



## TERMS AND CONDITIONS OF HIRE & ACTIVITY USAGE OF ST JOHN VILLAGE HALL (VH)

(To be read and retained by the Hirer & Activity Leader)

### 1. Definition

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

### 2. Booking & Hire Charges.

- (a) The current hire charges are shown on the St John Village Hall Hire Booking Form.
- (b) The Committee reserves the right to refuse any booking without having to state the reason.
- (c) **Damage.** All losses from, and damage to, the VH or its contents will be assessed by the Committee and charged to the Hirer.
- (d) **Deposits:** Deposits will be retained in the event of the Terms & Conditions being contravened.

### 3. Conditions of Hire & Activity Usage

- (a) Applicants must state the purpose for which the booking is requested and must be over 18 years of age.
- (b) The VH must not be used for any other purpose than that stated in the application without the consent of the Committee.
- (c) The VH must not be sub-let.
- (d) Whilst on the VH premises children must be fully supervised by an adult at all times. Any activity for children under the age of eight years of age must comply with the provision of the Children Act of 1989. Only ‘fit and proper persons’ (DBS checked) can have access to the children.
- (e) There must be no contravention of the laws relating to gaming, betting and lotteries.
- (f) No explosives, inflammable, toxic, hazardous or infectious materials are to be brought onto the VH premises.
- (g) In the event of the VH or any part thereof being rendered unfit for the use for which it has been hired the Committee is not liable to the hirer for any resulting loss or damage.
- (h) All hires and activity leaders must acquaint themselves with the “Emergency Precautions & Fire Routine” (Paragraph 9) prior to any activity.

### 4. Insurance

- (a) The St John Village Hall’s insurance is arranged by Norris & Fisher Insurance Brokers Ltd.
- (b) The Summary of St John Village Hall insurance cover can be viewed at the St John Website.
- (c) Additional insurance may be required (e.g. Marquee hire & usage). Clarification must be sought at time of booking.

### 5. General Information

- (a) **Permitted Numbers Attending.** No more than **100 persons** are to be admitted to the VH for any function.
- (b) **Hot Water, Heating & Lighting.**
  - (i) Lighting is included in the Booking Fee. Please ensure that all lights and appliances are turned off at the end of your event.
  - (ii) Electric kettles are available in the Kitchen.
  - (iii) 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.

(iv) Electric sockets will require a £1.00 coin in the meter located in the Multifunction Room.

**(c) Audio System.**

(i) If the audio system is required then a responsible adult needs to be authorised/instructed and is to be the sole user.

**(d) Noise & Music.**

(i) No nuisance by noise is to occur to neighbouring persons or premises from the use of the VH.

(ii) Those attending events at the VH are to arrive and depart quietly, showing due respect for the VH's neighbours.

(iii) **Any music must cease by 2300hrs<sup>1</sup>.**

**(e) Food.**

(i) The preparing, serving or selling food, must comply with all relevant food health and hygiene legislation and regulations.

(ii) Any cutlery and crockery stored in the VH kitchen may be used. The Committee does not hire any other kitchen items of equipment.

(iii) Any unconsumed food, debris and litter must be immediately disposed of after the event and removed from the VH site.

**(f) Cleanliness.**

(i) All equipment, utensils, crockery or fixtures used must be left in a thoroughly clean and working condition.

(ii) The toilets must be cleaned after the function (to the satisfaction of the Committee).

**(g) Furniture.**

(i) The setting up chairs and tables, and clearing them away afterwards, is the responsibility of the Applicant. Please do not drag these items across the floor.

(ii) The internal cushioned chairs must not be taken outside.

(iii) Additional furniture or equipment must not be bought into the VH without the consent of the Committee.

**(h) Shoes.**

(i) Stiletto heels are not permitted in the VH as they will damage the wooden floor.

**(i) Items left in the hall.**

(i) Items left at the VH premises overnight, or unsupervised by day, remain the responsibility of the Applicant and not the Committee.

**(j) Decorations.**

(i) The VH must not be decorated in any way without the prior consent of the Committee.

**(k) Marquee.**

(i) A Marquee may be sited on the Boule Court (at the hirer's expense) and it must have a floor covering.

(ii) Please discuss this requirement with the Committee.

**(l) Gazebos.**

(i) The two Village Hall gazebos may be used (free of charge) with the consent of the Committee.

**(m) Smoking/Vaping.**

(i) Smoking/Vaping is not permitted in the VH or grounds under any circumstances.

(n) **Behaviour.**

- (i) Good behaviour must be observed in the VH at all times.
- (ii) The Committee reserves the right to stop any function should unseemly behaviour take place.

(o) **Animals & Dogs.**

- (i) No animals except for guide dogs are to be brought into the VH or grounds, other than for a special event agreed by the Committee.
- (ii) No animals whatsoever are to enter the kitchen at any time.

(p) **Access by the Committee.**

- (i) The Committee shall reserve right of access to all areas of the VH at all times.

(q) **Cessation of functions and Hall Closure:**

- (i) **The VH must be vacated and secured by 2400hrs<sup>2</sup>.**

(r) **Security.**

- (i) Please ensure that the VH is fully secured and windows and doors are secure at the end of your function.

**6. Licensing and Intoxicants**

- (a) A Temporary Entertainment Notice (TEN) must be obtained from the Licensing Authority (Cornwall Council).
- (b) No intoxicating liquor is to be sold or supplied without a TEN.
- (c) Any licensed bar must comply with the TEN regulations and have a nominated Licensee (approved by the Committee).
- (d) **The bar must close by 2230hrs<sup>3</sup>.**
- (e) Immediately the bar is closed the bar area must be cleaned and all glasses washed. All barrels, crates and boxes must be removed from the site and the VH is to be left in a clean and tidy condition.

**7. Village Hall (VH) Grounds**

- (a) The VH grounds may be hired & used by activity groups together with the VH or as a separate entity.
- (b) The VH grounds hire charges are shown on the St John Village Hall Hire Booking Form.
- (c) The usage of these VH grounds is subject to the above terms and conditions (e.g. behaviour, noise & music etc).
- (d) No activities are to be undertaken that may cause damage to the VH, the VH grounds or neighbours' property.
- (e) No activities are to be undertaken that might cause injury, personal or otherwise.
- (f) **Ad Hoc usage:**
  - (i) St John parishioners and members of their families may use/enjoy these VH grounds on an 'ad hoc' (non-regular/routine/planned) basis.
  - (ii) St John parishioners may use/enjoy these VH grounds for family gatherings, however, they must first formally contact the Secretary for approval.

**8. Actions to be carried out at the end of an event<sup>4</sup>:**

- (a) Return the VH to the condition in which it was received<sup>4</sup>.
- (b) Secure all doors and windows and close fire exits.

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<sup>1, 2 & 3</sup> There may be some latitude with these timings - please discuss with the St John Village Hall Hire & Fundraising Group

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<sup>4</sup> 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

- (c) Check that all water taps are turned off and the water supply.
- (d) Check that the heating is turned off.
- (e) Unplug all electrical appliances.
- (f) Turn of all lights.
- (g) Complete the Accident Book if necessary.
- (h) Report any damage, breakages or losses to the Secretary.
- (i) Return the keys as per agreed arrangement.

#### 9. EMERGENCY PRECAUTIONS & FIRE ROUTINE

- (a) All exits, together with the Fire-Fighting Equipment, must be kept clear of all obstructions at all times.
- (b) All doors are to be kept unlocked and unbolted.
- (c) A plan of the Village Hall (VH), and location of fire extinguishers and exits, is displayed by the Main Entrance. Everyone must be made aware.
- (d) In the event of fire in the VH the following actions must be taken:
  - (i) Raise the Alarm and commence the evacuation of all persons through the most convenient exits.
  - (ii) Alert the Fire Brigade (**VH Post Code = PL11 3AW**).
  - (iii) All measures must be taken to contain the fire using VH extinguishers, however, personal safety must remain paramount at all times.
  - (iv) Should the fire get out of control ALL persons must leave the VH immediately.
  - (v) When the evacuation is complete all evacuated persons must go to the 'Muster Area' which is outside Lakeview Flats (at the front of the VH).
  - (vi) All evacuated persons must be accounted for as soon as possible, and must remain in the "Muster Area" until they are told that they can leave.
  - (vii) The Fire Service must be briefed upon their arrival and the adjacent road must be kept clear for Emergency Vehicles.