

# DETAILED TERMS AND CONDITIONS

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Over the past few years, Newport Village Hall Trustee Management Committee has raised and spent nearly £280,000 to refurbish the Hall.

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 booking fee and 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.

**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. (The exception is for children's parties up to the age of 11, i.e. primary school age). 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.

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

1. The ultimate responsibility for Health & Safety rests with everybody using the Hall. The Hall's Management Committee accepts 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, 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.
7. A First Aid box is located in the kitchen

## **2. 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
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. A second fuse box is located behind the right hand corridor and the rear section of the building has a third 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 from 9am to 12 noon, 3pm to 4.30pm and 6pm to 9pm. The Hall's temperature can be adjusted using the small controller on the left of the main hall. **PLEASE TURN THE CONTROLLER TO THE LOW POSITION BEFORE LEAVING**
6. **A noise limiting device with a traffic light warning system is 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 in the right hand corridor to access the reset button on the front of the control box. Please ensure that the ladder is safely replaced behind the pillar**

## **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.

Please do not install any 'tented effect' material.

## **8. PARKING**

1. The Hall car park can accommodate 25 of 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. **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 owners risk

## **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.**

## **9. 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).

## **10. 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 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. A door bell is fitted inside the hall to alert people that a wheelchair user is outside on the ramp and 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 MARION FABER ROOM**

1. The Marion Faber 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 should only be used in the event of a boiler failure or outside the specified heating times. The temperature is controlled by the thermostat located on the right hand wall.
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 electrical heating is turned to the minimum and all lights switched off when leaving the Green room.

#### **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.

Fire exits shall be kept clear at all times.

#### **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**

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 19.00 and 22.30 Mondays to Thursdays. On Fridays and Saturdays, these times are increased to 18.00 to 23.30 pm. On Sundays, the time reverts back to 19.00 to 22.30 pm. Any variation to these times must be agreed before hand with the Booking Secretary.**

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

