

Yatton Keynell

Yatton Keynell Village Hall

Terms & Conditions of Hiring for Casual Bookings

Updated November 2017

Bookings are accepted at the discretion of the Yatton Keynell Recreation Association operating within the terms of the License granted by North Wilts District Council under the Licensing Act 2003.

Applications

Reservations are accepted only on payment at the time of booking or within five days of receipt of the invoice. Applications should be accompanied by payment of the fee as stated in the invoice and the completed Application Form; **the balance must be paid the week before the event is due to take place.** The person signing the Application Form shall be deemed to be the Hirer. At least one month's notice must be given to the Booking Secretary if the Hirer wishes to cancel the booking and the YKRA reserves the right to withhold a proportion of the monies paid if it is unable to obtain a replacement booking.

Cheques to be made payable to Y.K.R.A.

Conditions of Hire – to be retained by the Hirer:

1. The Hirer will arrange for a minimum of two clearly identifiable stewards, recruited from those attending, to officiate. The Hirer or nominated person/s shall be present throughout the hire.
2. The Hirer will be responsible for the maintenance of good behaviour during the hire and will ensure that persons living nearby are not disturbed by keeping noise to a minimum during or whilst leaving a hall event.
3. **A deposit of £50 will be charged on the invoice which is payable with the deposit** and will be returned immediately after the event providing the Hall is left in the condition in which it was found. Any repairs or replacements will be deducted from the deposit.
4. The Hirer will repay the YKRA, on demand, reinstatement or replacement costs for any damage to, or theft of, the hall fabric or its contents during the period of the hire. The Hirer will also reimburse YKRA for any additional cleaning costs that have been incurred should the Hirer not leave the Hall in a clean and tidy state and for any additional costs incurred through the disposal of waste material which the Hirer has left behind on the Village Hall site.
5. The Hirer is responsible for the cleanliness and tidiness of the hall and its surroundings and should leave the building in the condition in which they would expect to find it. All kitchen work tops, cooker and surfaces must be cleaned and wiped down after use. The Hirer must ensure that all tables and chairs are stacked in a safe manner and are positioned such that they do not obstruct fire exits. Any spillages must be cleared up using the equipment in the cleaning cupboard.

All rubbish must be placed in the appropriate bins provided, and all empty glass drinks bottles, cans etc placed in the recycling bins at the bottom of the car park. If you have too much rubbish, then this must be taken back with you. On NO account should waste material including bin bags, empty bottles, cans etc be left outside the kitchen door or left beside the bin.

If tidying up is to be left until the following morning, this MUST BE arranged with the Booking Secretary. The cleaning equipment is in the cupboard which is in the main hall to the left of the first fire/patio doors.

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- The Hirer will comply with all statutory requirements and regulations currently in force and will indemnify the YKRA against any claims, demands, action or proceedings in respect of any incident occurring during the period of hire, unless negligence can be proved to be attributable to the YKRA or to defects associated with the premises.
- Hirers and other members of their group **must not park their cars on the service road in front of the Village Hall** as access may be required for emergency vehicles.
- In line with the Premises License granted under the License Act 2003 and at the discretion of the YKRA Committee the maximum occupancy of the hall will be:

<i>Events involving dancing</i>	<i>140 persons</i>
<i>Events involving close seating</i>	<i>100 persons</i>
<i>Events involving tables & chairs</i>	<i>100 persons</i>
<i>Events involving combined dancing and seating</i>	<i>110 persons</i>

- Hall licensing hours:

<i>Monday to Saturday</i>	<i>09.00 – 23.59</i>
<i>Sunday</i>	<i>09.00 – 22.30</i>

Entertainment must not over-run these times.

Please note: **DANCING IS NOT PERMITTED ON SUNDAY**

An extension to 01.00 is available on New Year's Eve.

- The Village Hall is NOT licensed for the sale of alcohol. If Hirers wish to sell alcohol, as part of their event, it is their responsibility to ensure that the appropriate "Temporary Event Notice" granted under the Licensing Act 2003 has been obtained. It is also the Hirer's responsibility to ensure that the conditions of the "Temporary Event Notice" have been fully complied with. The Management Committee will require to see evidence that such Notice has been obtained and reserve the right to withhold use of the Hall should a Hirer not obtain the requisite "Temporary Event Notice".
- Hirers must establish the position of fire points and emergency exits on entering the building. Fire exits must be kept clear at all times and be properly locked shut with all internal doors closed, before leaving the hall. The Hirer must also ensure that all external windows and other doors are locked before leaving the Hall.
- The YKRA has a policy of **NO SMOKING** within the building and Hirers must comply with this requirement.
- The Hirer must report all breakages and other problems with the fabric of the Hall to the YKRA Committee.
- Hirers **MUST NOT** affix notices and other publicity material on Village Hall walls and windows. The notice boards and white boards provided should be used for this purpose.
- All relevant electrical circuits (lights, kitchen appliances, water, heating & hall radiant heating) must be turned off before leaving the hall. Electricity must **NOT** be turned off by means of the main circuit breakers, as essential supplies may be isolated. All water taps must be turned off.
- The YKRA Committee accepts no responsibility for any article/s brought on to or left at the premises and all liability for loss or damage thereto is hereby excluded. Any equipment or other property not removed at the end of the hiring may be charged an additional fee.

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17. The YKRA Committee may, at its discretion, dispose of any items not removed within seven days after the hiring by sale or otherwise on such terms as it thinks fit and reserves the right to charge the Hirer any costs incurred in selling or otherwise disposing of same.
18. The YKRA Committee reserves the right to cancel a booking if :
 - The premises are required for use as a Polling Station for a Parliamentary or Local Government election of by-election.
 - The Committee considers that the hiring could breach licensing conditions or other legal requirements or that unlawful or unsuitable activities may take place as a result of the hiring
 - There is an emergency which requires the use of the premises as a shelter for victims of flooding, snowstorm, fire or similar disaster.

In such cases the Hirer will be refunded of any monies already paid but the YKRA Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.
19. Users are responsible for the safe use of electrical items including those brought to the premises by the user. Circuit breakers are located in the electrical cupboard adjacent to the main doors and are for emergency use only.
20. A first aid box and accident book are located in the kitchen, in the marked drawer in the island unit.
21. The Hirer will be responsible for provision of suitable traffic control for any events likely to generate high levels of traffic in the local area.
22. Step ladders are used at The Hirer's risk and must be used in line with operating instructions.
23. The Hiring Agreement constitutes permission only to use the premises. It confers no tenancy or other right of occupation to the Hirer.