



QUORN VILLAGE HALL CONDITIONS OF HIRE for WEDDINGS/EVENTS

Quorn Village Hall is a community facility owned and operated by Quorn Parish Council. Our objective is that it should be fully used and appreciated by all the community at minimum cost to Quorn parishioners.

SMOKING IS NOT PERMITTED INSIDE THE HALL

The HIRER must agree the following Conditions of Hire.

1. **Booking form** – to hire a room for an event a completed booking form must be returned to the Parish Office.
2. **Confirmation of booking** – will be sent to you.
3. **Availability** - the rooms may be booked between the hours of **8.00am and 11.45pm**. Public entertainment is only permitted between noon and 11.30pm.
4. **Maximum number of persons** - are as follows:
Closely seated / Dancing (no tables) 120
Seated at tables 100
5. **Rates of hire** -the specified rates cover use of the hired room or rooms, the lavatories and kitchen. All Hire Rates are reviewed annually. A small charge is levied for the use of the oven.
6. **Deposit against damage** - For evening events and parties a deposit of £250 is required. Both deposit and hire fee are due on booking. The deposit will be returned after the event provided all conditions of hire are met.
7. **Both the Main Hall and Council Chambers** – are available separately for hire. If you require exclusive use of the building (car park, kitchen, toilets etc.) you may be required to book and pay for both rooms. Please confirm at time of booking.
8. **Licenses** – Music licenses are not required for private events. However, a music license is required for **commercial** events and is the responsibility of the hirer. <https://www.gov.uk/licence-to-play-live-or-recorded-music>
9. **Insurance** - Quorn Parish Council holds Public Liability Insurance to cover **non-commercial** events. This includes parties, weddings and community events. Commercial hirers must hold their own PLI. (Use by any **non-profit making** organisation or person shall not be regarded as use for commercial purposes).
10. **Equipment, electrics and bouncy castles** - **responsibility for the use and safety of electrical and other equipment brought onto the premises by the hirer rests entirely with the hirer. If hiring or employing a business to provide equipment or services it is your responsibility to ensure that it is a reputable company with all necessary licences and insurances in place.** Electrical equipment (older than one year) must have passed the necessary PAT tests. No apparatus or equipment can be left on the premises outside the hired period.
11. **Licensed bars** - **may be arranged by the hirer only by prior agreement with the Parish Council and in accordance with the Licensing Regulations.** It is the hirer's responsibility to ensure they have complied with the legislation.
12. **Hirers will be required to provide copies** of Certificates and Licences as appropriate at the time of booking.
13. **Set up and clear up time** - must be included in the hire period. The premises must not be accessed outside of the agreed hire period and must be vacated promptly at the end of clear-up time. The minimum period of hire is two hours for all rooms.
14. **Security** - responsibility for the premises rests with the hirer during the period of access to the Hall. The hirer must ensure security of the external doors and children must be supervised at all times.
15. **Noise must be kept to a reasonable level** at all times and music must not continue after 11.30pm. (If windows or doors are open, the volume should be lower).
16. **Lighting & Sound** – access to the full stage lighting rig on the balcony is by special permission only. You can request use of a small controller that will switch the stage lights on for parties etc. The sound system on the stage is also available on request. Smoke machines should not be used.
17. **Cancellations** – events that are cancelled by the hirer more than two weeks in advance will not be charged for. Events cancelled at less than two weeks will be charged for unless the space is re-let.

18. **Oversight of Functions** – the Village Hall management reserves the right to enter the premises and to impose further conditions on the spot or curtail the event as they consider necessary for the welfare of guests or the safety of the building.
19. **Call-out** - should a call-out be required as a result of a fault caused by the hirer there will be a charge of £25.

Health and Safety

- **It is the responsibility of the Hirer to ensure that the Fire Regulations are complied with at all times, that there is no misuse of the facilities and that the fire exits are identified, unobstructed and unlocked.** Emergency procedures are posted on the notice board and are issued by email or paper copy to hirers.
- Hirers should ensure that they know the evacuation procedures and have Personal Evacuation Plans in place for any disabled persons. (PEEPs are issued with the Emergency Procedures or available from the PC Office.)
- Fire exits and extinguishers are clearly marked in the venue.
- All fire doors must be unobstructed and the gates at the front of the hall must be fully open.
- The fire assembly point is at the front of the building on the pavement. Do not allow people to collect in the car park or at the side of the building where they may hinder the access of the emergency services.
- The First-aid kit can be found in the kitchen cupboard.

Report any damage to the hall or equipment failure to adminassistant@quorndon.com.

The contact number for Emergencies Only can be found on the notice boards at the venue. A call out may be subject to a £25 charge.

Rates and Times of Hire of Rooms in Quorn Village Hall

QVH Hourly Hire Fees	Residents of Quorn	Non-residents
Main Hall	£12	£14
Council Chambers	£8	£10
Deposit for Weddings/Events	£250	

Deposits will be returned if Conditions of Hire are met. Commercial hirers: Please include copies of your relevant Public Liability insurance to validate your booking.

Hirers are also requested to take the following in to account when hiring Quorn Village Hall.

1. **Cleaning** - no charge is made for cleaning, provided all facilities are left clean, tidy and in good repair. Any charges incurred due to poor cleaning, failure to replace the furniture, remove rubbish etc. will be passed onto the Hirer.
2. **Kitchen** – please leave clean and tidy. Used tea towels should be left on the worktop so that they can be laundered. (Note that on occasion both the meeting room and the main hall will be hired out and that both hirers have shared use of the kitchen/toilets etc.)
3. **Heating** - the control for the main hall is in the kitchen. The hirer is advised to include sufficient time when booking to warm the rooms.
4. **Decoration** - do not use tape or anything on the walls that will mark or remove paintwork.
5. **Tables** must be cleaned, folded and put away and chairs stacked as found.
6. **All refuse MUST be taken away.** There are NO facilities for refuse disposal or recycling.
7. **Lost property** – The Parish Council will not accept any responsibility whatsoever for items left on the premises.

Many thanks in anticipation of your co-operation.

Quorn Parish Council

Parking – 20 spaces at the rear of the building.

Nearest Bus Stops -

Heading towards Leicester: Quorn Country Hotel - Arriva 127 - 2 minute walk

Heading towards Loughborough: Wood Lane - Arriva 127 - 4 minute walk

See website for [Arriva](https://www.arriva.co.uk).