

# NEWPORT VILLAGE HALL

## BOOKING TERMS AND CONDITIONS

### FAQ

#### **How much does it cost to hire Newport Village Hall?**

The basic charge is £12 per hour but other charges apply to weddings and commercial hires etc. – see *list of charges*. A £100 security deposit is required.

#### **How do I obtain the key?**

The security key is obtainable from Newport Village Store, CB11 3QY, located opposite the turning to the Wicken Road. A returnable deposit of £25 is required.

#### **What does the security key open?**

The key will open the main hall door and the door to The Marion Faber Room. It will also unlock the padlock on the car park gate.

#### **Can I supply alcohol at my event?**

*Please see details about the supply of alcohol, Terms and Conditions No 16.* Newport Village Hall holds a licence for the supply of alcohol on its premises. Hirers must use common sense to avoid supplying to minors or to anybody already suffering from excessive alcohol.

#### **What else should I know?**

Hirers are expected to leave the Hall clean and tidy after their event and to place all rubbish in the skip in the car park. There is a broom cupboard located in the left hand corridor to help with any clean up. The Management may withhold all or part of the deposit to cover any extra costs associated with any additional cleaning required.

Hirers must ensure that local residents are not disturbed by excessive noise either from inside the Hall or by people congregating outside the building.

#### **What is the Hall's capacity?**

The Hall's capacity is maximum 120 standing, 80 seated.

**Ref: Newport Village Hall Terms & Conditions October 2018**

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Over the past few years, Newport Village Hall Trustee Management Committee has raised and spent nearly £310,000 to refurbish the Hall. This programme is now complete but ongoing maintenance will be required. Hirers will be warned in advance if any contractors are likely to be on site.

The Hall Committee hopes that you will find that the refurbishment work undertaken has greatly improved the facilities at the Hall.

**The Trustees hope that you have an enjoyable and safe event**

## **1. GENERAL INFORMATION**

1. All confirmations for hire of the Hall must be accompanied by the full booking fee and security deposit.
2. Bookings are not final until the fee and the security deposit are paid and cleared.
3. Hirers may only use the parts of the Hall specified in the booking.
4. Bookings cancelled by the hirer with 4 weeks or more notice of the event will be refunded in full. Those cancelled between 4 weeks and 2 weeks will receive a 75% refund and those with less than 2 weeks will receive 50% refund.
5. The booking should include preparation and cleaning time. No extension of time is permitted beyond the hours stated in the confirmation of booking. The Hall should be vacated and music finish by midnight Monday to Saturday, 11.00pm Sunday, 1.00am New Year's Day.
6. The Hirer shall not use the premises for any purpose other than that described on the Booking Confirmation Form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose.
7. In the event of an unexpected cancellation by Newport Village Hall Management there will be a full return of the booking fee but there will be no compensation for any financial loss sustained as a result or in any way arising out of cancellation of the booking.
8. In accordance with the General Data Protection Regulation (GDPR) that came into effect on 25<sup>th</sup> May 2018 Newport Village Hall only collects and stores limited information such as name, address, email address, phone number, organisation, that is necessary for correspondence, information and service provision. We will only keep your data for the purpose it was collected and only as long as necessary, after which it will be deleted. We will not share or provide your information to any other third party.

**NB:** The Security Deposit Fee is set at £100 to cover any excess payable on the Hall's insurance policy in the event of a claim for damage. *The Deposit Fee may be waived at the discretion of the Hall's Management Committee but this will only be in very exceptional circumstances.*

***Newport Village Hall holds a Premises Licence that permits: -***

1. Performance of plays or dancing
2. Showing films
3. Indoor sporting fixtures
4. Performance of live music
5. Playing pre-recorded music and associated activities, such as dances or discos.

## **2 DISCOS AND SIMILAR YOUNG PERSONS EVENTS**

1. In common with many other village halls in the area, Newport Village Hall Committee regrets that it will no longer accept bookings for young people's parties or discos. Past experience has shown that this type of event too often results in excessive drinking by minors, unacceptable damage to the Hall and its facilities and complaints from nearby residents regarding excessive noise and disturbance. There have been several occasions in the past when the police have been called to deal with antisocial behaviour. The exception is for children's parties up to the age of 11, i.e. primary school age.

## **3 HEALTH & SAFETY ISSUES & EMERGENCIES**

1. The ultimate responsibility for Health & Safety rests with everybody using the Hall. The Hall's Management Committee accept no liability in this respect over and above the statutory Health & Safety standards that have been complied with.
2. Temporary electrical equipment must be protected at source by a residual current device of 30mA sensitivity conforming with British Standard 4293.

3. In order to comply with the Fire Regulations, **NO PARKING** is permitted at the emergency exits to the Hall, or on the forecourt of the Hall. In common with all public buildings, there is a **NO SMOKING AND VAPING** policy throughout the Hall.
4. The location of Fire Exits and Fire Extinguishers/Blankets is shown in the attached floor plan and their location should be noted before the Hall is occupied.
5. **In the event of an emergency, ensure that the Hall is cleared immediately and that the emergency services are called on 999. The address of the Village Hall is Station Road, Newport, Essex, CB11 3PL.** (As soon as possible, inform the Booking Secretary, Camilla Brackstone on 079 496 39114 or the Chair, Peter Gibson on 01799 540249).
6. There is a public telephone kiosk just outside the front door of the Hall for use for emergency calls only.
7. A First Aid box is located in the kitchen. The nearest hospital is Addenbrooke's. Hills Road, Cambridge, CB2 0QQ, Tel: 01223 245151

#### **4 LOSS or DAMAGE**

1. The Hall Management Committee accepts no responsibility for any loss or damage to property or for any personal injury during any period of hire.
2. All serious damage that takes place during a hiring will be the responsibility of the hirer and must be reported to the Booking Secretary **promptly** to ensure that the damage is quickly rectified. The cost of repairing any damage may be deducted from the hirer's deposit.
3. All faults or defects at the Hall should be noted in the Report Book kept in the kitchen.

#### **5 CLEARING UP**

1. The Hall and any of its equipment used by the hirer shall be left in a clean condition on the day of hiring. In the case of Saturday night bookings, cleaning the Hall may be left until Sunday morning but **only** if agreed beforehand with the Booking Secretary.
2. Cleaning materials are located in the cupboard off the left hand passageway. The cupboard has a wall safe containing the keys to various parts of the Hall. All waste items should be placed in the green wheelie bin outside in the car park before you leave. Please do not leave used nappies in the bins, take these home with you for disposal.
3. All chairs and tables should be cleared away after use. Chairs should not be stacked more than 3 high.
4. If in the opinion of the Management Committee the hirer is not deemed to have complied with this condition, the Management Committee will be at liberty to withhold all or part of the deposit to cover any extra costs associated with any additional cleaning required. .
5. The Management Committee's decision will be final and the hirer undertakes to be bound by their decision.

#### **6 LIGHTING & HEATING**

1. The electrical system at present installed at the Hall is rather confusing as it has evolved over the past 50 years. Some of the main hall lights are located to the left of the entrance and the remainder behind the door of the right hand passage. The fuse box for the front of the building is located in the cupboard in the women's toilets and the rear section is controlled by a second box above the second door in the kitchen.
2. In order to comply with fire regulations enforced by Uttlesford District Council, illumination of the Hall by any other means than those provided is strictly prohibited.
3. The switch for the car park light is situated in the front entrance hall.
4. Please remember to switch off all lights including the car park light when leaving.

5. The hot air heating system runs intermittently throughout the day. The Hall's temperature can be adjusted using the thermostat located on the wall near the double fire doors.
6. Power sockets on the stage are linked to a noise limiting device with a traffic light warning system which is fitted on the left at the entrance to the main hall. This power source will cut off the stage electrics if 93 decibels are exceeded (three red lights on the 'traffic light' system). To reset, use the ladder in the right hand corridor to access the re-set button on the front of the control box. Please ensure that the ladder is safely replaced behind the pillar. Hirers intending to use amplifying equipment should discuss this with the Management ahead of the event.
- 7 Stage lighting is not included in the hire and is the property of the NATS group.

## **7. DECORATIONS**

1. Please do not put up decorations with pins, sticky tape or any other fixings that may damage the walls. If necessary, please use 'Blu Tack'. The ceiling tiles in the main hall have been repeatedly damaged by hirers attempting to hang decorations from the ceiling.
2. Please do not install any 'tented effect' material.
3. Stage curtains are not included in the hire and are the property of the NATS group.

## **8. PARKING**

1. The Hall car park can accommodate 25 cars - any overflow can park in the unrestricted areas in Station Road, or in the nearby Newport railway station car park but parking will be subject to charges there. **The car park padlock can be unlocked using the key to the main front door. Please ensure that the gate is always pushed safely right back and locked in the shackle before driving in.**
2. Vehicles and their contents are parked at the owner's risk.

## **9. ACCESS TO KEYS**

1. The keys to the Hall may be collected from Newport Village Stores in Newport High Street, CB11 3QY (Open 7 am to 10pm except Sundays when it closes at 7pm) and a deposit of £25.00 will be required. The deposit will be refunded upon return of the key to the shop before noon the following day. **The same security key also fits the outside door to the Marion Faber Room and the padlock on the car park gate.**

## **10. EVENTS INVOLVING CHILDREN AND VULNERABLE ADULTS**

1. Hirers intending to organise events for children under the age of 16 (except in the case of parents and guardians) and vulnerable adults must ensure that they comply fully with the requirements of the Safeguarding Vulnerable Groups Act 2006. For more information, consult the Essex Safeguarding Children website at [www.escb.org.uk](http://www.escb.org.uk). - or check the Government's website [www.gov.uk/schools-colleges-childrens-services/safeguarding-children](http://www.gov.uk/schools-colleges-childrens-services/safeguarding-children).
2. Newport Village Hall does not provide liability insurance for the use of bouncy castles or other similar equipment inside the hall.

## **11. KITCHEN**

1. The use of the kitchen is included in the hire charge. The water urns and oven should be switched off before leaving. Rodent deterrent switches should be left on at all times.
2. The instructions for the use of the oven are kept in the second drawer down by the cooker.
3. Please do not use sharp knives or place hot saucepans on the counter surface – always use the boards provided.
4. Please do not leave unused food in the bins or fridge. All unwanted food can be left in the large green bin in the car park.

## **12. FACILITIES FOR PEOPLE WITH A DISABILITY**

1. An induction loop system to assist people with hearing loss is fitted in the main hall and the Marion Faber Room.
2. Wheelchair access is available to the main hall via the ramp from the car park and through the fire door.
3. An accessible toilet facility for disabled people, as well as a baby changing table, is available off the bar area in The Green Room.
4. Only guide dogs are permitted in the Hall.

## **13. THE MARION FABER AND GREEN ROOMS**

1. The Marion Faber Room can be hired with the main hall or as a separate meeting room.
2. The Marion Faber Room has a separate heating system. The temperature is controlled by the thermostat located on the right hand wall.
3. The security key that fits the Hall's main entrance door also fits the door to the Green Room and the Marion Faber room. The internal door to the corridor is normally kept locked.
4. Hirers of the Green Room can share access to the kitchen and there is a unisex toilet available at the end of the corridor behind the kitchen.
5. Hirers should ensure that the heating is turned to the minimum in the Main Hall and all lights switched off when leaving the Marion Faber or Green rooms.

## **14 GENERAL CONDUCT**

1. The hirer agrees to be present in person during the period of hire and will provide whatever supervision is required to ensure the good conduct and order of persons using the hall throughout the period of hire.
2. Anti social levels of noise and other causes of nuisance in and around the Hall must be avoided completely so as to ensure there can be no grounds for valid complaints from nearby residents. Failure to observe this condition may result in the forfeiture of your deposit and the Hall's Premises Licence being restricted or revoked.
3. No person under the influence of alcohol shall be admitted. No child under 18 may be served intoxicating liquor. The use or supply of proscribed drugs must never be permitted on the premises.
4. The use of the hall is limited to 120 persons.
5. Fire exits shall be kept clear at all times.

## **15 RIGHT OF CANCELLATION**

- 1. The Hall Management Committee reserves the right to cancel any hire at any stage if there is a clear breach of these conditions.**
- 2. The Hall Committee will not be responsible for any expenditure or loss incurred as a result of cancellation.**
- 3. The Hall Management Committee reserves the right to cancel or amend a booking in the event of a General or Local Election being called; the Hall being required for a village meeting called by Newport Parish Council or other local authority or if the Hall is undergoing major repairs.**

## **16 SALE OR SUPPLY OF ALCOHOL**

Newport Village Hall Management Committee holds a licence for the supply of alcohol.

This concession is granted only if the Trustees ensure that the four guiding principles of the Licensing Act 2003 were strictly adhered to. The four principles are: -

- a. **The Prevention of Crime and Disorder**
- b. **Public Safety**
- c. **The Prevention of Public Nuisance**
- d. **The Protection of Children from Harm – particularly from underage drinking.**

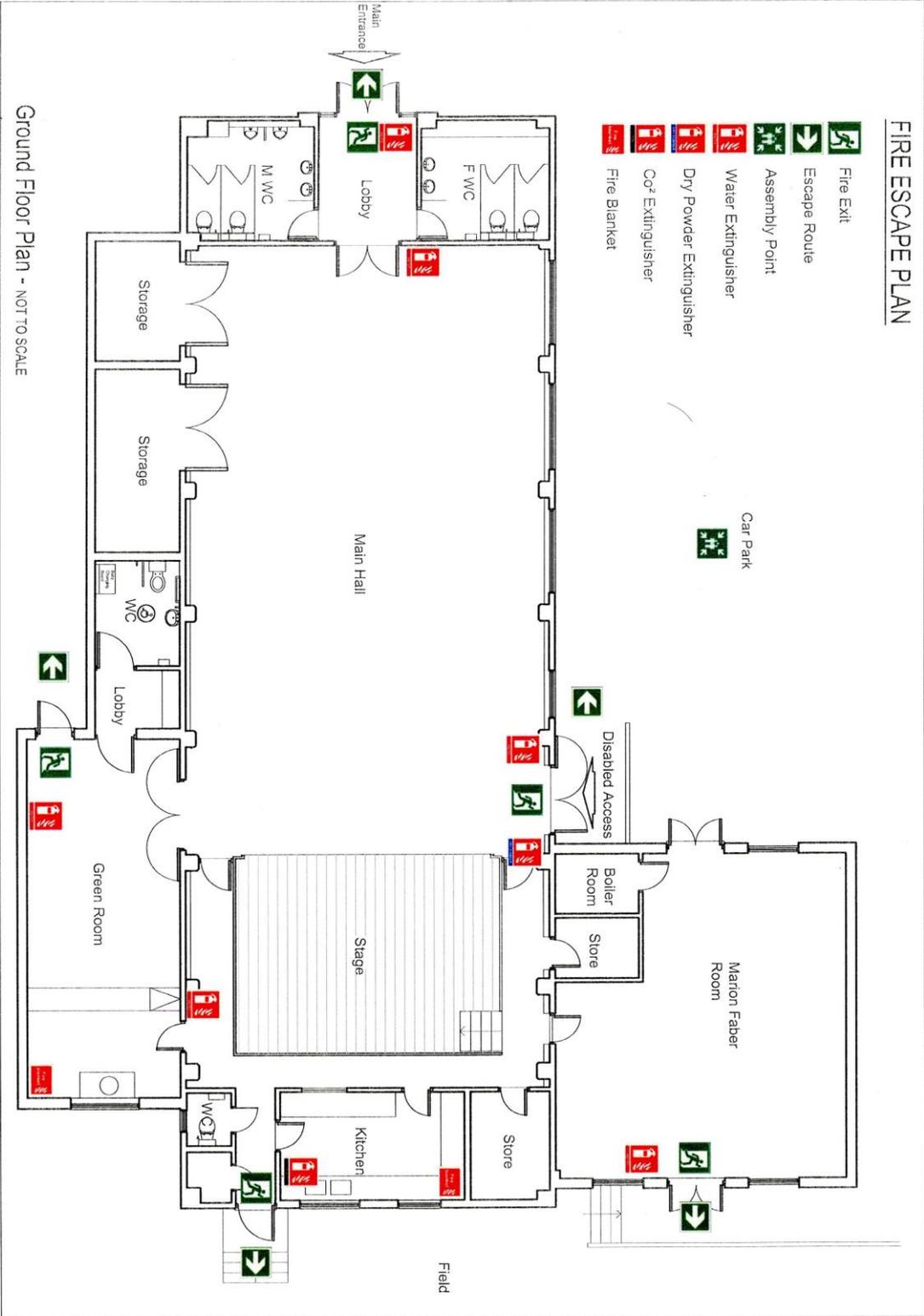
**Newport Village Hall is licensed for the sale of alcohol between 7.00pm and 10.30pm Mondays to Thursdays, and on Fridays between 7.00pm and 11.00pm. On Saturdays, these times are increased from noon to 4.30pm and 6.00pm to 11.00pm. On Sundays, the time reverts back to 7.00pm to 10.30pm. Any variation to these times must be agreed before hand with the Booking Secretary.**

1. **Hirers who intend to sell alcohol must complete the second section of the Booking Form. Failing to supply this information could result in the Trustees exercising their discretion to cancel the booking at short notice.**
2. All hirers must therefore ensure that the event they have responsibility for complies fully with the Hall's Premises Licence by operating strictly within the permitted hours; the avoidance of any noise or other disturbance to local residents and the prevention of underage drinking.
3. **Failure to comply with the rules could lead to a heavy fine/imprisonment for the hirer and the Hall's Premises Licence being revoked. With the Government determined to tighten the penalties for excessive drinking that leads to antisocial behaviour, these rules are clearly intended to keep both hirers and Newport Village Hall within the law.**
4. **Option 1** To avoid such problems, the Hall Committee strongly believes that an event that proposes to sell alcohol should employ professional bar staff that hold a Personal Licence. We can recommend Newport Village Stores Bar Service for a professional bar serving drinks at a sensible price. Please contact Andy Mays or Alan Carr on 07830 186704 or 07817 713806 for more information.
5. **Option 2** If you have engaged another caterer, please would you supply the required details on the form provided. As is usual practice, we will contact the firm and ask for copies of their Personal Licences unless we already have the details on file.
6. **Option 3** If you intend to run the bar yourself and are not known to the Hall Committee, you are required by Uttlesford District Council Licensing Department to provide appropriate references.
7. **Option 4** A hire for an event that involves people bringing their own alcohol does not have to provide such references. However, the hirer is still required to comply fully with the above guiding four principles.
8. Newport Village Hall subscribes to the principles laid down in **Challenge 25**. This requires that any person aged 25 or under may be required to provide proof of age.

***Finally, the Hall Management Committee reserves the right to limit in any one year the number of events held at the Hall where alcohol is available.***

# FIRE ESCAPE PLAN

-  Fire Exit
-  Escape Route
-  Assembly Point
-  Water Extinguisher
-  Dry Powder Extinguisher
-  Co<sup>2</sup> Extinguisher
-  Fire Blanket



Ground Floor Plan - NOT TO SCALE