

## **Clifton Campville Village Hall Hiring Policy**

This Hiring Policy will be reviewed annually to check that everything is still relevant however changes can be made whenever required by agreement at the Management Committee.

Bookings will be welcomed from any group or individual who wishes to use the hall for social or community events and others by agreement.

### **1. Right to Refuse/Terminate a booking**

The Management Committee have the right to refuse and, where necessary to terminate, a booking. A booking does not have to be accepted if the Management Committee believes that it would not be in the village hall's best interests or would be inappropriate. Such circumstances may for example include an undesirable purpose of hire, e.g. an extreme political group, an activity that may offend the community, gaming events, unsupervised teenage party etc. In refusing a booking, the Management Committee do not need to give a reason.

### **2. Betting, Gaming & Lottery Legislation**

The Management Committee will not allow any activity to be undertaken on, or in relation to, the premises in contravention of the law relating to betting, gaming and lotteries, and those responsible for functions held in the village hall will be required to ensure that the relevant legislation is strictly observed.

### **3. Age of Hirer**

The Management Committee will not hire to any person who is under the age of 18 years. Special care will be taken to ensure that hiring agreements are not signed by people under 18 years of age. Where there is any doubt as to the age of the hirer a parent or guardian over 18 years of age will be asked to sign the agreement thereby accepting responsibility.

### **4. Sale of Alcohol**

Whilst alcohol can be provided and consumed on the premises, a licence is required to sell alcohol. The Management Committee can provide a licensed bar for an event however any such request must be made at the time of booking. The Management Committee have the right to refuse such requests. Where agreed, nominated members and representatives of the Management Committee will provide bar facilities in strict adherence to the licence conditions. Prices of drinks will be agreed with the hirer in advance and be clearly visible at the time. The nominated members and representatives of the Management Committee operating the bar will have the right to refuse to sell alcohol to anyone who fails to provide proof of their age when requested and to anyone who presents as unduly intoxicated. Any individual hirer wishing to apply for their own individual Temporary Event Licence in order to sell alcohol on the premises must gain the agreement from the Management Committee in advance of applying to Lichfield District Council.

### **5. Regulated Entertainment**

The person signing the hiring agreement will be responsible for ensuring that any entertainment is in compliance with the licence conditions. Regulated entertainment includes public entertainment, sports entertainment, film shows, dance or musical performances and plays held in front of an audience, either for the public or for profit.

## **6. Capacity**

The capacity figures for the refurbished and extended building based on data in the Building Regs with regard to correct fire escape provision and confirmed by the building contractor are:

- *Main Hall (77sq m)*  
0.5 sq m = standing 154 maximum  
1.1sq m = seated therefore 70
- *Meeting Room (15 sq m)*  
0.5 sq m = standing 30 maximum  
1.1sq m = seated 13

The Management Committee allow a maximum of 70 seated in the Main Hall around tables in a banquet style layout and a maximum of 150 if seats are laid out theatre style.

The Management Committee allow a maximum of 12 seated in the Meeting Room.

## **7. Hours of Operation**

The Management Committee respects those living in the immediate vicinity of the Village Hall and will therefore not allow events to continue after 11.30pm. Hirers will be asked to ensure that after dark, the doors, windows and curtains should be kept closed and that all members of the public have left the building and departed the area in a quiet and neighbourly manner by 11.30pm at the latest.

## **8. Hire Charges**

Hire for certain local community events will be free of charge including for example Parochial Church Council Meetings, Community Coffee Shop, MacMillan Coffee Mornings etc.

All other hire charges will be set so as to include a nominal charge to cover the costs of heating, lighting etc. The Management Committee reserves the right to charge extra for special events such as wedding receptions where there would be additional costs for example for a cleaner to carry out heavy duty cleaning.

Commercial activities will never be subsidised by charity funds and therefore higher rates will be charged for commercial activities such as antiques fairs, private business functions etc. Bookings for such activities will only be taken when they do not interfere with the prime use, which is for the benefit of local inhabitants.

The Management Committee may offer discounted 'start up' rates to new groups/ new activities where it is deemed that the activity/group would be beneficial to the local community.

## **9. Deposits & Payment**

The Management Committee may require a deposit to be paid at the time of booking to cover any costs incurred and as compensation for loss of revenue in the event of the hirer cancelling at short notice. This may be the case with one-off hirers, occasional hirers and new hirers.

For large parties, the Management Committee may require a security deposit which will be refunded seven days after the event providing that the Hall has been left in a clean and tidy

condition, without damage to the Hall or its contents and without disturbance to others. In such cases the Management Committee are entitled to deduct from this deposit any expenses incurred by them after the Hirer's event to put the Hall back into a suitable condition for subsequent users.

Payment of the full hire charge is due 7 days before access to the building/collection of the key. (See Finance Policy & Procedures for other details.) Failure to show up without notice of cancellation will incur the full charge.

In the event of the Premises being rendered unfit for use, becoming unavailable due to unforeseen circumstances, or being required for use as a Polling Station, the Management Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever other than the return of any deposit and hire charges paid for the cancelled hiring.

### **10. Heating**

The heating thermostats in the building are pre-set to an ambient temperature as appropriate for each booking depending on the activity/event. Changes can only be made by a member of the Management Committee.

### **11. Storage of Materials and Equipment**

The Management Committee may permit the hirer to store certain items of equipment or materials in the building however this will always be at the discretion of the Management Committee and permission must be obtained beforehand. Where permission has been given to regular hirers for their equipment and/or materials to remain on the premises between events, the hirer will be responsible for ensuring that this is stored as agreed and will be responsible for its security and insurance. If property is left at the premises without agreement, the Management Committee may dispose of it in whatever way they see fit.

### **12. Smoking**

Smoking will not be permitted in any part of the building or in the outdoor areas. This includes the use of electronic or vapour devices. A suitable unmarked receptacle for disposing of cigarette butts is located at the entrance to the property.

### **13. Candles, Naked Flames, Fireworks etc**

Indoor fireworks, oil lamps and portable heating or cooking appliances are strictly prohibited. The Management Committee will permit the use of cake candles however other lighted candles including tea lights, will not be permitted in the building without explicit written permission. Any such request must be made in advance.

### **14. Animals**

Animals excepting officially registered guide and help dogs will not normally be allowed in the building without permission. The Management Committee recognise that ownership of dogs in this rural area is an important facet of life and will not unduly withhold permission for well-behaved dogs to be brought into the building where appropriate and where permission has been sought in advance. Such an arrangement would for example apply to the Community Coffee Shop. No animal should be allowed in the kitchen under any circumstances.

### **15. Rubbish & Recycling**

The Management Committee have provided comprehensive, easy to access recycling facilities within the hall. All Users/Hirers should be aware of their recycling obligations via the notices within the Hall and will be expected to separate recyclable materials and to ensure that all rubbish and recycling is placed in the relevant bins before vacating the building.

### **16. Cleaning**

The Management Committee may require a hirer to clean the area before leaving including clearing away and removing rubbish, cleaning spillages, stacking all tables and chairs and returning all other equipment to their proper places. The Management Committee will ensure that relevant and appropriate cleaning equipment remains available in the cleaner's cupboard for such purposes. For some events the cost of clearing away and cleaning the area will be included in the cost of the hire. In such cases the Management Committee will arrange for cleaning to be carried out after the event.

### **17. Security**

The Management Committee may require a hirer to open and/or close the building including ensuring that all lights are turned off, all windows fastened, all blinds closed, all doors properly closed and where appropriate locked and the intruder alarm activated. Instructions for this and for where to find and leave the key will be given to the hirer. This will often apply to regular hirers.

For some events the Management Committee will arrange for a Designated Person (usually a member of the Management Committee or Community Club) to open and/or close the building and carry out the necessary checks. This will particularly apply to one-off hirers, occasional hirers and new hirers.

### **18. Emergency Procedures**

The Management Committee has a comprehensive fire risk assessment which is regularly reviewed. Emergency procedure instructions, assembly points etc. are clearly displayed in the building and will be drawn to the attention of hirers in the Hire Agreement and the Terms and Conditions.

### **19. Safety of children, young people and vulnerable adults**

The Management Committee has a 'Safeguarding and Vulnerable Person Policy'. Organisations running activities for children, young people and/or vulnerable adults will be asked to confirm that they have the relevant Safeguarding/Child Protection Policies in place. (This is not a requirement for parents booking for children's parties.) Where the hire is for the purpose of holding activities where Ofsted registration is required the hirer will also be asked to provide a copy of their Ofsted Registration Certificate.

### **20. Parking**

The Management Committee are aware that parking in the area is limited and will ensure that this is drawn to the attention of potential hirers before they commit to the hire of the

building. Hirers will be asked to ensure that people attending their event park sensibly and responsibly so as to allow emergency vehicle access and not to block access to other people's property.

### **21. Posters/Fliers**

The Management Committee do not allow hirers to fix posters, notices, fliers or decorations to any of the internal or external walls whether this be by using drawing pins, adhesive tack, adhesive tape or other fixing. A flipchart stand is available on request.

### **22. Special Conditions of Hire**

On occasion, special conditions which are supplemental to, and not a replacement for, the standard conditions for hire, will be formulated and appended to the Hire Agreement. Such special conditions would for example include those pertaining to hire during the COVID 19 restrictions.

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