

CARLTON LE MOORLAND PARISH COUNCIL

Rules and Conditions for Hiring the Village Hall

1. The hirer has a duty of care in respect of everyone attending a meeting, an event, a function, a class or other activity.
2. **Please arrange to contact the Keyholder (01522788489) ahead of the booking to arrange collection of the Village Hall key and receive information about accessing the hall and returning the key at the end of the event.**
3. **The hirer is responsible for:**
 - The full cost of any damage to the village hall, its fixtures, fittings and contents or to its grounds and boundaries, caused during the period of hire or while persons are entering or leaving in connection with the hire
 - Any anti-social behaviour which arises as a result of the hire either inside or outside the building, which includes noise.
 - **All attending the meeting should ensure that any vehicles are parked considerably in the village hall car park and the surrounding area so that they are not parked on private property, verges or cause an obstruction to other road users and pedestrians.**
 - Any injury to anyone attending, which is due to the hirer's negligence.
 - **Taking Rubbish away from the premises and disposing of it responsibly.**
 - Leaving the hall clean and tidy
 - Switching off appliances, heating, lights and taps – **PLEASE DO NOT SWITCH OFF FRIDGE OR FREEZER**
 - Closing and locking all external doors and windows before leaving
 - Enforcing the Smoking Ban
 - Familiarising yourself with Emergency Exits and Evacuation Procedures
 - Adopting an Emergency Plan and briefing those attending
 - Reporting any damage or breakages to the Parish Clerk
 - Observing conditions attached to the Premises Licence or adopted by the Parish Council
 - Vacating by the agreed time.
 - Not exceeding the limit on numbers attending
4. **The main Premises Licence conditions are:**
 - Live or recorded music is only permitted from 9am until 12 midnight, unless approved otherwise.
 - No alcohol to be sold on the premises.

THE SECURITY DEPOSIT WILL BE RETAINED IF THE LIMIT ON NUMBERS ATTENDING IS EXCEEDED, IF NOISE FROM MUSIC IS REPORTED AFTER THE APPROVED FINISHING TIME, IF ALCOHOL IS SUPPLIED OTHER THAN IN ACCORDANCE WITH LICENSING RULES OR IF OTHER BREACHES OF THE LETTINGS POLICY OCCUR, IN WHICH CASE FUTURE BOOKINGS MAY BE DECLINED.
5. Hirers wishing to extend these hours or sell alcohol must consult the Parish Clerk for advice. **A Temporary Events Notice** may be required from North Kesteven District Council's Licensing Team, a copy of which must be provided with the booking form.
6. The hall will be inspected before and after the event by the Parish Council's responsible officer and the hirer may be present.
7. Smoking, including e-cigarettes, is not permitted in any part of the building or outside near the main entrance.
8. **NO DECORATIVE ITEMS SHOULD BE FIXED TO THE WALLS, WINDOWS, DOORS OR FRAMES** - hooks have been provided for this purpose. If hirers use a ladder to fix decorative items to hooks, they use this equipment at the hirers risk. The security deposit will be retained if walls and doors are damaged due to this.
9. Illegal Substances, including drugs must not be brought into the premises.
10. Chewing gum is not permitted in the premises.

11. Emergency Exits must not be obstructed by chairs or other items.
12. There must be no naked flames.
13. Overcrowding is not allowed:
 - **Maximum of 100 people - These numbers include any caterers, bar staff, entertainers etc.**
14. Noise levels must not drown out a shouted fire warning.
15. Organisers of meetings, events, functions, classes and other activities and private hirers are strongly advised to incorporate a FIRE SAFETY BRIEFING at the beginning of each session or event and to adopt a FIRE EMERGENCY EVACUATION PLAN (please see details overleaf in Appendix (i)).
16. Fire appliances must not be tampered with.
17. Sub-letting is not allowed.
18. The hirer must be a responsible adult and must sign an agreement to abide by all the rules and conditions of hire.
19. **A Security deposit of £100 will be paid at the time of booking.**
20. The deposit will be returned in full **unless** the hall has been left dirty or there has been any damage as outlined at 1 above, or any other breach of the Lettings Policy or Lettings Rules.
21. The Parish Council reserves the right for any member or responsible officer of the council to attend at any time for the purpose of ensuring that all conditions are being met.
22. The Parish Council will normally permit **setting up time** unless that is incompatible with another activity being undertaken in any part of the hall.
23. **BOUNCY CASTLES** – these may be permitted for children's parties however hirers **MUST** confirm ahead of booking that the floor will be completely protected for the size of the inflatable and the generator being used.
24. **CANCELLATION POLICY**
 - i) If the hirer wishes to cancel the booking before the date of the event, he/she must give as much notice as possible to the booking clerk. Cancellation from occasional hirers received **less than 14 days before the date of the event** may result in the forfeit of the hire fee or a proportion of it as determined by the Parish Council, taking account of the circumstances. Cancellation from regular hirers received **less than 7 days before the date of hiring** may result in the forfeit of the hire fee or a proportion of it as determined by the Parish Council.
 - ii) If exceptional circumstances require it, the Parish Council, on giving notice to the hirer, may cancel the letting on the premises or any part thereof. The hirer may either re-book the facilities for another date, or if appropriate receive back their hire fee/deposit. The Parish Council shall not be liable to the hirer for any resulting direct or indirect damage whatsoever.
 - iii) The Parish Council shall not be liable for any loss due to the breakdown of machinery, failure of supply of electricity, leakage of water, fire or government restrictions which may cause the premises to be temporarily closed or the hiring interrupted or cancelled.

Appendix (i)

Fire Emergency Evacuation Plan

The person(s) responsible for organising any meeting, event, function, class or other activity in the Village Hall has (have) a duty of care in respect of all those attending and an Emergency Plan should be in place. Copies of the Parish Council's Plan, which you are encouraged to follow, are displayed in the foyer and in the main hall.

You should consider:

Planning before the event

- Method of raising the alarm (shouted warning)
- Location and operation of emergency exits
- Evacuation method
- Help for vulnerable persons (children, the elderly, the disabled)
- No delay for belongings
- Assembly Point (far side of car park)
- Checking everyone has left
- Closing all doors if safe to do so
- Switch off any appliances or equipment, if it is safe to do so
- How to call the Fire & Rescue Service by '999' (mobile phone)
- Telling the Fire & Rescue Service what has happened and what dangers there may be
- Meeting the Fire & Rescue Service and explaining what has happened
- Tackling small fires using one of the extinguishers only if you feel it is safe to do so and you are confident in using the extinguisher
- Encourage everyone to remain at Assembly Point until all accounted for
- Ensuring the car park entrance is clear
- Safe removal of vehicles from the car park
- Only return to the building if authorised to do so

Briefing those attending

- How a warning will be given (shout)
- Where the emergency exits are
- Only take valuables immediately to hand
- Location of Assembly Point (far side of car park)
- Smoking Policy

Monitoring during the event

- Ensure emergency exits remain unobstructed
- Ensure smoking policy is adhered to
- Ensure no naked flames are started
- Ensure overcrowding does not occur
- Ensure noise levels cannot drown out a shouted instruction

