

STOCKTON-ON-THE-FOREST VILLAGE HALL CONTRACT OF HIRE

Stockton on the Forest Village Hall, Sandy Lane, Stockton on the Forest, York, YO32 9UR
Registered Charity No: 523419

Website: www.stocktonontheforest.org.uk - please see the Village Hall page
Email: sotfvh.bookings@gmail.com What3words location: [drumbeat.samples.fizzy](https://www.what3words.com/drumbeat.samples.fizzy)

Please Note: This Village Hall is run and organised by unpaid volunteers

IT IS VITAL THAT YOU READ THIS DOCUMENT CAREFULLY

Definitions and Interpretations

In this contract the following terms shall have the following meanings:

Hall means Stockton-on-the-Forest Village Hall

Committee means the Stockton-on-the-Forest Village Hall Management Committee

Hirer means the individual person or designated representative of a group of people who is undertaking this contract of hire

Booking means the hire of the Hall on a specific date/s within the conditions laid out below.

CONDITIONS OF HIRE GOVERNING THE USE OF THE HALL

- 1 All applications for bookings and arrangements for hire of all or part of the Hall including equipment to be made direct with the Booking Secretary or via the website booking form, for approval by the Committee.
- 2 The hirer must be **not less than 18 years of age**
- 3 The hirer at the time of applying to make a booking will need to specify:
 - (a) The date of Hire.
 - (b) The time of Hire. Preparation and clearing-up time (only if available) up to a maximum of one hour may be available free of charge for certain bookings. Contact the Booking Secretary if this is required or, if you wish a booking to extend after midnight, for which an extra charge will be made; arrangements to do this must be agreed with the Booking Secretary at the time of booking.
 - (c) The extent of the Hall that is required. The playing of music or any other activity that may impact on hirers of adjacent rooms will require the whole Hall to be booked.
 - (d) The purpose of Hire.
 - (e) The contact details for a nominated responsible adult, **not less than 18 years of age**, who will be present during the booking if the Hirer will not be in attendance.
 - (f) If the Hirer wants to carry out a 'licensable activity', such as the sale of alcohol, requiring a Temporary Event Notice (TEN).

- 4 Public Events.
- (a) **If the Hire of the Hall is for a public event the Hirer will need to have their own Public Liability Insurance.** This includes activities such as public entertainment, auctions, car boot sales, face painting, open garden events, barbecues, hog roasts, sponsored walks, fun-runs, tug-of-war etc.
 - (b) It is a legal requirement, from the Licensing Department at the City of York Council, to apply for a Temporary Event Notice (TEN) to carry out a 'licensable activity'. The applicant will need to allow a minimum of 10 clear working days for the application. But first the Hirer must have clearance to apply for a TEN from the Booking Secretary as the Hall is only allowed a limited number of TEN's per year. The Hall does not allow applications for TEN's licenses to extend after midnight. Licensable activities include selling alcohol and regulated entertainment. TEN's licenses are not only required for the sale of alcohol, but also activities including Hypnotism, Exotic Dancing, Wrestling and Boxing, the use of smoke machines or lasers etc.
 - (c) Non-commercial societies or charities wishing to promote lotteries or hold raffles with pre-sales of tickets must register with City of York Council.
 - (d) The Hall has paid for a PPL and PRS license which means the playing of recorded music in public is permitted on these premises. The PPL and PRS license is NOT an entertainment license.
 - (e) The Hall has TV license allowing for the private viewing of BBC television programs, but the Hirer will need to secure a public performance license to show movies in public.

This is not a comprehensive list; it is the responsibility of the Hirer to ensure all legal requirements, licences, permissions, liabilities, etc, and appropriate insurance, is in place prior to the commencement of the hire period.

- 5 The Committee shall reserve the right to:
- (a) Refuse any application for the hire of the premises or to refuse admission to any individual without assigning any reason.
 - (b) Request a deposit at the time of booking, which will be returned following the event providing the Hall is left as requested in this contract. If extensive cleaning is required the deposit will not be returned.
 - (c) Charge for any additional costs incurred by the Hall as a result of the booking. Breakages or damage to equipment or contents within the Hall will be billed for at the discretion of the Committee.
 - (d) Ask for payment in advance.
 - (e) Cancel any bookings where it considers it necessary, without giving a reason.
- 6 The hire charges to be agreed at the time of booking. Variations in charges are at the discretion of the Committee. Block bookings will be invoiced monthly. Individual Hirers will be invoiced at the time of booking with payment due in full prior to the Booking date.
- 7 The maximum permitted occupancy of the Hall at any time is 199. The Hirer/s must not exceed the permitted occupancy at any time; this includes performers, caterers, security staff etc in any part of the Hall.
- 8 The following activities are **NOT** permitted at the Hall, including the outside space and car parks:
- (a) Ball games, with the exception of pre-school co-ordinated soft play.
 - (b) Balloons filled with flammable gas.
 - (c) Chewing/Bubble or any kind of gum.
 - (d) Chinese/Japanese Lanterns.
 - (e) Use of any toys or play equipment in the Hall belonging to the Toddlers Group.
 - (f) The wearing of stiletto heels inside the Hall or the use of anything which may damage the sprung hall floor.
 - (g) Bouncy castles are not to be used outside. (Small bouncy castles may be used inside the Hall).
 - (h) Calor gas or any other open flame cooking or heating, or deep-fat-frying.
 - (i) Exposed candle flames or tea-light flames.

- 9 The following private events and activities require the Hirer to get prior permission from the Committee and may incur extra charges to cover any additional costs imposed by the Halls insurers: barbecues, hog roasts, sleepovers and overnight stays.
- 10 No animals, other than assistance dogs, which must be kept under proper control, shall be brought into the Hall without prior approval by the committee.
- 11 Any electrical equipment brought into the premises by the Hirer must have a current (dated within last 12 months) PAT test with certificates available for inspection.
- 12 The Hirer must read and, where applicable, act upon the Hall's Safeguarding Policy. Safeguarding of children and vulnerable adults is the responsibility of the Hirer.
- 13 Should cancellation of all or part of the Hall, where the charge has been confirmed in writing, become necessary the full amount will be charged unless the Booking Secretary is informed at least 48 hours before the event is due to take place. The Booking Secretary reserves the right to request a deposit at the time of booking the Hall, which will not be refundable should the booking be cancelled less than 7 days before the event. Please note – you can NOT cancel your booking yourself online you must inform the booking secretary.

Once the Contract of Hire has been read and understood a physical copy must be signed by the Hirer and sent to the Booking Secretary, who will advise whether or not the Booking has been accepted. Once payment is received the Hirer will then be provided with instructions to access the Hall for the period of the Booking.

- 14 On arrival at the Hall the Hirer must make himself/herself aware of the position of the fire extinguishers, fire blankets, fire alarm system and all emergency exits and familiarise himself/herself with the fire routine and evacuation procedure which is displayed on the notice board. All fire exits must be kept clear at all times. All fire extinguishers and fire blankets must be kept in their proper places and not misused.
- 15 The Hirer must at all times ensure that the Emergency Exit signs relating to the portion or portions of Hall being used by them are lit up and also ensure the same are turned off at the termination of the hire. The "fish-key" and instructions are on the wall opposite the main entrance doors.
- 16 The Hirer, or a nominated responsible person, must remain upon the premises at all times in order to exercise general supervision and control.
- 17 The Hirer is responsible for laying out tables and chairs, and for ensuring their proper and orderly use, and for returning them to their correct storage areas in a clean and tidy condition. The tables must be placed on the trolley in the correct orientation as per the safety instruction signs in the storage room.
- 18 Where chairs are used in rows they MUST be linked together using the clips on the sides of the seats to meet the Fire Regulations.
- 19 Sticky tape or any other fixings that may cause damage must NOT be applied to the hall floor, any wall or ceiling.
- 20 Please note the kitchen and toilets are shared between all Hall users.

- 21 The Hirer must ensure that the NO SMOKING rule within the Hall is observed.
- 22 Children must be supervised at all times; for their own safety children are NOT permitted to use/play on the stage or access the "back-stage" area of the Hall, unless the Hall has been hired specifically for the purpose of their use of the stage.
- 23 The Hirer is requested to make use of the Halls on-site parking facilities during their time of Hire, rather than parking on the public highway.
- 24 Please respect our neighbours and keep noise to a reasonable level. All doors and windows should be kept closed when playing music. Please remember we are in a residential area when loading equipment / leaving the Hall outside of daytime hours.
- 25 A first-aid-kit is located in the cleaning cupboard; if used the Hirer is to inform the Management Committee on the form inside the box so that items can be replaced. All accidents or personal injury must be recorded in the accident book (located with the first aid kit) with the report either being handed to the Booking Secretary or placed in the post-box located outside of the front entrance doors.
- 26 Any damage to the contents of the Hall i.e. curtains, chairs, lights, or any other items belonging to the Village Hall must be reported to the Booking Secretary immediately following the event.
- 27 In the event of a fire alarm being set off in error please telephone the Booking Secretary or a member of the Committee in order for it to be re-set; contact details can be found in the glass fronted notice board in the entrance hall.
- 28 The Hirer must accept that the Committee will not be held responsible for:
 - (a) The loss or damage of property of whatever description brought on to the premises during the period of hire.
 - (b) Any property, equipment, or valuables of any description left upon the premises.
- 29 Before leaving the premises the Hirer to ensure that the Hall is left in a clean and tidy condition and, in addition, the following checks made:
 - (a) If the wall heaters have been turned off at the wall switches please turn back on
 - (b) All taps have been turned off
 - (c) Water heater in the cleaners cupboard is turned off
 - (d) All kitchen appliances turned off - water boilers / kettles / cooker / warming cupboard etc
 - (e) All internal lights have been turned off
 - (f) All windows secure
 - (g) All fire doors are shut and external doors locked
 - (h) All exit signs have been turned off
 - (i) All keys must be returned to the key safe on leaving the Hall
 - (j) All rubbish and recycling to be removed from the site, failure to do so will result in a further charge; the Hall is on commercial waste charges which are expensive
 - (k) The gate is locked

Please have the contract with you during your booking as a guide to the conditions of hire and to help make your event an enjoyable one

To accept the Contract of Hire please complete the form and sign below.

Please email the completed form to sotfvh.bookings@gmail.com

If you post the form to the Booking Secretary c.o. Stockton on the Forest Village Hall, Sandy Lane, Stockton-on-the-Forest, York, YO32 9UR, please email or phone for confirmation it has been received.

Date/s of booking/s

Signed..... Name.....

On behalf of.....

Date..... Address.....

Contact Telephone number.....

Email address

If applicable:

Name of nominated responsible person

Contact Telephone number

We the Hirer agree to abide by the Conditions of Hire as stated in the Stockton-on-the-Forest Village Hall Contract of Hire