

BRAISHFIELD VILLAGE HALL

**BRAISHFIELD ROAD
BRAISHFIELD
HAMPSHIRE
SO51 OPN**

TEL: 01794 368173.

TERMS AND CONDITIONS OF HIRE

With effect from 1 February 2016

(updated with Hall User Guide reference 15 Dec 2018)

NEW

Free WIFI now available

Shop and Pantry trading

Large free Car Park for Hall users

Cost of Heating / Ventilation included in MAIN HALL hire rate

The Hall is licensed to sell Alcohol (see Condition 4 below for more information)

Registered Charity No 1172015

BRAISHFIELD VILLAGE HALL

TERMS OF HIRE

Please note that the hall cannot be hired by persons under the age of 21 years. For the purpose of these conditions the term HIRER shall mean an individual hirer or, where the hirer is an organisation or its authorised representative.

HIRE CHARGES (effective from 1 July 2015)

Week Day Hourly Rates (Not applicable between 6.00 p.m. Friday and Midnight Sunday)			
Room	Residents Rate	Non Residents Rate	Commercial
Main Hall	£6.50	£10.00	£11.50
Committee Room	£4.50	£6.50	£8.00
Hall and Committee Room	£10.50	£15.50	£18.00

Peak Weekend Hourly Rates From 6.00 p.m. Friday until midnight Sunday			
Room	Residents Rate	Non Residents Rate	Commercial
Main Hall	£13.00	£18.50	£21.50
Committee Room	£8.50	£12.50	£15.50
Hall and Committee Room	£20.50	£29.00	£35.00

All Inclusive Rate – Friday/Saturday/Sunday Evenings 6.00 p.m. to Midnight			
Room	Residents Rate	Non Residents Rate	Commercial
Hall and Committee Room	£105.00	£143.00	£185.00

All Inclusive Rate – All day Saturday 11.00a.m. to Midnight			
Room	Residents Rate	Non Residents Rate	Commercial
Hall and Committee Room	£203.00	£290.00	£390.00

Wedding Rate 6.00 p.m. Friday till Noon Sunday			
Room	Residents Rate	Non Residents Rate	Commercial
Hall and Committee Room	£330.00	£390.00	£470.00

Children's Parties – Saturday or Sunday			
Room	Residents Rate	Non Residents Rate	Commercial
Whole Hall	£45.00	£55.00	n.a.

Brownies 'Special' Hire Rate for Whole Hall: £85.00 per day.			
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The above rates are for the hire of the Village Hall (or part of) with free use of the car park. If the hirer wishes to use the Recreation ground they need to contact the Parish Council separately. See note 19 below.

1. The HIRER shall pay an insurance security of £120.00, which is refundable provided no damage to the premises, furnishings and fittings occurs during the hire period. In the event of serious misuse of the facilities this shall not be the limit of the HIRERS liability. **The insurance deposit may also be withheld as a result of noise nuisance and/or disturbance during the hire period.**
2. The HIRER must pay the hiring fee in full together with the insurance security no later than two weeks before the event. Where the HIRER wishes to cancel the booking after payment and the Committee is unable to re-let the premises then a refund is not normally granted.
3. The HIRER must pay a deposit of £25.00 on receipt of the Hire Agreement to secure the booking.

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CONDITIONS OF HIRE

1. The HIRER shall be present during the hire period and be responsible for: (1) all aspects of the hall including its safety from damage and care of its contents; (2) the village hall key; (3) the prevention of behaviour which could be construed as a public nuisance; (4) ensuring events for young persons are adequately supervised; (5) returning the hall and the adjacent area to a clean and tidy state; (6) returning all furniture to its usual place; (7) supervising the car park and avoiding highway obstruction and (8) locking the hall securely on leaving the premises.

Please refer to the Hall User Guide which can be downloaded from the Village website - www.braishfield.org/Village_Hall.html or the copy in the Village Hall Foyer.

2. The HIRER'S insurance security fee will be used if the committee determines that paragraph 1 has been contravened and the premises or furnishings or fittings have been damaged or extra cleaning is required.

3. The HIRER shall only use the hall for the purpose described in the hiring agreement and shall not sub-hire the hall or use it for any unlawful purposes including contravening the Betting, Gaming and Lottery laws, health and safety regulations, and Local Authority and Fire Service regulations.

4. The premises are licensed for the SALE of alcohol. If alcohol is to be sold the HIRER can be included on the Hall license for a fee. Contact the Bookings Secretary for more details.

5. The HIRER is responsible for meeting the interests of local residents by ensuring: (1) quiet arrival and departure; (2) all external doors are kept closed, except when guests are arriving and departing, and the ventilators provided are used instead of opening doors; (3) music is stopped by 11.15pm Sunday to Thursday and 11.45pm Fridays and Saturdays; (4) guests have left by 11.30pm Sunday to Thursday and by midnight on Fridays and Saturdays and (5) the hall is cleared by midnight on Sunday to Thursday and 12.30am on Fridays and Saturdays.

6. The HIRER is responsible for ensuring there are a maximum of 230 persons for dances and functions or 190 persons for seated events to comply with the hall's public license.

7. The HIRER is responsible for essential hall safety and comply with all notices. This includes ensuring that fire escape doors and all passage ways are kept clear and that no fire hazards or highly flammable materials and substances are brought into the hall. All electrical appliances brought onto the premises by the HIRER must be safe and CE approved. The HIRER and attendants must know how to call the Fire Brigade, where fire extinguishers are located and how to use them, and how to evacuate the hall. The Fire Brigade must be called in the event of any fire, however slight, and full details must be supplied to the committee. At public performances chairs must be battened together in lengths of not less than 4 and not more than 12, with no seat more than 15 feet from the passageway. The Hirer must also comply with the parking notice and not park vehicles within the stated distance of the front door.

8. The HIRERS attention is drawn to the **no smoking policy** that applies throughout the premises and the need to enforce this to prevent the activation of alarmed smoke alarm detectors.

9. The Committee undertakes to display in the hall relevant information on essential safety including action to be taken in event of fire which includes; the operation of the fire equipment, calling the fire brigade, evacuating the premises, escape routes and the need to keep fire doors closed. The HIRER should make themselves aware of their responsibility in the event of a fire.

10. The Committee will not permit the hiring for the purpose of parties for youths between the ages of 14 and 18 years.

11. The HIRER complies with The Children's Act 1989 by seeing that only fit and proper persons have access to children. **The hirer's attention is drawn to the Child, Young Person and Vulnerable Adult Safeguarding Policy as well as the Protection Incident Reporting Form which can be downloaded from the Village website: http://www.braishfield.org/Village_Hall.html**

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CONDITIONS OF HIRE (Continued)

12. The HIRER must ensure there is adequate supervision during the hiring and not less than two competent attendants of more than 18 years for up to 100 people and three thereafter. More attendants are required at young person's events.
13. The HIRER shall, if preparing and serving food, observe all relevant food, health and hygiene legislation and regulations. If the HIRER arranges for subcontractors to supply the food he/she must ensure that the subcontractor complies with these regulations.
14. The HIRER shall ensure that all sound amplification equipment, public address and disco systems **are connected to the sockets provided to access the airborne noise limiter system.**
15. The HIRER must remove all posters and promotional material for any event from the village within 48 hours. Failure to comply with this request will mean that the insurance security will not be refunded.
16. The Committee reserves the right to refuse an advance booking without notice or terminate an event taking place when it considers the HIRER is not carrying out the terms of the agreement. Such action may be taken when the Committee is dissatisfied with the supervision of, or behaviour of participants at an event, or where general and fire safety is compromised.
17. The Committee shall refund any monies paid by the HIRER, in the event of the hall being judged by the Committee unfit for hire, for reasons beyond their control.
18. The Committee reserves the right to cancel a hiring when the hall is required as a polling station for a general, local or by-election.
19. The use of the Braishfield recreation ground is NOT included with the hiring of the Village Hall. Where the hirer wishes to make use of the recreation ground in association with an event held in the hall, the HIRER must contact the Clerk of Braishfield Parish Council, clerk@braishfield-pc.org, to make a booking for the recreation ground.
20. These Terms and Conditions of Hire issue: 10 dated 1 Feb 2016 were adopted and approved by the Committee on Wednesday 13 January 2016.

Signed: _____
(Chairman)

Dated: _____