

Alraham and Calveley Village Hall

Administered by Alraham and Calveley Reading Room Trustees - Registered Charity 1186105

Website www.acvillagehall.co.uk

Email acvh.info@aol.com

Hire Terms and Conditions

ACCEPTANCE OF HIRE TERMS AND CONDITIONS

The use of Alraham and Calveley Village Hall is subject to these Terms and Conditions. The hirer making the booking must agree to these Terms and Conditions and is responsible for ensuring that the hall is adequate and suitable for the intended use.

THE HALL

The purpose-built village hall includes the following facilities

- A main function/events space capable of accommodating up to 120 people
- A fully equipped kitchen
- A meeting room capable of accommodating up to 20 people
- Modern toilet facilities
- Two car parks
- Full accessibility for disabled users
- Access to external grassed and paved areas

The main hall and the meeting room can be booked individually or together. When rooms are booked individually, hirers share the kitchen, toilets and car parks.

TO BOOK THE HALL

Booking requests are entered online via the 'Booking & Prices' page on the website, manually using email or by using the form on the 'Contact Us' page of the website. Online booking via the website displays a calendar of existing bookings. Single and multiple booking requests can be made this way. Special requests can be included using all booking methods.

Bookings may be refused at the discretion of the Trustees.

PRICING & PAYMENT

A full price list can be viewed or downloaded from the 'Bookings & Prices' page on the website. The hire fee is required seven days before the hire date or immediately if booking less than seven days in advance. An invoice requesting payment will be made at the appropriate time. Payment is by bank transfer.

SUPERVISION

A responsible person over the age of 18 years must be present at all times during the period of the booking. This supervision includes the use of the external area around the hall. The grassed area is not fenced off and children must be supervised at all times when outside the hall

HIRER RESPONSIBILITIES

During the period of the booking, the hirer is responsible for the following

- Supervision
- Care of the fabric and contents of the premises
- Damage
- Behaviour of all persons using the premises
- Use of the car parks
- Ensuring no obstruction on the A51 main road and the access road used by local residents. Full access for Emergency Services must be maintained at all times

EMERGENCIES

- The hirer and responsible person must acquaint themselves with the location of the fire exits and fire extinguishers at the very beginning of the hire. All fire exits must be kept clear at all times.
- In the event of any fire, leave the building by the fire exits which are clearly signed onto the car park at the front of the building. The fire brigade must be contacted immediately in the event that any fire is detected by telephoning 999
- A defibrillator is located off site and inside the blue telephone box on the main road, opposite the Tollemache Arms
- A first aid kit is available and is located in the kitchen. Please let us know if any of the first aid materials have been used
- There is no telephone in the hall. There is no public telephone in Alraham or Calveley

DAMAGE AND BREAKAGES

- Please report any damage or breakages. There is a dustpan/brush and mop/bucket available in the kitchen. Please clean up any spills
- The hirer shall make good or pay for all damage (including accidental damage) to the premises, fittings or contents. This included loss of contents.
- Decorations, posters etc. must not be attached to the walls or ceilings. All decorations, banners and paraphernalia used for the event must be cleared away by the hirer

USE OF THE PREMISES

1. Hirers are sent an electronic copy of our 'Welcome Book'. Please follow the additional instructions in this document. In particular opening the barrier and door locks is covered
2. The Trustees and the Community Council accept no responsibility for any loss or damage caused to any person or personal property during the hire of the hall. The hirer will be responsible for arranging and providing any insurances that the hirer considers necessary
3. Operating hours are 8am to 11pm and bookings are only accepted between these hours. When vacating the hall care must be taken to avoid any nuisance to neighbours living nearby

4. The hirer must be courteous towards other hirers when sharing the kitchen, toilets and parking. This applies during the hire period and during handovers. This also applies to members of the public who may be using the outdoor areas
5. The hirer will ensure that all equipment and materials brought into the hall including external spaces that may be required for the event comply with all safety requirements and are appropriate for their use. Electrical equipment must have been PAT tested during the previous twelve months
6. All areas of the hall are strictly no-smoking and no-vaping
7. The heating is normally set to 20 degrees. Warmer or cooler temperatures can be requested during the booking process
8. The hirer must observe all relevant food health and hygiene regulations if preparing, serving or selling food
9. The hall does not have a TV licence. Amazon Firesticks or equivalent devices must not be used in the hall. iPlayer or equivalent services must not be used in the hall
10. The hall is not licenced for the sale of alcohol. The hirer may employ a licensed bar operator for an event. The hirer may supply alcohol but not for sale in the Hall.
11. The hall does not have an events licence. The hirer must ensure that any entertainment is covered by suitable licences
12. The hirer must ensure that no activity contravenes the laws relating to gaming, betting and lotteries
13. When moving chairs the trolleys must be provided. No more than seven chairs at a time may be carried on a trolley
14. The round tables must be rolled into position one at a time
15. Hirers should wear work gloves when moving furniture to avoid injuries
16. The use of Smoke or Haze Machines are not allowed as they activate the fire alarm
17. If the kitchen is to be used then it must be left clean and tidy. Any used crockery, kitchenware, glassware and cutlery must be placed in the dishwasher and switched on. Dishwasher tablets are provided
18. Hirers must bring their own supplies for making hot drinks. Kettles are provided plus a boiler for hot water
19. Unsupervised children are not allowed in the kitchen
20. General waste and recycling bins are provided in the kitchen. Other bins are provided in the meeting room and toilets. All rubbish must be taken away, bags are provided
21. All areas of the hall including external spaces must be left clean and tidy ready for the next hirer. The main hall and kitchen must be swept if necessary
22. The hirer is responsible for the conduct of all persons attending the event. All statutory fire, security, health and safety requirements must be met
23. The hirer will ensure that no drugs or illegal substances are brought into the hall or are consumed on the premises. This includes all external spaces
24. The Hall must not be used for any illegal purpose or any purpose that may bring the Hall into disrepute
25. The Trustees reserve the right to access all areas of the hall during the period of the hire
26. Dogs are not allowed unless Assistance Dogs