

LITTLE KINGSHILL VILLAGE HALL

CONDITIONS OF HIRE

1. The entire Hall, or part of it, may be hired only by residents of Little Kingshill for private use such as a wedding reception or a birthday party, and by organisations run for the benefit of residents. Hirers must be 21 years or older.
The Maximum capacity of the Hall is:
160 persons dancing, (plus musicians or other performers)
94 persons seated with casual tables and chairs, (plus helpers not sitting down) or
94 persons closely seated (plus performers)
2. If in respect of any booking of the Hall, **a licence for the sale of intoxicating liquor** is to be applied for, **this must be notified to the Booking Secretary** for the prior sanction of the Committee. Please note that this applies also to any function at which the price of the liquor is included in the cost of the ticket. It is the responsibility of the hirer to obtain a liquor licence from Chiltern District Council and to provide a copy to the Booking Sec. in advance of the event.
3. The Management Committee reserves the right (this right normally being delegated to the Booking Secretary) to refuse any application for a booking without providing any reason for its decision. The Booking Secretary is empowered to ask for any information from applicants as to the purpose of the hire.
4. Special arrangements must be made with the Booking Secretary in the case of **a play or other dramatic performance**. These occasions **require a licence to be obtained by the Hirer under the Theatres Act**. The Hirer shall not use the building for the performance of any dramatic or musical work for which copyright exists without the prior written consent of the owner of the copyright, a copy of which must be provided to the Booking Sec. The Hirer shall indemnify the Management Committee against all costs which it may incur by reason of any infringement of copyright occurring during the period of hire.
5. The Hall is only available during school hours by special arrangement with the School, which should be approached directly. The Women's Institute has an agreement allowing them to make such bookings on a specified number of days in the year.
6. When the Committee Room only is booked, access is via the rear door.
7. Bookings cancelled (other than for reasons beyond the hirer's control) a) less than three weeks before the date of hire will incur a charge of half the hiring fee; b) less than 48 hrs. before the date will incur the full charge.
8. No booking may be transferred to another user without the prior consent of the Management Committee, whose decision will be notified by the Booking Secretary.
9. It is a condition of the licence under which the building is administered that stewards be appointed when necessary (e.g. teenage parties) to maintain order and that all events are properly supervised by the Hirer.
10. Hirers must read and become familiar with the notice entitled *In the Event of Fire* which is located in the entrance to the Hall and inform all persons in their care of the exit routes.
11. Details of any accident in the hall or surroundings must be recorded in the accident book and either the caretaker or booking secretary informed of the occurrence.
12. All damage must be reported to the Booking Secretary as soon as possible after the incident. The cost of making good any damage will be borne entirely by the Hirer. Please note the following:
 - The stage and piano should be used only for rehearsals, performances or music lessons.
 - Tables should be covered, and protected from sharp tools or chemicals if used for craft activities.
 - Smoking is NOT permitted in the Hall at any time.
 - Banned substances are not allowed in the Hall.

- No stiletto heels, tap shoes, roller boots or roller trainers are to be worn in the Hall.
 - No talc, French chalk, sand or anything else likely to cause damage (e.g. candles or tape) to be used on the floors.
 - No animals are to be taken into the Hall, except guide dogs by prior arrangement..
 - Bouncy castles, trampolines or other potential hazards are not permitted.
 - It is not permitted to release Chinese Lanterns from the village hall site.
 - Children must be supervised at all times and are not allowed in the car park unattended.
13. Clearing up the Hall after any period of hire: (Equipment is provided in the cleaning cupboard situated in the vestibule through the doors on the opposite side of the hall to the kitchen.)
- The Hirer must sweep the floor and clear it of all equipment or materials that have been brought in.
 - If used, the stage should likewise be cleared, and hoovered as necessary.
 - All cutlery, crockery, kitchen utensils, cooking pots and the like, if used, must be washed and replaced in store, the cooker must be cleaned and any spillages in the plate warmer or fridge/freezer cleaned up immediately; these are not part of the duties of the caretaker.
 - The kitchen waste bin must be emptied into the skip-bin outside and a new liner put into the waste bin. (Liners are kept in the top kitchen cupboard nearest the serving hatch.)
 - Recyclables, e.g. wine bottles, paper, cardboard, plastics should be placed in the recycling bin provided.
 - Tea towels and hand towels are not provided. **PLEASE BRING YOUR OWN.**
 - If using the dishwasher, please note that the washing cycle takes 10-15 minutes. Please wait, then **EMPTY** and **PUT ALL ITEMS AWAY CLEAN.**
 - Chairs are to be wiped clean if necessary; the cost of dry cleaning or replacement of stained chairs will be borne by the Hirer. Chairs are to be re-stacked neatly; the trolley is to be used for the movement of stacked chairs to prevent damage to the floor. Do not drag chairs across the floor. **UNDER NO CIRCUMSTANCES** are they to be used for any purpose other than sitting on, and they **MUST NOT** be taken outside.
 - Tables are to be cleaned and put away. As with chairs, they should **not be dragged** across the floor.
 - **UNDER_NO CIRCUMSTANCES ARE CHILDREN** to be allowed in the kitchen, to handle tables, stack chairs or to move the piano.
 - Toilets should be checked and flushed, all taps switched off and bins emptied.
 - **THE HIRER SHOULD PERSONALLY COMPLETE THE CHECK OF AMENITIES FORM AND NOT DELEGATE THE FINAL INSPECTION TO A THIRD PARTY**
14. The Management Committee accepts no responsibility for cars, or their contents, in the car park, the use of which is entirely at their owners' risk, nor for any personal belongings etc., left in cloakrooms or anywhere else in the Hall. The school playground may not be used as a car park.
15. Where the hire of the Hall is for profit-making or business activities, hirers should ensure they have their own Public Liability Insurance in place or be covered by an umbrella policy as members of a larger organisation to which they are affiliated.
16. The Management Committee's decision as to the interpretation of these *Conditions of Hire* shall be final and conclusive.
17. As part of GDPR regulations, Little Kingshill Village Hall is required to inform you of how we will handle your personal data as part of the bookings process. When making a booking for the Village Hall, our Bookings Secretary will record your name, address, telephone number and email address in the booking diary. This information may be shared with other committee members as well as the Caretaker to enable the smooth handover of the hall on the date of your hiring. The information we hold is never sold to any third party or used for any form of marketing. Once the date of your hiring has passed, the premises have been left in a satisfactory condition and any deposits returned, we will undertake to remove any personal information from our system.

Supplementary Conditions Relating To Children's & Teenagers' Functions

1. Hirers have total responsibility for young persons in their care. They must remain in the Hall at all times, and ensure that youngsters are not left un-supervised in the grounds.
2. A deposit (see *Hire Charges*) will be required to contribute to any costs in the event of any loss or damage (including by spilled food or drink) to the equipment, fittings, furniture or furnishings. The Management Committee reserves the right to charge the Hirer the total cost of replacement or repair, as per the *Care Agreement*.
3. One adult is to be in attendance for every ten children and/or teenagers (or part thereof). Furthermore, there must be at least one adult male in attendance if any boys are present.
4. The inner door must be constantly manned to keep out un-invited persons, and to prevent children from exiting un-supervised.
5. Children **MUST NOT** be allowed to handle tables or chairs, or to move the piano. The Management Committee will accept no responsibility for injury or damage caused if they do so.
6. Children **ARE NOT** allowed in the kitchen. Drinks are to be served via the hatch, and carried to tables by a responsible adult.
7. Tables must be used for food and drink, especially when younger children are present and lighting levels are low. Children must be seated at tables when eating or drinking. Note that **NO COLA** of any type is allowed.
8. Chairs are to be used only for sitting on. They are to be treated with respect and properly put away by responsible adults, using the trolley provided. Children should not be allowed to sit on stacked chairs.
9. No aerosol cans of any description are permitted in the building or in the grounds.
10. Roller trainers or boots, tap shoes, roller blades, shoes with spikes or stiletto heels, and all other footwear likely to damage the floors are not allowed in the Hall.

Please Note – The use of a smoke machine is likely to set off the fire alarm.