

NEWPORT VILLAGE HALL

BOOKING TERMS AND CONDITIONS

November 2010

NEWPORT VILLAGE HALL IS A REGISTERED CHARITY NO 1012618

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Over the past few years, Newport Village Hall Trustee Management Committee have raised and spent nearly £300,000 to refurbish the Hall. There is still more work to be done and 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 Hall Committee is determined to finish all the work just as soon as funds permit.

The Trustees hope that you have an enjoyable and safe event

***Please Treat the Hall as Though It Was
Your Own Place –***

‘Cos It Is’!

1. GENERAL INFORMATION

1. All confirmations for hire of the Hall must be accompanied by the booking fee and security deposit, (the full hire charge being payable 14 days prior to the hire date)
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 within one week of the event may be subject to a levy of 25% of the hire fee.
5. No extension of time is permitted beyond the hours stated in the confirmation of booking.
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 or in any unlawful way.
7. The Hall's insurance policy only provides some cover for regular users but one-off events must provide their own insurance.

NB: The Security Deposit Fee is set at £250 to cover the excess payable on the Hall's insurance policy in the event of any claim for damage. *The Security 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 in principle, it will no longer accept bookings for young people's parties or discos.
2. 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 ensure that acceptable standards of behaviour are maintained. However well organised an event may appear to be, the problem often arises when gate-crashers disrupt the evening
3. The Hall Management Committee fully recognises that this ruling will seem unfair to the many responsible young people who may wish to use the Hall. However, the Hall Committee must ensure that the future of the Hall is not jeopardised by loutish behaviour by anybody **of any age** that will lead to the Hall's Premises Licence being restricted or even revoked.

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** 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.** (As soon as possible, inform the Booking Secretary, Jessica Bowen on 01799 540198 or the Chair Peter Gibson on 01799 540249).
6. There is a public telephone kiosk just outside the front door of the Hall.
7. A First Aid box is located in the kitchen

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, as well as supplies of consumable items such as toilet paper. All waste items should be placed in the green wheelie bin outside in the car park
3. 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.
4. 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 hirer is also responsible for ensuring that the emergency lighting system is switched on throughout the whole period of hire (the switch is located in kitchen fuse box). 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 heating system is strictly under the control of the Booking Clerk and must not be tampered with. Any problems with the heating should be reported immediately to Jessica Bowen on 01799 540198.
6. To extend the heating, there is a timed over ride button on the wall of the left hand corridor. It does not switch the heating off, though.

7. **A noise limiting device with a traffic light warning system is to fitted on the left at the entrance to the main hall and is set to cut-off the stage electrics if 85 decibels are exceeded (Three red lights on the 'traffic light' system). To reset, use the ladder under the stage to access the re-set button on the front of the control box.**

7 DECORATIONS

Please do not put up decorations with pins, sticky tale or any other fixings that may damage the walls If necessary, please use 'Blue Tack'. The ceiling tiles in the main hall have been repeatedly damaged by hirers attempting to hang decorations from the ceiling.

If creating a 'tented effect' within the main hall, please ensure that the fabric is flame proof and that the material is hung using the existing wires.

8. PARKING

1. Station Road, outside the front of the hall is a well-used public road and this must not be obstructed. The hall car park can accommodate 25 of cars and any overflow could utilise the nearby Railway Station car park but will be subject to charges. **The car park padlock can be unlocked using the key to the main front door.**
2. Vehicles and their contents are parked at the owners risk

9. ACCESS TO KEYS

1. The keys to the Hall may be collected from Costcutters Village Stores in Newport High Street (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.
2. **The same security key also fits the outside door to the Green 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.
2. For more information, consult the Essex Safeguarding Children website at www.escb.org.uk. - or check the Government's website www.isa.gov.uk.

11. KITCHEN

1. The use of the kitchen is included in the hire charge. The hot water, oven isolator and 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.

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 a second system will shortly be installed in the Green Room.
2. Wheelchair access is available to the main hall via the ramp from the car park and through the fire door. A bell/strobe light system is fitted inside the hall to alert people that a wheelchair user is seeking admission.
3. An accessible toilet facility for disabled people, as well as a baby changing table, is available off the bar area.
4. Only guide dogs are permitted in the Hall.

13 THE GREEN ROOM

1. The Green Room can be hired with the main hall or as a separate meeting room.
2. The security key that fits the Hall's main door entrance door also fits the door to the Green Room. The internal door to the corridor is normally kept locked.
3. The electric heating is controlled by the thermostat on the right hand wall, together with the main light switch.
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 and all lights switched off when leaving the Green room.
6. Funds are needed to improve the present access to The Green Room for disabled people.

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 220 persons.
5. Fire exits shall be kept clear at all times.
6. Admission of children under 18 to the exhibition to any film must comply with the recommended age limits

RIGHT OF CANCELLATION

The Hall Management Committee reserves the right to cancel any hire at any stage if there is a clear breach of these conditions.

The Hall Committee will not be responsible for any expenditure or loss incurred as a result of cancellation.

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

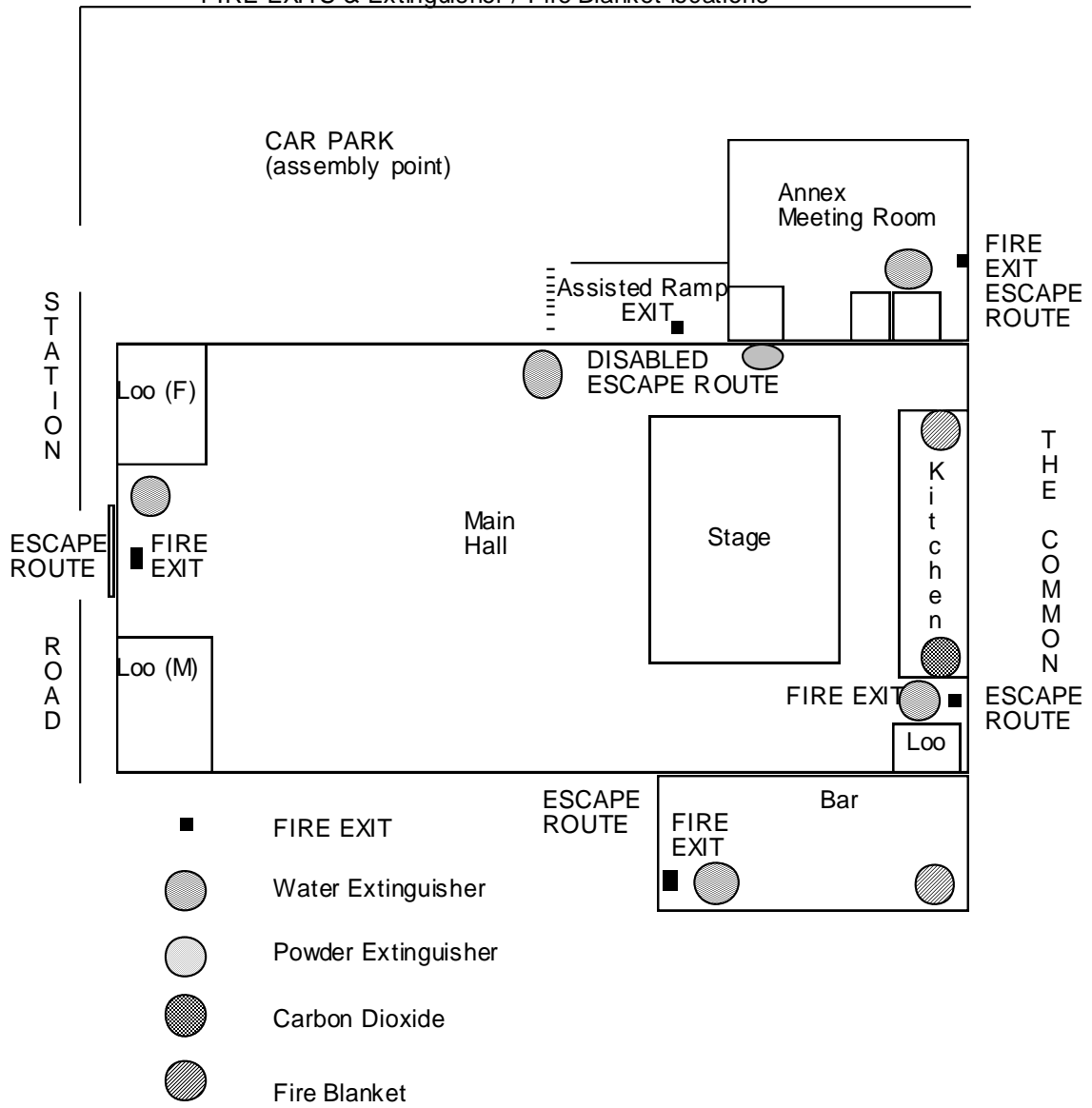
In January 2010, Newport Village Hall Management Committee successfully applied for a variation to its existing Premises Licence that would enable the Committee to grant a licence to hirers for the sale or supply of alcohol.

This concession was granted only on the basis that 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 under age drinking.**
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's Costcutter 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.

FLOOR PLAN (not to scale) SHOWING POSITION OF
FIRE EXITS & Extinguisher / Fire Blanket locations



Appendix Relating to the Supply of Alcohol

Uttlesford District Council Licensing Department

From 6th April 2010

The responsible person should take steps to prevent the irresponsible promotion and supply of alcohol on the premises: -

1. Through games or similar based on a time limit or that otherwise might encourage the competitive consumption of alcohol.
2. Or provide unlimited quantities of alcohol free or for a fixed or discounted price
3. Or provide unlimited quantities of alcohol free or discounted by way of a prize
4. Or sell or provide alcohol in association with promotional material that glamorizes anti-social behaviour, encourages or otherwise portrays drunkenness in a favourable manner.
5. Or permits the dispensation of alcohol by one person directly in to the mouth of another.
6. Tap water must be available free on request by customers

From 1st October 2010

Where the following drinks are sold or supplied (other than those pre-prepared in securely closed containers), they must also be available to customers in the following measures: -

1. Beer or cider, half pint
2. Gin, whisky, rum, vodka or other spirits, 25 ml or 35 ml
3. Still wine in a glass, 125 ml
4. Customers must be made aware of the availability of these measures.

Other Existing Mandatory Conditions

1. The hirer must ensure that all bar staff strictly follow the age verification process laid out in 'Challenge 25'. This requires that before serving any customer whose age appears to be under 25, they must provide documentation bearing their photograph, date of birth and where appropriate, a correct holographic mark.
2. Every supply of alcohol under the premises licence must be made or authorised by the hall management committee.
3. No alcohol is allowed to be stored overnight on the premises
4. References must be taken out on all hirers who do not hold a personal alcohol licence and are not known by the hall management committee.