual who is intoxicated iii) there is no disorderly behaviour either on the premises or in the immediate vicinity.

7. Utilities

7.1 Heating costs are included in the hire charges. The Hirer will use electricity, water and heating only as necessary and will also make use of the recycling bins as appropriate.

7.2 Adjustments may be made to the level of heating during the period of the hire, but the original settings must be re-set after use.

7.3 The Committee reserves the right to invoice the Hirer should the heating be left on after the completion of the hire period.

8. Cleanliness & Security

8.1 Every effort is made to ensure that the Hall is in a clean and tidy state before each booking.

8.2 Hirers are required to leave the Hall in a clean and tidy state, all rubbish should be removed from the premises and not left in the bins either in or outside the premises. Cleaning equipment, including brooms, mops, buckets etc. is provided. Additional charges may be made if special cleaning is required after the Hirer's use of the premises. The use of powders and/or chemicals on the floor of the Hall is forbidden.

8.3 Chairs and tables must be returned to their original positions, and chairs must be stored in the trolleys provided. Failure to comply with this may result in additional charges being made.

8.4 Kitchen equipment must be cleaned after use – materials for washing and drying are provided.

8.5 The Hirer is responsible for ensuring that all windows and doors are secured, internal lights switched off and heating returned to its original setting, when leaving the premises at the end of the hire period.

9. Bookings, Hire Charges and Payment

9.1 Provisional Bookings & Initial enquiries may be made by telephone to Rosemary Ness on 01347 838384 or 07833757470 or via by email to rosemary.ness@btinternet.com

9.2 Provisional bookings will be held for 10 days, within which time a written confirmation/email must be sent by the hirer. No booking will be deemed to be confirmed until the confirmation has been received.

9.3 Affiliated organisations may request block bookings for up to 1 year ahead.





Alne Village Hall

9.4 Bookings for one-off events may be made up to 2 years in advance.

9.5 The Hall is normally available for hire between 8am and 11pm each day.

9.6 All payments for hire must be made in full no later than 5 working days prior to the date of the booking unless otherwise agreed. The Committee reserves the right to cancel or terminate any booking where payment has not been received in full.

Failure to do so may render the booking cancelled.

For the current hire charges please see our web site at
http://www.alnevillage.co.uk/groups_villagehall.htm

11. Music & Drama

11.1 The Hirer agrees to comply

11.1 The Committee is subject to legal provisions governing the performance of live or recorded music and other material, where the performing and other rights of 3rd parties may be affected. We are licensed under the Licensing Act 2003 for entertainment

11.2 Nobody is to play musical instruments, sing, make readings, perform, or play the radio, television, record player, tape recorder, CD, DVD or any other device which plays music, unless they have declared their intention of doing so at the time of booking.

12. Storage

12.1 Nobody is to store any equipment, materials, food or drink in the Hall without the prior permission of the management Committee. Owners permitted to store equipment/materials in the Hall are responsible for ensuring that items are fully insured and stored safely and that no hazardous or noxious materials are stored.

12.2 Owners of play equipment stored in the Hall must maintain it in a safe condition and must ensure that it is put away at the end of a session.

12.3 The Committee reserves the right to remove/dispose of any equipment/materials stored in the Hall, where they consider them a danger to others, where they believe them to have been abandoned or where ownership is uncertain.

