

## **RULES AND HIRING AGREEMENT**

The Management of the Village Hall is vested in the Management Committee whose powers and composition are defined in the constitution, a copy of which may be seen in the Handbook. Under the provisions of the constitution, the Management Committee is empowered to make rules or to withdraw or amend them.

### **USE OF CENTRE**

Use of the Village Hall and its facilities is subject to the following rules and, in the case of hirers, to the conditions incorporated in the hiring agreement.

### **EQUAL OPPORTUNITIES**

Sherfield on Loddon Village Hall Management Committee is committed to equality of opportunity for all.

It is the policy of the Committee not to discriminate directly or indirectly against anybody (whether staff, volunteers, committee members, users, or the community in general) on the grounds of race, gender sexual orientation, age, disability, religious or political beliefs, or marital status.

A copy of the Policy is available in the Handbook and we expect all User Groups and Users to comply with this Policy.

### **APPLYING TO USE THE VILLAGE HALL**

- a. Application for use of the Village Hall shall be made to the Bookings Secretary.
- b. The right to refuse any application for the use of the Village Hall is reserved to the Management Committee or the Bookings Secretary, provided that the Bookings Secretary reports his/her action to the next meeting of the Management Committee. The Management Committee may refuse an application to use the Village Hall facilities if the use by a particular association or individual represents a risk of public disorder or of alienating the Village Hall's beneficiaries or supporters. In any circumstances of doubt, the Bookings Secretary shall report the Matter to the Chair and shall not confirm the letter without the agreement of the Chair.
- c. All arrangements for the use of the Village Hall are subject to the Village Hall reserving the right to cancel bookings when the premises are required for use as a Polling Station or are rendered until for the intended use.
- d. Residents of the Parish shall normally have priority use of the Village Hall, but all arrangements to hire facilities made with outside bodies and individuals shall be honoured by the Village Hall except as provided for in c) above.

### **HOURS OF OPENING**

Facilities at the Village Hall are normally available between the hours of 9.00 a.m. to 12.00 midnight Monday to Saturday and on Sundays and Bank Holidays by agreement. In exceptional cases, these hours may be extended on application to the Management Committee.

Public entertainment is not permitted on Sunday, Christmas day, Good Friday or Bank Holiday Mondays.

If New Year Eve falls on a Sunday the Management Committee may agree to make an exception to allow a function on this night, provided that music and dancing may continue only until 12.30 am on New Years Day, and the premises must be vacated by 1.00 am. If New Years Eve falls on any other day, then music and dancing may continue into New Years Day, (even if this is a Sunday) until 12.30 am, and the premises must be vacated by 1.00 am.

## **MAXIMUM CAPACITY**

The numbers admitted to the premises are laid down by the Fire Authorities and **must not exceed** the following:

- a) Main Hall – 240 for seated performances, meetings etc. 150 for discos, parties or dances
- b) Liddell Hall – 75 for seated performances, meetings etc. 50 for discos, parties or dances.
- c) Garden Room – 30 for seated meetings

## **SAFETY REQUIREMENTS**

All conditions attached to the granting of the centre's Premises Licence shall be strictly observed. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and to its contents. In particular:

- Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public egress;
- All User Groups and Users are expect to take responsibility for their own fire drills in line with the Village Hall's fire regulations;
- Fire –fighting apparatus shall be kept in its proper place and only used for its intended purpose;
- The Fire Brigade shall be called to any outbreak of fire, however slight and details of the occurrence shall be given to the Caretaker;
- Performances involving danger to the public shall not be given;
- Highly flammable substances shall not be brought into or used in any part of the premises. No internal decorations of a combustible nature (eg: polystyrene, cotton, etc) shall be undertaken or erected without the consent of the Management Committee; No Naked flames are allowed.
- No unauthorised heating appliances shall be used on the premises;
- Each user Group and User is responsible for their own First Aid support and facilities. First Aid boxes are available in the Kitchen of each Hall;
- All electrical equipment brought into the premises shall comply with the Electricity at Work Regulations 1989. The Management Committee disclaims all responsibility for all claims and costs arising from the use of any such equipment that does not so comply;

- In line with current public opinion, the halls and premises available for hire are now designated as **No Smoking Areas**. 'NO SMOKING' notices are prominently displayed and the Committee ask for the co-operation of all those who book the halls by arranging suitable breaks in the events for which they are responsible, so that smokers may leave the premises to smoke.

A copy of the Village Hall's Health and Safety Policy is available in the Handbook However each User Group and User is responsible for their own Health & Safety.

## **SUPERVISION**

The Hirer or person in charge of an activity shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity. He/She shall not be engaged in any duties which prevent him/her from exercising general supervision.

In any event where there is music or dancing or at which alcohol is to be consumed, the hirer shall appoint at least three responsible persons aged 30 or over (If the Liddell Hall is hired, two persons), to be present throughout their period of hire to be responsible for the admission of guests, supervision of the premises, their protection against any damage or alteration and for the behaviour of all persons using the premises. (To ensure adequate supervision, the hirer should nominate additional responsible persons if there are large numbers of disabled persons present).

All persons in charge or on duty shall have been informed of the procedure for evacuation of the premises and shall familiarise themselves with the fire-fighting equipment provided.

## **SAFETY OF VULNERABLE PEOPLE**

It is the responsibility of each User Group or User to ensure that they comply with relevant regulations including The Childrens Act 1989 and any requirements of the Social Services.

## **INTOXICATING LIQUOR**

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the express permission in writing of the Management Committee. Under the new Licensing Act 2003 the Village Hall holds a Premises Licence which allows the consumption of intoxicating liquors, but not their sale.

In order to sell intoxicating liquors it is necessary to have the supervision of a Personal Licence Holder who is also the Designated Person under the Premises Licence. The name of our current Personal Licence Holder may be obtained from the Caretaker. **NO OTHER PERSON OR PERSONS MAY BE RESPONSIBLE FOR THE SALE OF INTOXICATING LIQUORS ON ANY PART OF THE PREMISES.**

## **MUSIC IN THE CENTRE**

The premises are licensed with the Performing Right Society for the performance of copyright music. User Groups and Users should, however, advise the Bookings Secretary as to the frequency of musical performances during their activities. The Village Hall's licence with Phonographic Performance Ltd. (PPL), on the other hand, **does not** cover the performance of recorded music by affiliated groups and other hirers of premises, who must consult the Bookings Secretary before making arrangements for the use of

recorded music. It is the responsibility of any independent user group which uses recorded music on its activities to check if it requires a licence from PPL and, if so, to obtain one.

## **BETTING, GAMING AND LOTTERIES**

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and the persons or associations responsible for functions held in the Village Hall shall ensure that the requirements of the relevant legislation are strictly observed.

## **STORAGE**

The permission of the Management Committee must be obtained before goods or equipment are left or stored at the Village Hall, except that the Caretaker is authorised to grant permission for the overnight storage of goods and equipment brought to the Village Hall for a particular function or event providing it meets safety regulations.

## **LOSS OF PROPERTY**

The Village Hall cannot accept responsibility for damage to, or the loss or theft of, User Groups or Users property and effects.

## **CAR PARKING**

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from the Village Hall. Where parking accommodation is provided and available this must be used, and in any case, users of the Village Hall should avoid undue noise on arrival and departure.

User Groups and Users are responsible for the supervision of their own car parking arrangements.

Disabled Car Parking areas must be used appropriately.

## **NUISANCE**

Litter shall not be left in or about the Village Hall.

Except in the case of trained guide dogs for the blind, dogs shall only be permitted in the Village Hall in connection with organised activities such as dog training or dog shows.

User Groups and Users in the Village Hall are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property.