



TERMS AND CONDITIONS OF HIRE OF ST JOHN VILLAGE HALL

To be read and retained by the Hirer.

1. Definition

Throughout these Regulations “the Committee” shall mean the St John Village Hire & Fundraising Group or the representative thereof.

2. Conditions of Hire

- a. Applicants for the hiring of the Hall must state the purpose for which it is required and must be over 18 years of age.
- b. The Hall shall not be used for any other purpose than that stated in the application without the consent of the Committee.
- c. No explosives, inflammable, toxic, hazardous or infectious materials are to be brought onto the premises.
- d. Whilst on the premises children are to be fully supervised by an adult at all times. The Hirer shall ensure any activity for children under the age of eight years of age complies with the provision of the Children Act of 1989 and that only fit and proper persons (DBS checked) have access to the children.
- e. The Hirer shall ensure that nothing is done or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
- f. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. Any cutlery and crockery stored in the Kitchen may be used by the Hirer. The Committee, however, does not hire any other items of equipment.
- g. The Hirer shall ensure that no animals except for guide dogs are brought into the hall, other than for a special event agreed by the Committee. No animals whatsoever are to enter the kitchen at any time.
- h. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired the Committee shall not be liable to the hirer for any resulting loss or damage. **The Hirer shall not sub-let the Hall.****
- i. The Hirer or his/her appointed stewards shall acquaint themselves with the “Emergency Precautions & Fire Routine” (Paragraph 22)**

3. Booking & Hire Charges.

- a. The Committee reserves the right to refuse to accept any booking without having to state the reason for so doing.
- b. The current hire charges are shown on the St John Village Hall Hire Booking form.

4. Permitted numbers

No more than **100 persons** may be admitted to the Hall for any function.

5. Insurance

The hiring charge for private functions will include insurance arranged by the Committee to cover the Hirer’s liability endorsement under Section 6201.0 of the Insurance Policy and also the Hirer’s liability for injury to persons. Other Hirer’s must make his or her own insurance provisions.

6. Use of the Hall

- a. The Hirer shall conform to the requirements of the Committee with regard to the use of the Hall. Setting up chairs and tables and clearing them away afterwards is the responsibility of the Applicant. PLEASE DO NOT DRAG ACROSS FLOOR. Items left at the Hall premises overnight or unsupervised by day, remain the responsibility of the Applicant and not the Committee.
- b. Stiletto heels are not permitted as they will damage the wooden floor and the cushioned chairs must not be taken outside.

7. Decorations, Marquee and Gazebos.

- a. The Hall may not be decorated in any way without prior consent of the Committee.
- b. A Marquee may be sited on the Boule Court (at the hirer's expense) but it must have a floor covering. Please discuss this requirement with the Committee.
- c. The two Village Hall gazebos may be used (free of charge) with the consent of the Committee.

8. Cleanliness

- a. It is the responsibility of the Hirer to ensure that all equipment, utensils, crockery or fixtures used are left in a thoroughly clean and working condition, and the toilets must be cleaned by the hirer after the use of the hall – to the satisfaction of the Committee.
- b. It is the responsibility of the Hirer to ensure the immediate disposal or destruction of any unconsumed food or debris and litter resulting from the hiring. It is the Hirer's responsibility to remove all such debris from the Hall site.

9. Damage

All losses from and damage to the Hall or its contents shall be assessed by the Committee and charged to the Hirer.

10. Additional furniture etc.

Additional furniture or equipment shall not be bought into the Hall without the consent of the Committee.

11. Licensing and Intoxicants

- a. It is the Hirer's responsibility to obtain a Temporary Entertainment Notice (TEN) from the Licensing Authority (Cornwall Council). No intoxicating liquor may be sold or supplied without a Temporary Entertainment Notice having been obtained. If a licensed bar is required this must be arranged by the Hirer of the Hall or with a nominated Licensee. **The bar must close by 2230hrs¹**. Immediately the bar is closed the Hirer is responsible for seeing that the bar area is cleaned and all glasses washed. All barrels, crates and boxes are to be removed from the site and that the Hall is left in a clean and tidy condition.
- b. Intoxicating liquor shall only be supplied or sold by a Licensee previously approved by the Committee.

12. Behaviour

The Hirer of the Hall is responsible for good behaviour in the Hall and the Committee retains the right to stop any function at which unseemly behaviour takes place.

13. Access by the Committee and General Indemnity

- a. The Committee shall retain right of access to all areas of the Hall at all times.
- b. The Committee accepts no responsibility for any accident, injury or loss of personal effects that may occur to users of the Hall.

14. Noise and Music

The Hirer shall use his or her best endeavour to ensure no nuisance by noise is made to neighbouring persons or premises from the use of the Hall. Those attending events at the Hall are required to arrive and depart quietly, showing due respect for the Hall's neighbours. **Any music is to cease by 2300hrs²**.

15. Grass cutting

The Committee has no responsibility for grass cutting in the field adjoining the Hall. Hirer's wishing to use the field should make their own arrangements for its preparation. Any such arrangement must be agreed by the Committee.

16. Smoking

Smoking is not permitted in the Hall under any circumstances.

^{1, 2 & 3} There may be some latitude with these timings - please discuss with the St John Village Hall Hire & Fundraising Group

17. Security

Please ensure that the Hall is fully secured and windows and doors are secure at the end of your function.

18. Cessation of functions and Hall Closure:

The Hall is to be vacated and secured by 2400hrs³.

19. At the end of the event of activity the applicant is to⁴:

- a. Return the Hall to the condition in which it was received⁴.
- b. Secure all doors and windows and close fire exits.
- c. Check that all water taps are turned off and the water supply.
- d. Check that the heating is turned off.
- e. Turn off all lights.
- f. Unplug electrical appliances.
- g. Complete the Accident Book if necessary.
- h. Report any damage, breakages or losses to the Booking Secretary.
- i. Return the keys as per agreed arrangement.

20. **HOT WATER, HEATING AND LIGHTING.**

Lighting is included in the Booking Fee. Please ensure that all lights and appliances are turned off at the end of your event. A £1.00 slot meter, located in the Kitchen, operates the Hot Water and Central Heating System. Instructions for use are displayed above the boiler. Electric sockets will require a £1.00 coin in the meter located in the Committee Room. Electric kettles are available in the Kitchen.

21. **EMERGENCY PRECAUTIONS & FIRE ROUTINE**

All exits, together with the Fire-Fighting Equipment, must be kept clear of all obstructions at all times. All doors are to be kept unlocked and unbolted. **In the event of fire in the Village Hall the Hirer or his/her appointed stewards should immediately take the following actions.**

1. Raise the Alarm and commence the evacuation of all persons through the most convenient exits.
2. Alert the Fire Brigade (Hall Post Code: PL11 3AW)
3. Committee Members or Hirer's should take measures to contain the fire using Hall extinguishers' (Personal safety must remain paramount at all times)
4. A reliable person should be ready to brief the Fire Service upon their arrival and the adjacent road must be kept clear for Emergency Vehicles.
5. When evacuation is complete they should muster all evacuated persons outside Lakeview Flats (at the front of the Hall) and ensure all persons are accounted for.
6. All evacuated persons should be accounted for as soon as possible and must remain in the "Muster Area" until they are told that they can leave. A report is to be made to the Fire Service as soon as is convenient.
7. Should the fire get out of control ALL persons must leave the Hall immediately.
8. A plan of the Village Hall and location of fire extinguishers' and exits is displayed by the Main Entrance (Hirers and Stewards must acquaint themselves with this plan on entering the Hall.

22. **IMPORTANT NOTICE.**

Deposit will be retained in the event of the above Terms and Conditions are contravened.

^{1, 2 & 3} There may be some latitude with these timings - please discuss with the St John Village Hall Hire & Fundraising Group

⁴ It may be preferable to finish the St John Village Hall tidying up the following day - please discuss with the St John Village Hall Hire & Fundraising Group