

**Branston Village Hall.**  
**General Conditions of Hire.**

Definition of Hirer: The person named and signatory on the Booking Form. If this is more than one person, all named will be classed as the Hirer. The Hirer must be a minimum of 25 years old.

- 1) The Hirer is responsible for ensuring that the terms of the Premises Licence, granted by North Kesteven District Council, are adhered to; particularly with reference to:
  - a) Maximum capacity = 150 persons, including organisers, bar staff and entertainers.
  - b) Fire Exits and approaches must be kept clear of obstructions.
  - c) Hirers cannot sell or provide alcohol as part of the ticket price. All alcohol sales must be through the approved bar – Mobile Bars on 01400 272073. NOTE : 28 days notice is usually required to hire this facility.
  - d) In exceptional circumstances, the Village Hall Management Committee (VHMC) may agree to the Hirer providing a bar. Applications should be made in writing to the VHMC. If the application is approved, a copy of the Temporary Events Notice available from North Kesteven District Council is required by the VHMC.
  - e) All functions must end no later than midnight. Where tickets are sold on the door, no entry to be allowed after 11pm.
  - f) Hirers have a responsibility for the conduct of persons attending functions organised or promoted by them and must ensure that the needs of local residents are respected and that there is minimum noise during and at the end of a function.
  - g) The VHMC accepts no responsibility for any stored equipment or other property brought onto the premises.
- 2) Hirers are responsible for making good, or the cost of making good, any damage to the building or contents therein, caused during their period of occupancy.
- 3) Hirers are responsible for the security of the Village Hall during their occupancy and must ensure that all doors and windows are locked shut at the end of the function or if the Hall is left vacant at any time during the hire period. Lights in the Main Hall, Kitchen and Store Room should be switched off. Lighting in the toilets, corridor and entrance lobby are operated automatically.
- 4) Hirers are responsible for leaving the hall clean and tidy with tables wiped and chairs stacked in Store Room 1. Any liquid spillages on the wooden floor or in the kitchen should be soaked up using paper towels. Failure to do so may result in damage to the floor(s) and remedial costs may be charged to the Hirer.
- 5) The main hall should be swept using the dry mop sweepers to be found in the Utility Room. There is a vacuum cleaner in the utility room for spillages and the door mats. Any rubbish should be placed in bin bags and left in the kitchen. Hirers are asked to remove empty glass bottles from the premises. A mop & bucket can be found in the Utility Room. The Committee reserves the right to make an additional charge if excessive cleaning is required.
- 6) The VHMC may at its discretion appoint not more than two committee members to visit any function to check that conditions are being complied with. No such admission allows participation in the function.
- 7) The air conditioning system operates automatically using pre-programmed time and temperature settings and cannot be adjusted.

- 8) Electrical sockets are fused 13 amp and will automatically cut out if faulty equipment is used. Electrical power to the sockets in the Main Hall can be restored by using the re-set switch; located inside the steel electrical control box, mounted in the wooden, wall mounted main electrical box in the Disabled Toilet.
- 9) Cutlery and crockery for 150 persons is available. Please note that there are no large/sharp knives available. The water boiler near the sink, for making hot drinks, produces 140 cups per hour but only 24 on demand. The larger appliance can produce 60 cups on demand but needs to be switched on half an hour before required. Please switch off again after use. Additional kettles are available to meet a higher demand but should be emptied and returned to the cupboard after use.
- 10) Tables and chairs are kept in the Store Room. The chair trolleys provided should be used to move chairs to avoid damage to the floor. Any damage so caused may be charged to the Hirer at the discretion of the VHMC. Red, plastic chairs are to be used for craft sessions, Play Groups and Children's Parties.
- 11) Hirers must be aware of the risk of fire and should familiarise themselves with the layout of the Hall and the location of the Fire Exits and Fire Extinguishers. Details of the Emergency Plan are displayed on the H&S noticeboard in the main hall. Copies can also be found by each Fire Exit and should be taken outside in the event of an evacuation. Instructions for the Hirer are on page 6 and details to assist the Fire Service are included on pages 4/5. No internal decorations of a combustible nature shall be erected without the consent of the VHMC. No decorations are to be put up near lights or heaters.
- In the event of fire:
- Raise the alarm by shouting FIRE.
  - Evacuate the premises and assemble at the signed Fire Assembly Point.
  - Call the Fire Service on 999.
- Please note that there is no public telephone at or near the Village Hall. Hirers should ensure that a mobile phone is available in case of emergency.
- 12) In the interests of the safety of visitors and their property, the Village Hall is equipped with 24 hour CCTV monitoring.
- 13) A First Aid Box is located in the kitchen beneath the worktop.

Checklist	✓
Tables and chairs stacked correctly.	
Floor swept / Spillages cleared / Rubbish bagged/ decorations & sticky tape removed from walls & tables and excess bottles removed.	
Fire Doors locked	
Lights out – Main Hall, Kitchen & Store Rooms (Corridor & all toilets on auto)	
Entry / Exit door secure.	
Leave quietly.	

Thank you for your booking.

## Branston Village Hall.

### Particular Conditions of Hire for Occasional Events.

To be read in conjunction with General Conditions of Hire.

Definition of Hirer: The person named and signatory on the Booking Form. If this is more than one person, all named will be classed as the Hirer.

- 1) Please return the top two copies of the Booking Form within 14 days of receipt to secure the booking. They should be signed & dated and be returned with the deposit to the Booking Clerk:  
Vanessa Sparkes at 4 Milton Close, Branston, LN4 1TR.  
Enquiries to branstonvillagehallbookings@hotmail.co.uk or 07531 770465.
- 2) Any outstanding balance must be settled fourteen days before the day of hire. Entry to the Hall is electronic via a keypad and once full payment has been received a numerical code will be sent to you by the Booking Clerk. Your unique code will allow access to the Hall during the actual time booked.
- 3) Payment should be made by bank transfer, cash or cheque. Cheques should be made payable to Branston Village Hall. Transfers: Sort Code 40-28-20 & Account Number 31113364.  
A separate cheque or payment is required for the deposit. If the deposit is paid by Bank Transfer, the hirer should provide their account number and sort code for a return transfer.
- 4) Security Deposits are normally refunded not later than 6 weeks after the date of the event. Failure by the Hirer to comply with the Conditions of Hire may result in the forfeiture of the deposit. If the hirer cancels a booking, the deposit will be returned in full, if a minimum of 28 days notice is given or 50% for a minimum of 14 days notice. Any less notice and a refund will be at the discretion of the management committee. In the event that the Hall suffers any damage to fixtures and fittings, all or some of the deposit may be retained to cover the cost of repairs.
- 5) Sufficient stewards should be on duty and at least one steward on door duty during the whole function to prevent unauthorised access.
- 6) The Management Committee reserves the right to :
  - a) Refuse any application for the hire of the Hall for any reason it may deem sufficient.
  - b) Waive or alter all or part of the Conditions of Hire for any reason that it deems sufficient.
  - c) Free admission of not more than two committee members to any function to check that conditions are being complied with. No such admission allows participation in the function.

Checklist	✓
Tables and chairs stacked correctly.	
Floor swept / Spillages cleared / Rubbish bagged / decorations & sticky tape removed from walls & tables and excess glass bottles removed.	
Fire Doors locked	
Lights out – Main Hall, Kitchen & Store Rooms (Corridor & all toilets on auto)	
Entry / Exit door secure.	
Leave quietly.	

Thank you for your booking.

## Branston Village Hall. Conditions of Hire for Youth Events

Due to damage to the Village Hall, noise and ASB in the car park and surrounding area during and after youth parties, it has been necessary to impose additional conditions. These conditions have been recommended by the local Police team who are notified of all such parties and may visit the Hall during the event to ensure that it is being well-managed.

### **Deposit**

The £250 Deposit for parties involving 16 – 22 year olds must be paid in Cash or by Bank Transfer, 14 days in advance. If the deposit is paid by Bank Transfer, the hirer should provide their account number and sort code for a return transfer.

The cost of any damage or additional cleaning will be deducted from your deposit.

### **Use of the Bar**

The Bar is available to hire at a cost of £25, for which the bar will be staffed and stocked to your requirements. It is your responsibility to contact Gerald at Mobile Bars on 01400 272073 to make the arrangements.

If you do not book the bar you are not permitted to sell alcohol or include it in a ticket price as that contravenes the Village Hall licence.

### **Door Stewards**

As the hirer, you are responsible for supervising the event and need to arrange door stewards and use a pre-printed guest list.

The Police have asked for 4 sober persons, 25 years or older to monitor entry. Entry to anyone whose name is not on the guest list must be approved by the Hirer prior to admission.

### **At the End of your event**

Please ensure that the hall is left as you would wish to find it and all spillages cleaned up as per T&Cs. Bags of rubbish should be left in the kitchen and will be removed by the caretaker. Please ensure that the toilets are left in a clean state.

Hopefully, you will have a successful and trouble free event.