

BRANSGORE VILLAGE HALL

116 Burley Road, Bransgore BH23 8AY

TERMS & CONDITIONS OF HIRE

Bransgore Village Hall is owned and managed by Bransgore Parish Council. Tel No. 01425 674155

1. Use of the Centre

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

2. Equal Opportunities

The Community Centre shall be open to all members of the community in compliance with the provisions of the Equality Act 2010.

3. Applying to use the Centre

- a) Application for use of the Centre shall be made to the Parish Council Office: hallbookings@btinternet.com. **No booking can be made more than 12 months in advance.**

Persons wishing to hire the Village Hall must be over 18 years of age.

- b) The right to refuse any application for the use of the Village Hall facilities is reserved by the Parish Council or the Clerk to the Council provided his/her actions are reported to the next meeting of the Council's Amenities Committee.
- c) All arrangements for the use of the Village Hall facilities are subject to the Parish Council reserving the right to cancel bookings when the premises are required for use as a Polling Station / by local council or are rendered unfit for the intended purpose.
- d) Local groups shall normally have priority use of the facilities but all arrangements to hire facilities made from outside bodies will be honoured except as provided for in (c) above.

4. Hours of Opening

Facilities at the Community Centre are normally available for use between the hours of 9am to 11.45pm. In exceptional cases these hours may be extended on application to the Clerk to the Council.

5. Maximum Capacity

The Main Hall has a maximum capacity of 200 seated (theatre style) or 250 for dancing (these figures include helpers and performers), Small Hall 50 seated (theatre style) and 70 standing and on no account shall these figures be exceeded.

6. Safety Requirements

All conditions attached to the granting of the Village Hall Premises Licence shall be strictly observed. Nothing shall be done to endanger the users of the building and the policies of insurance relating to it and its contents. In particular:

- a) Obstructions must not be placed in the gangways or exits, nor in front of the emergency exits which must be immediately available for free public access.
- b) The emergency lighting supply must be turned on during the whole time the premises are occupied & must illuminate all exit signs & routes.
- c) Firefighting equipment shall be kept in its proper place and only used for its intended purpose.
- d) The fire brigade shall be called to any outbreak of fire.
- e) Performances involving danger to the public shall not be held.
- f) Highly flammable substances shall not be brought into or used in any part of the building.
- g) No unauthorised heating appliances shall be used on the premises.
- h) The First Aid box shall be readily available to all users of the premises. Located: Kitchen
- i) All electrical equipment brought onto the premises shall comply with the current Electricity at Work Regulations. Each item must be Portable Appliance Tested by a certified electrician.
- j) There is a No Smoking policy throughout the building and its environs.
- k) We would ask that helium filled balloons are not used in the main hall unless they are weighted/secured otherwise they pose a potential problem and could cause a false alarm.
- l) Smoke machines must not be used within the building due to the sensitivity of the fire alarm sensors.
- m) Hirers are not permitted to attach any decorations or notices to the fabric of the building. No sellotape, drawing pins or fixings of any kind shall be used without the prior permission of the Council.

7. Supervision

The hirer or person in charge of the 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. When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons aged 18 years or over on duty. Any event with children/young persons under the age of 18 requires an adult supervision ratio of 1 adult over the age of 25 years for every 10 children / young persons). Depending on the type of event you may be required to have Door Supervisors present. These must come from the approved list & proof of hire will be required.

8. Intoxicating Liquor

The Village Hall can have 12 Temporary Event Notices (TEN's) per year. Permission must be obtained from the Parish Council and given in writing by the Clerk before applying to the New Forest District Council for a TEN to sell/supply alcoholic liquor. A copy of the licence must be supplied to Bransgore Parish Council and all of the conditions imposed must be met.

9. Storage

The permission must be obtained before goods or equipment are left /stored at the Village Hall, except when the Clerk to the Council has authorised overnight storage of goods & equipment brought to the Village Hall before a particular event.

10. Loss of Property

The Parish Council cannot accept responsibility for damage to or loss or theft of Hall users' property and effects.

11. Car Parking

There is a dedicated Car Park at The Village Hall.. All vehicles should be parked in an orderly fashion and not block or obstruct other users of the site. The use of the car park is at the owner's risk.

12. Nuisance

- a) Litter shall not be left in or about the Village Hall premises.
- b) Except in the case of guide dogs for the blind or deaf, dogs shall not be admitted into the Village Hall without the prior approval of the Clerk to the Council.
- c) Hirers are responsible for ensuring that the noise level of their function is not such as to interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses & property.

13. Cleaning & Security/Care of Centre

All use of the Village Hall premises & facilities is subject to the hirers accepting responsibility for returning furniture / equipment to their original position and for securing doors/windows of the premises as directed by the Hall Warden. All hirers shall leave the premises & surrounds in a clean & tidy condition. *Stiletto heels or high heel shoes with the protective plastic heel cap missing (i.e. metal tip showing) are not to be worn in the main hall.*

14. Payment

Hirers will be required to pay a refundable Damage Deposit of £25 but the amount may vary depending on the type of event / function being held. This Deposit will only be returned subject to all conditions being met by the hirer.

Full payment of room hire, including Damage Deposit, must be received at least 10 working days prior to the event / room hire taking place. Failure to pay will result in a declined booking.

Regular Hirers: Invoices must be paid (without deduction) by the due date otherwise the Clerk to the Council reserves the right to refuse future bookings.

If a payment made to the Centre, by a hirer, is subsequently declined causing us bank charges. We will seek reimbursement from the hirer concerned for the charge incurred.

15. Additional Safety Measures

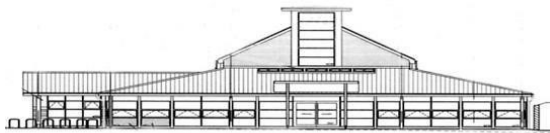
All hirers must read & be familiar with the Fire Safety Procedures.

All hirers must accept responsibility for the safety of their guests/ anyone attending their function. They must identify & assess any potential risk posed. For large events a written risk assessment must be completed & a copy given to management.

Suitable Bouncy Castles are permitted in the Centre either in the Main Hall or in the garden area. However all hirers must accept responsibility for making sure they conform to the safety procedures laid down by the Bouncy Castle Hire Company as the Parish Council cannot accept responsibility. Hirers must also ask to see, from the Bouncy Castle Hire Company, a copy of their Public Liability Insurance & proof that the Bouncy Castles are maintained, for safety, on a regular basis. Copies must be given to management.

It is essential that all access routes, fire alarm panic buttons, gangways, exits & emergency exits are kept clear at all times & free from obstruction. Parents / carers with buggies or pushchairs must ensure that these do not obstruct access to fire alarm panic buttons, gangways, exits & emergency exits. *No cycles shall be brought onto the premises.*

16. Emergency Contacts: Telephone: 07846 574644



BRANSGORE VILLAGE HALL

116 Burley Road, Bransgore, Christchurch, BH23 8AY

Telephone No. 01425 674155 Email: hallbookings@bransgore-parish.gov.uk

Name: Organisation:

Address:

..... Postcode:

Telephone No: Email:

Date of Event: Event Description:

Minimum Booking is One hour. Please also allow sufficient time for setting up/clearing away.

Room For Hire:	Time From:	Time To:	Hours	Rate	Cost
Main Hall/Small Hall* Delete as appropriate					
Stage Area					
Rear Stage (Dressing Room)					
Kitchen (with/without Oven)					
Dishwasher					
Microphone/Sound System					
PAYMENT CAN BE MADE DIRECTLY TO THE PARISH COUNCIL'S BANK QUOTING THE INVOICE NO. AS THE REFERENCE: See Invoice for details	Total Cost:				
	(+)Plus Damage Deposit				
	Balance Due:				

Please sign here if your organisation has its own Public Liability Insurance.....
 Please provide details of expected number of guests/attendees, number of tables/chairs required:

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Hirer Declaration:

I have read the Terms & Conditions governing the use and hiring of the Community Centre and hereby agree to be bound by such conditions.

Applicants Signature: Date:

THE HIRER IS RESPONSIBLE TO LEAVE THE HALL IN A CLEAN AND TIDY CONDITION AND TO ENSURE THAT ALL DOORS/FIRE EXITS ETC. ARE SECURE AND LOCKED WHEN LEAVING THE BUILDING.

