

CONDITIONS OF HIRE

GENERAL CONDITIONS

We expect people to act responsibly when using the Village Hall. Read these Condition of Hire and the Blue Folder in the Kitchen.

Address: Aldbrough St. John Village Hall,, Aldbrough, Richmond, DL11 7ST

Accidents and Dangerous Occurrences: The hirer must report all accidents involving injury to any person to a Hall trustee or the Bookings Secretary as soon as possible and record the details in the Hall's accident book (kept near the First Aid box in the kitchen).

Capacity: The Hall use is restricted to 96 seated people for presentations and 110 standing. The Responsible person is to ensure that these numbers are not exceeded and moveable seats have gangway widths of at least 1.06m and seat widths of at least 305 mm.

Car parking: There is ample hard standing for up to 12 cars. If more is required, please park carefully on the grass.

Fire: In case of fire, evacuate the Hall immediately and call the Emergency Services. Fire extinguishers are provided in the Hall. Do not take any risks with personal safety in case of fire. It is your responsibility to ensure that everyone knows how to evacuate the Hall in an emergency. The Responsible Person is required to check that the building is fully evacuated to the assembly point (village green) or a safe distance and to meet and brief the Fire & Rescue Service. No smoke generators, foam machines, lasers, or fireworks are allowed in the Hall. The fire exits must be kept clear. Self-closing doors must not be propped open.

Health and safety: Although the trustees of the Hall take all reasonable steps to ensure that the Hall is safe and clean for users, it is the primary responsibility of those booking the Hall to ensure the health and safety of users. The Hall trustees are insured against any claims arising out of their own negligence, but the Trustees otherwise accept no responsibility for accidents to hirers or their guests, agents or employees and hirers should consider carefully taking out their own public liability insurance in case of any claims against them arising as a result of the hire. Please read and observe the various safety notices in the Hall. Emergency exits should not be obstructed at any time. Please also remember to ensure that emergency vehicles can reach the Hall. If you are proposing to bring into the Hall any electrical appliance, it is your responsibility to ensure that it is safe and in good working order and used in a safe manner. Any trailing electrical leads across public spaces must have covers and no multi-adaptors should be plugged into sockets.

Heating: Detailed information can be found in Blue Folder in the Kitchen. The main Hall is heated by wall mounted electrical heaters; please ensure that these heaters are switched off at the conclusion of any event at the electrical supply point.

Indemnity and insurance: See Village Hall Website 'Aldbrough Village Hall' page and paragraph 'insurance' for detail.

Keys: The keys to the Hall are available through the Bookings Secretary, with whom arrangements for their collection and return should be made. A charge may be made for lost keys.

Kitchen: The Blue Information Folder is in the Kitchen, hirers and the responsible person must read the folders before using any appliance.

Litter/Rubbish: Remove all your rubbish at the conclusion of any event; there is no scheduled collection for these premises. Do not store combustible material or rubbish in the entrance corridor.

Noise: Noise should be kept at a reasonable level. When leaving the Hall after your event, avoid unnecessary noise and disturbance to the residents of Aldbrough St. John, especially at night. For additional ventilation use the windows on the right-hand side of the building overlooking the Green. Do not leave the front door open after 11pm. Please lock all windows when leaving. A sign is available from the Booking Secretary, to be hung on the railings by the entrance to remind users to leave quietly; it must be displayed during an event ending after 9pm.

Responsible Person: All events must have a Responsible Person (the person whom you nominated at the time of booking who must be over twenty-five years old) who is in the Hall at all times and ensures compliance with these Conditions of Hire. Unless you let the Bookings Secretary know in advance, the person named in the booking form will be regarded as the Responsible Person for these purposes. A member of the Management Committee has right of entry to all functions.

Timings: All functions must finish at midnight (note conditions of license for the sale of alcohol etc.). No one may reside in the Village Hall over night.

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ADDITIONAL CONDITIONS OF HIRE FOR THE SALE AND CONSUMPTION OF ALCOHOL

The supply or sale of any alcohol shall be by or under the authority of the Hirer, who will ensure compliance with the Licensing Act 2003.

Sale includes the supply to members of a club and the provision of alcohol where a charge is made including for example admission.

Alcoholic drinks are not to be consumed more than 3 metres from the village hall building or within the Pinfold. A sign is available from the Booking Secretary, to be hung on the railings at the entrance to remind users of this restriction; it must be displayed during the event.

No alcohol is to be sold to or consumed by anyone under the age of 18 years. Proof of age is to be sought for all persons thought to be under the age of 25 years (identification requires their photograph, date of birth and a holographic mark). A Refusal Log is to be completed as appropriate. Hirers are to sign a certificate acknowledging the requirement to comply with Premises Age Verification Policy.

There is to be no disorderly behaviour or drinking contests. No alcohol is to be supplied for anyone who is drunk or to be poured into a person's mouth.

No one under the age of 18 years is to sell or supply alcohol.

No smuggled goods, which have been imported without the payment of duty or which have been unlawfully imported are to be consumed or sold.

Small measures (half pint of beer and cider, 125ml glasses of wine and 25ml or 35ml of spirits; all to be displayed on any tariff and have the ability to dispense these quantities) and free tap water are to be available. Unlimited quantities of alcohol are not to be provided free or in return for a fixed fee.

If the hire is primarily or exclusively for the sale and consumption of alcohol, no children under the age of 16 years are allowed to be present unless they are accompanied by an adult. In any event those under the age of 16 years are not allowed to be present after midnight unless accompanied by an adult.

Under the provision of the license held by the Walker Memorial Hall Management Committee:

All functions are to be finished by midnight (except for those specifically provided for in the license)

All music is to be finished by 11pm.

Alcohol is not to be served before midday or after 11.30pm (except for those days specifically provided for in the license).

There are to be no off sales of alcoholic drinks. All other off-sales are to be in sealed containers.

Any exception to the provisions of the paragraph above must be subject to a separate Temporary Events License.