**NORTH FERRIBY VILLAGE HALL TRUST**

***Registered Charity No. 223908***

**CONDITIONS OF HIRE**

1. **BOOKINGS**
	1. Applications for the hire of the premises should be made to the Booking Secretary/Caretaker.
	2. Applications for hire of the premises must be signed by the applicant and kept by the Trust as an acknowledgement of acceptance of the Conditions of Hire.
	3. The right to refuse any application for hire of the Hall or to refuse admission to any individual or to impose specific conditions without assigning any reason is reserved to the Committee, or to the Chairman acting on its behalf, provided that a report is made to the next meeting of the Committee.
	4. Hire charges will be agreed with the hirer prior to the commencement of the hire.
2. **PAYMENT**

2.1 **Contract Hirers:** payment shall be made to the Treasurer within twenty one days of the date of the invoice, unless otherwise arranged.

2.2 **Occasional Hirers:** payment of the deposit should accompany the Application for Hire; the balance, together with a refundable cleaning deposit, shall be sent to the Treasurer one week before commencement of the hire.

**Note**: Contract hirers are those who book regular weekly or monthly sessions.

1. **CANCELLATION**

 Notice of cancellation of a single booking must be given in writing one week in advance. For Contract Hirers one calendar months notice must be given if ceasing to use the Hall. In the absence of such notice by Occasional or Contract Hirers the hire charges must be paid. The Committee may, at its sole discretion, agree to waive cancellation charges.

1. **HIRER’S OBLIGATIONS**

 The person applying for the hire shall be responsible to the Committee for the proper and orderly use of the Hall as follows:-

4.1 Observance of any licensing or other legal requirements (see points 5 to 10 and Table 1).

4.2 Leaving the premises in a clean and tidy condition. In the case of occasional hire failure to do so will lead to the refundable cleaning deposit being retained.

* 1. Ensuring that all windows are closed, heaters and taps turned off, doors locked and lights extinguished as required by the Booking Secretary/Caretaker.
	2. Hirers are responsible for any damage caused to the Hall or its contents. Any breakage or loss must be reported to the Booking Secretary/Caretaker in order that the facilities for subsequent users may be brought back to standard.
	3. Hirers are requested to report any problems with the premises, facilities or other users promptly to the Booking Secretary/Caretaker or Chairman or Secretary of the Management Committee.
	4. All accidents or incidents must be entered in the Accident Record and all accidents or incidents that may lead to insurance claims must be reported to the Committee.
	5. Goods can only be stored on the premises with the consent of the Management Committee, which does not accept any liability for loss or damage to such goods.
	6. Where more than one function is taking place on the premises at the same time, hirers shall ensure that their activities do not inconvenience other users (noise, interrupting other sessions, walking through other rooms etc.) and are advised to liaise with the other hirer(s) to recuce the risk of inconvenience.
	7. Where users are provided with keys to any part of the building, these shall be returned to the Booking Secretary/Caretaker at the end of the hire or contract period.
	8. The Management Committee reserves the right, on giving reasonable notice, to require Contract Hirers from time to time to forgo one or more of their usual sessions.
	9. Hirers that rely on any aspect of the Village Hall insurance policy, including but not limited to public and product liability insurance, are required to make themselves aware of the scope and limitations of that policy. Please contact the Booking Secretary/Caretaker on writing to make arrangements to see the full policy. In particular the Village Hall insurance does not cover a) the use of bouncy castles or other inflatable devices and b) bodily injury to any person taking part in any contact sports.
	10. Under normal circumstances all Hirers are prohibited from going onto the Main Hall front stage and Main Hall rear raised platform and using any electrical sockets, electrical equipment or any other apparatus or facilities that are provided there. Specific written permission must be given by the Booking Secretary/Caretaker before either of these two areas can be accessed or used by Hirers.
1. **INTOXICATING LIQUORS**

The Hall is licensed for the sale or supply of alcohol for consumption on the premises during the hours shown in Table 1 but intoxicating liquors shall not be bought, sold or supplied on any part of the premises without the prior permission of the Committee. Consent must be obtained in writing two weeks in advance of the date of hire. A supplementary charge shall be payable in addition to the hire charge. It is the responsibility of the hirer to ensure that no drunken or disorderly behaviour takes place and that no alcohol is supplied to persons under the age of eighteen. When events are held at which persons under eighteen are likely to be present (e.g. eighteenth birthday parties) the hirer shall ensure that age verification by means of a valid UK photo driving licence, UK passport or proof of age scheme card carrying the P.A.S.S holographic logo takes place for the purchase or supply of alcoholic drinks.

1. **BETTING, GAMING, AND LOTTERIES**

 It is the responsibility of the hirer to see that the requirements of the Gambling Act 2005 are strictly observed.

1. **ILLEGAL SUBSTANCES**

 It is the responsibility of the hirer to ensure that no illegal substances are brought on to the premises.

1. **MUSICAL COPYRIGHT AND GRAMOPHONE RECORDS**

 The Hall is licensed with the Performing Rights Society for the performance of copyright music controlled by that Society and with Phonographic Performance Limited for the public use of recorded music etc.

1. **FILMS**

 If films classified as suitable for restricted age groups are to be shown, the hirer shall ensure that appropriate warnings are given and that children below the minimum age are not admitted.

1. **SAFETY REGULATIONS**

10.1 All conditions regarding theatrical performances and other licences must be strictly observed. Nothing shall be done that will invalidate insurance policies relating to the Hall or its contents.

10.2 Hirers must identify a person responsible for fire safety during each and every hiring session. The responsible person will oversee the implementation of the Village Hall emergency plan if necessary.

10.3 Gangways or exits must not be obstructed.

10.4 Emergency signs must not be obscured.

10.5 Firefighting equipment must be kept in the designated places, must not be covered or otherwise obstructed, and must be used for no other purpose.

10.6 Cars must be parked only in the designated parking spaces and must not be parked in such a way as to cause obstruction to the usual or emergency exits.

1. **SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK**

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children’s Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm occurs. Relevant concerns must be reported.

1. **NUISANCES**
	1. The minimum of noise should be made on arrival and departure in consideration of the good neighbour policy.
	2. Licensable activities shall not be permitted to extend beyond the hours set out in Table 1, unless the hirer has obtained a Temporary Events Notice and notified the Booking Secretary/Caretaker beforehand of his/her intention to do so.
	3. When amplified music is performed, the volume shall be restricted to levels consistent with the need to prevent noise affecting neighbouring properties.
	4. The East Riding of Yorkshire Council no longer collects waste from the Hall free of charge. In order to keep down costs and therefore rental charges hirers must remove their own waste.
	5. With the exception of guide and other helping dogs, animals shall not be brought into the Hall unless otherwise agreed by the Committee..
2. **KITCHEN**
	1. The kitchen is a shared facility available to all users of the Hall. When two or more rooms are in use by different groups, the exclusive use of the kitchen cannot be guaranteed.
	2. The kitchen and cleaning facilities will be explained by the Booking Secretary/Caretaker on request.
	3. It is the responsibility of the hirer to ensure that food hygiene requirements are complied with. Guidelines are displayed in the kitchen and a food hygiene booklet is available from the Booking Secretary/Caretaker.
3. **MAXIMUM ATTENDANCE**

 The maximum number of persons permitted to attend any function in the Hall, including staff and patrons, is as follows:

 Main Hall – standing 250

 Main Hall – seated 180

 Main Hall – dancing 150

 Priory Rooms - standing/seated 75

 If more than two hundred people are to be present, the hirer shall be responsible for the presence of a qualified First Aider. If two hundred or fewer people are present, a person shall be nominated to deal with First Aid emergency – e.g. call an ambulance, or otherwise arrange for medical treatment.

By Order

North Ferriby Village Hall Management Committee

6 February 2024

**TABLE 1 – OPERATING SCHEDULE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Mon - Thurs | Fri – Sat | Sunday | Xmas Eve | New Year’s Eve | New Year’s Day | Bank Holidays |
| A | Performance of plays | 0900-0000 | 0900-0000 | 0900-0000 | Standard timings as appropriate for day of week. |
| B | Performance of films | 0900-0000 | 0900-0000 | 0900-0000 |
| C | Indoor sporting events | 0800-0000 | 0800-0000 | 0800-0000 |
| D | Live music | 0900-0000 | 0900-0130 | 0900-0000 | 0900-0130 | 0900-0130 | 0900-0000 | 0900-0130 |
| E | Recorded music | 0900-0000 | 0900-0130 | 0900-0000 | 0900-0130 | 0900-0130 | 0900-0000 | 0900-0130 |
| F | Performance of dance | 0900-0000 | 0900-0130 | 0900-0000 | 0900-0130 | 0900-0130 | 0900-0000 | 0900-0130 |
| G | Similar to D, E, F | 0900-0000 | 0900-0130 | 0900-0000 | 0900-0130 | 0900-0130 | 0900-0000 | 0900-0130 |
| H | Making music | 0900-0000 | 0900-0130 | 0900-0000 | 0900-0130 | 0900-0130 | 0900-0000 | 0900-0130 |
| I | Dancing  | 0900-0000 | 0900-0130 | 0900-0000 | 0900-0130 | 0900-0130 | 0900-0000 | 0900-0130 |
| J | Similar to H, I | 0900-0000 | 0900-0130 | 0900-0000 | 0900-0130 | 0900-0130 | 0900-0000 | 0900-0130 |
| K | Late night refreshment | 2300-0000  | 2300-0130 | 2300-0000 | 2300-0130 | 2300-0130 | 2300-0000 | 2300-0130 |
| L | Supply of alcohol | 1200-0000 | 1200-0130\*0900-0130 | 0900-0000 | 1200-0130 | 1200-0130 | 1200-0000 | 1200-0130 |
| M | Open to public | 0000-0000 | 0000-0000 | 0000-0000 | 0000-0000 | 0000-0000 | 0000-0000 | 0000-0000 |

**Note:** These times are those between which licensable activities are permitted to take place under the terms of the Hall’s premises licence. Times shown as 0130 are to be understood as continuing into the following day.

\* Friday 1200-0130, Saturday 0900-0130