

# **WEST END VILLAGE HALL, TRINGHAM HALL, BENNER LANE, GU249JP. REGULATIONS AND CONDITIONS OF HIRE**

## **INTRODUCTION**

- Tringham Hall is available for hire by individuals and organisations for adult and children's parties; conferences; sports and exercise such as badminton, bowls and fitness activities; dog training, pre-school; film shows; theatre productions and many other activities.
- A stage, a public address system, screen and projector and a fully equipped kitchen are available for all users. In addition notice boards may be used before and during an event
- The premises are available for hire from 9.00 – 23.45 Mondays to Saturdays. Sunday bookings may be available on request. The premises are not available on Good Friday, Christmas Day or Boxing Day.
- Unauthorised political and religious propaganda is forbidden.
- The premises are limited to a maximum of 300 persons at any one time and are licensed for music, singing and dancing in pursuance of the Licensing Act of 2003.
- Tringham Hall is a designated polling Station: any booking coinciding with a selected polling date will automatically need to be cancelled.
- The Management Committee reserve to itself and other authorised persons right of entry at all times.

## **BOOKING AND BOOKING ENQUIRIES**

- All enquiries for booking the hall should be addressed to the hall's resident caretaker on 01276 857307.
- All applications for the use of the hall must be made in writing on the booking form.
- The person signing the booking form must be 21 years of age or over and shall be deemed to be the "Hirer" and agrees to be responsible for the due observance of these regulations and conditions.
- Under no circumstances is the Hall to be used for any other event than that shown on the booking form or agreement.
- A booking fee of at least 25% must be paid on booking.
- At least 14 days notice in writing must be given in the event of the cancellation of any booking; otherwise the deposit will be forfeited.
- The balance must be paid 14 days in advance of the event, or on booking, otherwise it will be considered that the booking has been cancelled.

## **WEDDING RECEPTIONS, DISCOTHEQUES AND PRIVATE PARTIES**

- For these events an additional deposit of £200 must be paid at least 14 days before the event.
- This deposit will be refunded in full, provided the premises (inside and outside) have been left in a clean and tidy condition and there is no damage to the premises or its contents.
- If the deposit is in the form of a cheque it will not be banked and can be collected at the conclusion of the event

## SALE OF ALCOHOL

- Sales of alcohol shall NOT take place anywhere on the premises unless the appropriate Magistrate's Court Licence has been obtained by the Hirer. A copy of the licence should be presented to the hall representative (caretaker or key holder) on arrival.

## USE OF KITCHEN

- A fully equipped kitchen is available for use by all hirers
- The kitchen hatch MUST be used for the sale and serving of all liquid refreshments.

## HEALTH AND SAFETY

- FIRE EXITS MUST BE KEPT CLEAR AT ALL TIMES (inside and outside).
- Fire equipment (extinguishers, water and sand buckets etc.) must NOT be moved or used for any purpose except for the purpose for which they are provided.
- Any fire extinguisher let off unnecessarily will be charged to the Hirer at the current rate.
- The emergency lights must not be extinguished: any total failure of the lighting system must be reported immediately to the caretaker.
- Hirers must be aware of the exact location of fire exits and extinguishers.

## NOISE AND DISTURBANCE

- All Hirers are responsible for ensuring that no excessive noise or disturbance is caused by their use of the premises. Particular attention must be paid to ensuring that those people leaving the premises do so as quickly and quietly as possible.
- Hirers using the premises for a discotheque, or the like, must ensure that they will have at least 8 adults on the premises, including the building surrounds, during the whole time that the event is in progress, and for at least 20 minutes after the end of the event.
- Failure to comply may result in the loss of the deposit and will result in the refusal of any subsequent booking.

## GOOD ORDER AND CONDUCT

- On leaving the hall after an event
  - All rooms must be left in a clean and tidy condition.
  - All electrical apparatus including lights and kitchen appliances must be switched off. Failure to do so may result in the Hirer being liable for the extra electricity consumed.
  - Any decorations, equipment, food, jumble etc must be removed.
  - Any notices placed on the notice boards must be removed – any notices already on display must not be covered and must be left intact and not defaced.
  - Tables and chairs should be returned to their original locations
- Under no circumstances may decorations, other notices, posters etc. be fixed to any part of the premises without permission.

## EQUIPMENT AND PERSONAL PROPERTY

- Equipment belonging to organisations or individuals is at the owner's risk while using the Hall, and no such equipment etc. is to be left on the premises after the period of hire has ceased unless agreed by previous arrangement.
- Bouncy castles can be used but will require suppliers or hirers accident insurance. When relying on the suppliers insurance a representative of the supplier must be present at all times that the bouncy castle is in use.
- The West End Village Hall Management Trust will not be responsible under any circumstances in respect of loss, accident, damage, to personal property or injury that may occur whilst persons are on the premises.
- Discotheque lighting and smoke machines are permitted on the stage ONLY.
- Electrical equipment brought into the Hall must have been PAT tested within the last 12 months.
- Any damage caused to the Hall by the use of unauthorised equipment will be charged to the Hirer.
- No alterations or additions may be made to the buildings or the contents, or to the electrical or water services or equipment.

## CAR PARKING

- Motor vehicles and bicycles are parked at the owner's risk in the car park.
- All vehicles must be properly parked, not obstructing the outside doors of the Hall or the Sports Pavilion or on any grassed areas.

## FAILURE TO COMPLY WITH REGULATIONS

- The Management Committee reserves the right to refuse to accept bookings or to cancel any booking at any time prior to the commencement of the event.
- They also reserve the right to stop any event in progress if in their opinion the premises are not being used in an orderly fashion.
- Any damage to the premises or the contents must be promptly reported to the Caretaker, failure to do so will render the Hirer liable for all repairs and replacements.
- The Hirer will be required to pay for all repairs and/or replacements.
- Failure to ensure that the doors and/or windows of the premises are securely shut will result in the Hirer being liable for any resultant damage or loss.
- A copy of the Regulations and Conditions for Hire, together with the list of charges is to be given to each prospective Hirer, together with a confirmation of booking form.

*West End Village Hall Management Committee*

*March 2017*