

# TWYFORD VILLAGE HALL

## Conditions of Hiring/Letting

Revised 07/2020

The following accommodation is available: -

MAIN HALL - for meetings, activities, entertainment, etc.

SMALL COMMITTEE ROOM – for meetings of small groups and one to ones

(NB Please also see COVID conditions of hire)

Applicants are advised to inspect the accommodation available before submitting an application to hire. The premises are licensed under the “Theatre Act” 1843 for the performance of stage plays, music, singing and dancing, subject to the relevant licence conditions. Consideration of noise levels must be made, both inside and outside of the hall.

### CONDITIONS OF LETTING

1. The application signatory shall be deemed to be the hirer and shall be personally responsible for the observance of the conditions stated. The hirer shall also be responsible for the orderly vacation of the premises on expiry of the entertainment licence for that event.
2. (COVID-19 track & trace) - the hirer shall be responsible for making sure that a clear record of names and contact details is kept in the Visitors Attendance Record of anyone attending or using the Hall during the hiring period.
3. The hall must not be sub-let for any purpose.
4. CANCELLATION OF HIRING - No refunds are available to the hirer in the event of the hirer cancelling a booking. The committee reserves the right to cancel any letting at any time, should an emergency use of the hall be required, or, for reasons beyond the control of the committee, the hall is unable to be used. The committee IS NOT RESPONSIBLE for any loss which may arise therefrom to the hirer. In such an eventuality the hirer's fee paid will be refunded to the hirer, but the committee shall not be liable to pay any compensation to any person in respect of the cancellation of the letting.
5. COPYRIGHT - The copyright laws MUST be adhered to, since THE COMMITTEE WILL NOT BE HELD RESPONSIBLE FOR ANY BREACHES THEREOF committed by the hirer. Any infringement of copyright incurring legal costs shall be payable by the hirer.
6. APPARATUS - The hirer shall remove all personal property immediately after the hire session, and shall leave all hired parts of the hall in a reasonably tidy condition following the conclusion of the function, and will return the key to the Village Hall letterbox, or the Bookings Officer. Failure to comply with this condition will result in forfeiture of the £50 retention fee. (Please also note the additional COVID conditions of hire re: rubbish collection and removal)

7. DAMAGE - The hirer is responsible for the preservation of order during a function, and in the event of any disorder arising must notify the Village Hall committee immediately. The hirer will be held responsible for any loss or damage done to the hall, furniture, utensils, equipment or other property belonging to the hall, during the period of, or otherwise arising from such a hired session, and will be required to compensate fully for repairs/replacements. Nails may NOT be driven into the walls or woodwork within the hall, and no Bluetac, drawing pins or sellotape is to be used on woodwork or walls. (Please also see additional COVID Hiring conditions)
8. The hirer may be asked to pay 50% of the hire fee plus an additional £50 retention fee, at the time of hiring. This £50 retention fee will be refunded, subject to deductions for damage, within three days of the hire session.
9. ENTRY - The committee reserves to itself the right of entry for its members to all parts of the hall at all times.
10. EXITS - All doors offering an exit route from the hall shall be kept UNFASTENED AND UNOBSTRUCTED, hence available for immediate exit, during the whole time that the hall is in use. (Please also see additional COVID Hiring conditions re entrances and exits) It is important that hirers are familiar with the locations of fire exits, fire extinguishers and assembly point.
11. NO SMOKING - Smoking is not allowed in any part of the premises.
12. SALE OF ALCOHOL - The hall is NOT licensed for the sale of alcohol, but the hirer may make application for an "occasional" licence in order to sell alcohol on the premises. The hours of licence MUST be adhered to.
13. LOSS OF ARTICLES - The committee is NOT responsible for loss of or damage to property belonging to private individuals using, hiring or attending ANY FUNCTION that takes place within TWYFORD VILLAGE HALL.
14. FIRE REGULATIONS - Doorways and corridors MUST be kept clear of impediments thereby facilitating rapid and safe exit from the hall. The hirer shall be responsible for observing the Fire Safety rules displayed in the foyer and acting accordingly should an outbreak occur. No naked lights are allowed. All cooking is to be confined to the kitchen appliances. In an emergency it is the responsibility of the hirer to check that all rooms used (including toilets) are vacated.
15. FIRE ASSEMBLY POINT – If the hall has to be vacated, the assembly point for people leaving is on the open ground at the corner of Main Street with Main Road.
16. HEALTH & SAFETY - The terms of the Health & Safety policy must be strictly adhered to. Reasonable care to be taken at all times.
17. WASTE MANAGEMENT - Melton Borough Council collects only recyclable material from the hall - bottles, cans and paper can be placed in the brown bin outside the hall. All other waste, food, etc, must be taken away. (Please see additional COVID Hiring conditions re: cleaning and rubbish removal)

SCALE OF HIRE FEES: Please contact the Hall Bookings Officer for current details. Please note that hiring fees are payable seven days before the date of hire.

OCCUPANCY: MAXIMUM NUMBERS:

Seated at tables: 135

Standing: 140

**NB – during periods when COVID emergency regulations are in for please consult with the Bookings Officer re your event and the number expected to attend**