

# **HARLINGTON VILLAGE HALL**

## **BOOKINGS POLICY**

In this policy 'the Hirer' means the person (21+) responsible for the the booking agreement and 'the Committee' means the Management Committee of the Village Hall.

The Committee reserves the right to enter every part of the Hall at ANY time, and also reserves the right to refuse admission to, or remove from the Hall, ANY person(s) believed to be undesirable, without giving any reason.

Ad hoc bookings may only be made by a resident of Harlington, Bedfordshire. This is that the person who is responsible for the booking and in attendance at all times resides in Harlington, Bedfordshire.

It is the responsibility of the hirer to ensure that all booking details are correct and that any future or recurrent bookings are made in a timely fashion.

During the period of hire, the Hirer (being an adult of 21+ years), shall be in attendance throughout, and is responsible for:

### **SUPERVISION of:**

- a. The premises, its contents, and grounds, to prevent damage, however slight, or change of any sort; and,
- b. The reasonable behaviour of all persons using the premises, ensuring that there is no nuisance or problem with neighbours, including proper supervision of car parking arrangements so as to avoid obstruction of the highway, and/or access for emergency service back and front; and,
- c. Ensuring that all music and dancing ceases by 11.30pm on a Friday and Saturday and 9pm midweek and Sunday.
- d. Activities for children will comply with the provisions of the Children Act 1989 and the Home Office Code of Practice 'Safe from Harm' and that only fit and proper persons have access to the children.

### **NATURE OF USE AND INSURANCE:**

NO sub-letting, or using the premises for ANY unlawful purpose, or in any unlawful way, nor doing anything, nor bringing anything onto the premises, which may endanger the same, or any insurance in respect thereof. Obtaining any necessary insurance, eg Employer's Liability insurance in respect of employees of the Hirer, over and above the insurance carried by the Committee.

(i) You are liable for:

- (a) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents
- (b) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and
- (c) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and subject to sub-clause (ii), you must indemnify us against such liabilities.

(ii) We will take out adequate insurance to insure the liabilities described in sub-clauses (i)(a) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (i)(b) and (c) above. We will claim on our insurance for any liability you incur but you must indemnify us against:

- (a) any insurance excess incurred and
- (b) the difference between the amount of the liability and the monies we receive under the insurance policy.

- (iii) Where we do not insure the liabilities described in sub-clauses (i)(c) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to the Committee

#### **LICENSES & REGULATIONS:**

- a. The Village Hall has a Premises Licence authorising regulated entertainment and licensable activities within the Hall
- b. The Committee holds a licence in respect of any music played at functions in the Hall
- c. The Hirer shall be responsible for obtaining licences that may be needed, whether for the sale or supply of intoxicating liquor or for other purposes where a licence is not already held

**DAMAGE: Indemnifying the Committee for the cost of repair of any damage done to any part of the buildings, fixtures, contents, fences, trees, etc, during or resulting from the hiring.**

- a. Any dispute will be referred to the Committee, whose decision is final.
- b. **No Sellotape** or any similar or other adhesive is to be used on any painted surface.

#### **BEFORE LEAVING AT THE END OF YOUR SESSION:**

Making an inspection, leaving the premises and surrounds in a clean and tidy condition, and properly replacing any contents moved from their usual positions, otherwise the Committee may make an additional charge. Check lights are all switched off, windows closed and doors secured. Curtains should be opened including the stage curtains. **REMOVE ALL RUBBISH FROM THE PREMISES AFTER YOUR SESSION.**

#### **EQUIPMENT:**

- a. Ensuring all equipment brought into the Hall complies with relevant regulations on Health & Safety, Hygiene, etc.
- b. In particular, that all electrical equipment shall be protected by Residual Current Devices (RCD).

#### **BOUNCY CASTLES / OTHER PLAY EQUIPMENT**

Bouncy castles/inflatable toys should be used at the stage end of the hall; the maximum height for use inside the hall is 3 metres. NB: Harlington Village Hall is not liable for any claims arising from the use of bouncy castles or any other equipment brought into the village hall or used on village hall property by the Hirer. It is the Hirer's responsibility to ensure that such equipment is properly insured.

#### **HEALTH AND HYGIENE**

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products

#### **PUBLIC SAFETY COMPLIANCE:**

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

- a. The Hirer should make themselves aware of the following:
  - The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
  - The location and use of fire equipment.
  - Escape routes and the need to keep them clear.
  - Method of operation of escape door fastenings.
  - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- b. In advance of an entertainment or play the Hirer shall check the following items:
  - That all fire exits are unlocked and panic bolts in good working order.

- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.

## **EXPLOSIVES AND FLAMMABLE SUBSTANCES**

The hirer shall ensure that:

Highly flammable substances are not brought into, or used in any part of the premises and that no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters. Candles may only be used in enclosed holders

## **CANCELLATION**

The Village Hall reserves the right to cancel the session by written notice to the Hirer in the event of:

- a. the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- b. Regular annual events for example, Halloween Fayre, Village Pantomime etc.
- c. the Village Hall management committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- d. the premises becoming unfit for the use intended by the Hirer
- e. an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of their booking charge, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

It is the responsibility of the hirer to ensure that the booking calendar is up to date with their booking dates and times by informing the bookings secretary via email. Any bookings that are not cancelled prior to the date for example, during school holidays, will be payable on the next invoice.

## **INVOICING:**

Please ensure that bank and contact details are up to date by informing the bookings secretary via email of any changes.

The hirer will be invoiced for the whole time the hall is occupied including setting up and clearing away time. There will be a 15 minute hand over period between each booking to be used for removing themselves from the hall only and is NOT for clearing away time.

## **NOTICE BOARDS:**

Unapproved notices may not be fixed to *any* Village Hall notice board and *will* be removed.

## **NO ALTERATIONS**

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Hall Secretary. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Village Hall remain in the premises at the end of your session. It will become the property of the Village Hall unless removed by the hirer who must make good to the satisfaction of the hall or, if any damage caused to the premises by such removal.

**NO RIGHTS**

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

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