

NORTHBOROUGH VILLAGE HALL COMMITTEE

CONDITIONS OF HIRE

1. A booking is only in effect once the Booking Officer has accepted the booking request and the deposit has been paid.
2. If a booking is cancelled within 14 days of the event the deposit refund will be the lesser of £50 or the "hire charge".
3. No more than a MAXIMUM of 200 people are allowed in the hall at any one time and of these 120 can be seated. The meeting room can seat a maximum of 12 people, if seated round the table, or approximately 20 in rows for a presentation.
4. Any time required to set up an event, and clear up afterwards, **MUST** be included in the hire period. Back-to-back bookings are generally not accepted; however, any gaps between bookings should only be utilised if there is an unexpected amount of clearing up required after an event. You **MUST** allow enough time for setting up and clearing away to ensure you do not clash with another booking (e.g. setup and dismantling of a bouncy castle, decorating the hall, clearing away tables/chairs, sweeping the floor, etc.).
5. Apart from tables, chairs and cleaning equipment, no items stored in the hall are to be used without prior agreement. Much of the equipment is owned by regular users of the hall and is not available for public use.
6. Under ALL circumstances if there are ANY damages or breakages these will be paid for by the hirer of the Hall.
7. NO items can be attached to the walls using any type of fixing. This means the use of Sellotape, staples, blue/white tack or other similar fixings is NOT ALLOWED.
8. Only soft balls to be used in the hall. NO FOOTBALLS.
9. Under no circumstances are fireworks to be discharged in the HALL or ON THE PLAYING FIELD.
10. No candles or tea-lights to be used in the Hall.
11. No overnight parking of vehicles is allowed in the car park.
12. When the event has finished could you please ensure the following:
 - a) It is essential that ALL rubbish is emptied into the appropriate outside bins or taken home with you. All waste needs to be put into the outside rather than leaving the kitchen bins full. Recycling should be used whenever possible.
 - b) ALL tables and chairs are to be stacked on the appropriate trolleys. 30 CHAIRS TO EACH TROLLEY, 5 ONLY ON EACH ARM.
 - c) The kitchen **MUST** be left clean and tidy – All crockery/cutlery used **MUST** be returned to cupboards and drawers. The cooker main switch and water boiler to be switched off.
 - d) Please make sure ALL party decorations are removed at the end of hire.
 - e) The Hall should be thoroughly tidied and left as found, including toilets. The floor must be swept/cleaned so that it is ready for the next user.
 - f) All lights to be switched off.

g) All radiators to be left switched on, so the automated schedule heats the room for the next users.

h) All windows and doors are secured, including the electronic lock in the entrance hall.

i) Keys are returned to the location from which they came.

13. The meeting room can only be used as a meeting room and is not available for any “messy” activities.

14. If there are any problems found at the hall, then photos need to be taken and sent to the booking officer at bookingofficer@northboroughvillagehall.co.uk so they can be resolved.

15. The hall takes no responsibility for any agreements made between the hirer and any 3rd party suppliers they may choose to use. Should there be any issues relating to the 3rd party suppliers services or equipment, these issues need to be addressed by the 3rd party supplier and the hall holds no liability for any expense or loss of income to the 3rd party supplier.

16. It is the hirers responsibility to ensure that all 3rd party suppliers using electrical equipment use a generator, if the equipment is likely to exceed the available supply.

17. It is the responsibility of the event organiser to ensure that any inflatable suppliers (e.g. bouncy castles) used for the event have proper and adequate insurance and have carried out a risk assessment.

18. The hirer of the hall is responsible for health & safety during their event. Any incidents must be reported in the accident book located in the First Aid cupboard in the kitchen.

19. Those booking and using the Hall must make sure that they familiarise themselves with the Fire Safety notice and have understood it.

20. It is EXTREMELY important that all users of the Hall respect local residents with regard to noise levels from both the users of the Hall and any hired music. There must be NO music at all after 23:45. (Any failure to follow these guidelines could jeopardise our Licence and proposed future bookings of the hall).

21. If food is being provided, it must be prepared and served in accordance with Food Standard Agency guidelines (<https://www.food.gov.uk/food-safety>).

22. Participants can bring their own alcohol to private events; however, if a “licensable activity” is involved, then a Temporary Event Notice must be obtained for your event. A copy of the Temporary Event Notice **MUST** be provided to the Booking Officer at least 14 days before the event. Licensable activity includes (a) selling alcohol, including honesty bars, ‘sales’ using the ‘every-affle-ticket-wins-a-drink’ system, or similar activity; (b) serving alcohol to members of a private club; (c) providing entertainment, such as music, dancing or indoor sporting events; (d) serving hot food or drink between 11pm and 5am. More details and a link to the application form can be found here (<https://www.gov.uk/find-licences/temporary-events-notice/peterborough>).

23. Please ensure that there is NO UNDERAGE drinking in the Hall.

24. The operation and management of the external CCTV System installed at the Hall is regulated under the General Data Protection Regulations (GDPR) and will remain so until the GDPR is no longer directly applicable in the UK. The General Data Protection Regulation (GDPR) is defined as ((EU) 2016/679) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time. The Committee, and its staff, shall comply with any notification requirements under the Data Protection Legislation.

When handling Customer data, the Committee will ensure the security of the data is maintained in accordance with our policy guidelines

SMOKING LAWS

1. The law states that no-one must smoke within five metres of any door or window that opens.
2. By signing the booking form the hirer agrees to ensure this smoking policy is adhered to and that any fine imposed upon the Hall by the appropriate authority will be passed onto, and paid by, the appropriate hirer.
3. The hirer also agrees to ensure the 'smoking area' is left clean at the end of the hire Your cooperation is very much appreciated.

FIRE SAFETY NOTICE

1. The person in charge of the function **MUST** check the location of all fire exits and exit points. At ALL times these must be free from obstruction.
2. As there is no telephone at the Hall, a mobile phone should be available if a call to the fire brigade is required.
3. The hirer **MUST** be aware of the location all fire extinguishers and the fire blanket. **PLEASE** read the operating instructions.
4. The person in charge should be aware of who is attending the function in case of an evacuation.
5. In the case of a fire:
 - a) Call the Fire Brigade immediately.
 - b) If possible, attack the fire with the appliances available but **AT NO TIME** should anyone take personal risks.
 - c) There are fire extinguishers located in the KITCHEN, LOBBY and SIDE of the hall. A fire blanket is located in the kitchen.
 - d) If it is safe to do so, all electrical appliances should be switched off and doors and windows closed. Ensure that everyone leaves the building by the nearest available exit. **UNDER NO CIRCUMSTANCES SHOULD ANYONE** stop to collect personal belongings.
 - e) Fire exit doors are located at the back of the hall, side of the hall and annex as well as the main entrance door.

f) Please ensure that members of your group are designated to ensure the building is vacated without taking personal risk and that all people at the function are accounted for.

g) Contact Lorna Turpin (23 Scott's Road, Glinton, Peterborough, PE6 7LX. TEL: 07733 105992).

h) Under NO circumstances should anyone re-enter the building until instructed by a responsible person that it is safe to do so.