



# Hagbourne Village Hall

## Conditions of Hire

### Definitions

VHMC.....The Village Hall Management Committee

Hall.....The building and its immediate environs inside the fenced area

Hirer.....That person(s), or association, or employee thereof, hiring the Hall from the VHMC

Attendees.....Any persons on Hall property during the hire period, whether invited by the hirer or not.

SODC.....South Oxfordshire District Council

### Applications for Hire

All applications for the hire of the Hall must be submitted to the Bookings Secretary on the form which is available from the Village Post Office, or can be found on-line on East Hagbourne's website.

Unless otherwise arranged, hire charges and any deposit against damage are payable at least ten days before the event to allow cheques to clear. Payment after this period must be in cash unless specifically arranged beforehand.

If an event is cancelled with less than four weeks' notice being given, a charge of 50% of the notified cost may be made, at the discretion of the VHMC. Should a hirer fail to notify the VHMC of a cancellation, a full charge will be made.

The VHMC reserves the right to refuse any application to hire the Hall. **No application will be accepted from any person below the age of 18 years, nor from any person who may owe monies to the Hall for any reason.** No function may be held without adequate adult supervision, in order to prevent unauthorised entry and inappropriate behaviour.

### Alcohol

If alcohol is to be given free and no charge is to be made for admission, no action is necessary. However, if you wish to **sell** or **supply** alcohol, to comply with the Licensing Act 2003 and subsequent variations you must either:

a) get permission from us [the VHMC], **AND** notify both SODC and the local police at Abingdon on a Temporary Event Notice form giving at least 10 working days' notice. SODC requires a fee of £21 to accompany its notice. Having done this you will be free to make on-sales yourself. **OR**

b) apply to the Village Hall for a temporary transfer of its own licence at a fee of £20 and save a lot of SODC paperwork. If the Hall Committee approves your application you will be able to make on-sales yourself.

If you wish to take up the offer of the Hall's alcohol licence please complete this section also:

### Safety

If seating is used it must be set out so as not to obstruct access to emergency doors or fire extinguishers.

Emergency exit signs must be switched on during the function. Hirers must familiarise themselves with the positions of the emergency exits and fire extinguishers. Interfering with, or discharging extinguishers without reasonable cause, are dangerous and illegal practices

In the event of fire the hirer is responsible for:

- a) Supervising the vacation of the premises.
- b) Accounting for all present.
- c) Summoning assistance

The assembly point is in the car park

Note that since 1 July 2007 it has been illegal to smoke in public buildings.

### Liabilities

The VHMC will not be liable for personal injury, however caused, unless directly due to the negligence of the VHMC. A similar condition refers to the VHMC's responsibility for any damage to, or loss of, property of the hirer or attendees.

The VHMC is specifically NOT responsible for the childrens' climbing frame which is in the courtyard, and has no liability whatsoever in this respect. This frame is owned and operated exclusively by the Hagbourne Preschool organisation and any queries should be directed to them.

Please see overpage for continuation.....

## Care of the Hall.

Nothing must be fixed to the structure or the environs of the Hall without the express permission of the VHMC. Decorations may be affixed to the horizontal unpainted wooden strips mounted on the walls of the Large Hall.

Stiletto heels must not be worn as they damage the floor

Spillages should be mopped up at once to prevent the floor becoming slippery. Hirers should use the equipment kept in the cleaning cupboard.

Tables must be cleaned and replaced in the store. Please stack chairs around the perimeter of the Hall. Tables and chairs must not be dragged across the floor. Other heavy items, e.g. beer kegs, **must** be carried, not dragged or rolled.

The interior of the Hall and the area inside the fence immediately outside the entrance door must be swept clean of all refuse which should be placed in the bins provided. Plastic refuse sacks are also provided. Please place glass bottles and drinks cans in the bin marked **Recycle**. If excessive cleaning by the caretaker (including removal of chewing gum) is necessary a charge will be made.

**Hirers are expected to leave the Hall in the condition found.**

Breakages or damages must be reported. At its discretion the VHMC will make a charge for any repairs necessary, although each case will be considered individually.

Note that it is VHMC policy that **unreported or deliberate** damage will be charged for and the hirer will be responsible for the full cost of repairs.

## General

The function must end at the time agreed and attenders must have left the Hall and all clearing up be completed at the end of the hire period. At the discretion of the VHMC a charge will be made if the hirer has not vacated the Hall within this period (this is usually applied if extra caretaking (waiting) time is required).

Amplified music should be played with consideration for the Hall's neighbours. Windows and doors on the village (South) side of the Hall must remain closed while amplified music is played. The doors on the car park (North) side may be opened if so wished.

After a late night function, and in consideration for local residents, please ensure that attenders leave as quietly as possible.

The Hall's Premises Licence is issued to the VHMC by SODC

This document contains further conditions and obligations applicable to both the VHMC and hirers and may be seen on request. In the event of any conflict between these conditions and those of SODC's Licence, the latter shall prevail.

The Hall is run as a facility for use of the villagers of the Hagbournes and for the public in general and is administered and maintained by voluntary effort. Please help the VHMC to keep it in good and tidy condition.

The Hall has a fully-documented Complaints procedure. If you have any complaint about any aspect of your Hire, whether it be about the building itself or the booking/hiring process, please contact the Chairman or any Committee member in the first instance.