



# Rowsley Village Hall

## Terms & Conditions of Hire

- 1. Capacity:** The maximum capacity of the hall is 200 people of which 150 may be seated in the main hall. Hirers/keyholders must ensure this condition is met and do not exceed this limit. WI Room can accommodate 25 standing or 15 seated.
- 2. Age of Hirer:** The minimum age of the hirer/person in charge is 18.
- 3. Safeguarding:** Where a hirer is to use the hall for an event involving vulnerable people including under 18s, they must first confirm to the Booking Manager that they have in place a 'Safeguarding Policy', to ensure appropriate protection of, for example, children, people with learning difficulties, the physically disabled, the elderly and infirm etc and produce this to the Booking Manager.
- 4. During Hire:** The person making the booking is the person responsible and should be present at all times. This does not apply to Groups when a Group representative is responsible for making the bookings. In this case, the Chair of the Group or delegated keyholder is responsible and must be present during hire and should ensure the terms and conditions are met in full.
- 5. Hire Period:** This should include setting up and cleaning time at the end of hire (we recommend at least half an hour before and after events if this includes setting out chairs and tables etc).
- 6. Fire Regulations:** Hirers, or keyholders in the case of Groups, are expected to familiarise themselves with lighting controls, fire exit doors, fire fighting equipment, fire bells and evacuation procedure. All 3 exits and passageways must be kept clear at all times. Hirers/keyholders must ensure that users of the hall are aware of the above.
- 7. Insurance:** Commercial hirers / groups who hire the hall must have their own insurance cover and that this provides appropriate cover for their needs including possessions. A copy of this or details of the policy must be provided if requested.
- 8. Seating for performances:** It is a health & safety requirement that when 50 or more people are seated for a performance in the main hall, the chairs must be set out in rows with a centre and two side aisles. Exit doors must be kept well clear of chairs and tables.
- 9. Entertainment:** Rowsley Village Hall is licensed for entertainment by Derbyshire Dales District Council.



#### 10. **Alcohol:**

- Provision of alcohol: If alcohol is to be served (with or without cost), the booking clerk **MUST** be informed at the time of booking. If alcohol will be on sale or included in a ticket price, Hirers **MUST** obtain a TENS licence from Derbyshire Dales District Council for this purpose at least 10 days prior to the event. For full details, and how to apply, [www.derbyshiredales.gov.uk](http://www.derbyshiredales.gov.uk) and search Temporary Events Notice. **A copy of this license must be emailed or given to the booking clerk in advance of hire.**
- Serving of alcohol: The hirer is responsible for ensuring strict compliance of all licensing laws and must abide by the Age Verification Policy to prevent young persons under the age of 18 consuming alcohol on the premises. A copy of this can be viewed on the village hall website, via the link below.

11. **Provision of food:** From December 2014 new legislation came into in force that requires caterers to make consumers aware of the presence of 14 specified allergens, either by visually listing or signposting. The Food Standards Agency (FSA) has produced a series of publications to help Small and Medium food businesses to comply with new allergen rules. Access these [here](#)

12. **Music:** Rowsley Village Hall is licensed by the Performing Rights Society/PPL as a community building. The license covers the playing of recorded music and live music performance. In consideration of local residents, music must not be played after 10.30pm unless covered by a TENS licence which hirers must obtain in advance from DDDC. A copy of this must be emailed or given to the booking clerk in advance of hire.

13. **Film:** Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licenses for film

13. **Late Events:** All entertainment must end at 10.30pm unless covered by a TENS licence, a copy of which must be emailed or given to the booking clerk in advance of hire. In this case the hall must be vacated by the terms of the TENS and by 12.30am at the latest. We ask that organisers of late events make every effort to ensure they and their guests show consideration to local residents.

14. **Advertising:** Advertising of your event can be via our facebook page or website. Please make this request at the time of booking. Posters advertising any event can also be displayed on the village hall noticeboard outside the hall. Please make this request at the time of booking.

15. **Access Arrangements:** On payment of the hire fee, casual and one-off hirers will be issued with a one-time passcode to access the key to the hall during their booking. Access passcodes will be valid from 30 minutes before a booking commences, until 30 minutes after it ends. Regular hirers will be issued with an individual key, to enable access during their regular booked



slots. To avoid disturbing other hirers, hirers should not enter the hall outside their booked times without permission from the booking clerk, hall manager or a member of the management committee. If a hirer wishes to change their access times, they should contact the booking clerk.

**16. Keyholder Responsibilities:** It is the responsibility of the keyholder to ensure all terms and conditions of hire are met. This includes ensuring the security and wellbeing of the hall, that the building is left secured and clean and ready for the next hirer and that Health & Safety of the occupants is observed.

The safety of keys is the responsibility of the hirer. Any loss must be reported **immediately** to the booking clerk and a charge will be made for replacement. Hirers must not enter the building outside of their booked times without the express permission of the Booking manager or a member of the management committee. Keys should be returned to the Booking manager when a regular user booking is terminated.

**17. Smoking:** Is not permitted anywhere in the Hall or its gardens.

**18. Fire Hazards:** Flammable liquids, candles or any other appliance with a naked flame are strictly forbidden. Battery candles are permitted

**19. Provision of Food:** If your event involves the storage, preparation, sale or consumption of food, it is the responsibility of the hirer to ensure that all food is completely free of any taint and entirely fit for human consumption, as stipulated by Environmental Health policies and procedures. Hirers must ensure that any areas of the kitchen used in the preparation or serving of food, including the oven and fridge, are thoroughly cleaned and dried after use, ready for the next hirer.

**20. Heating:** Our heating system is scheduled to come on at the time hire in winter months. Please note that if you switch the heaters off in the main hall, that they **MUST** be switched back **ON** again at the end of your hire session in order that the hall is warm for the next hirers.

**21. Wi-fi and Internet Connection:** This is provided free of charge to our hirers. Connection is generally good but please be aware that there may be times when this is out of our control. We have a separate document detailing our WiFi terms and conditions, which you can see if you follow this [LINK](#).

**22. TV Licencing:** Users must not plug into the Hall's mains electricity supply to watch or record live television, whether this is on a television set, a computer, a tablet, or a smartphone, as the Hall does not hold a Television Licence. Such watching or recording may only be done on a user's own portable device, not plugged into the Hall's mains, and even then only if they have a T V Licence at their own home address covering it. If in any doubt about this, please consult the Advisory Poster displayed in the Hall. All users are expected to comply with the legislation.



23. **Displays:** Please use notice boards to hang any wall displays. No items should be stuck or fixed to the wall by any other means. Any damage incurred through failure to comply will be charged to the hirer.

24. **Clearing up:** Before leaving the hall, the premises must be left clean, tidy and ready for the next user. Failure to clean or report absence of cleaning equipment may result in an additional cleaning charge or forfeit of any deposit paid. Cleaning equipment including brooms, buckets & mops, dustpan & brush etc are located in the broom cupboard in the kitchen. Further cleaning materials are stored under the kitchen sink. Should any items not be available, please make immediate contact with either the Booking Clerk or Hall Manager (contact telephone numbers located in the main entrance).

- **Main hall:** Please sweep thoroughly, ensuring no debris remains, wipe tables if necessary and return all furniture to their storage area (Chairs stacked in WI Room; tables to the WI room and/or Storage Room).
- **Meeting (WI) Room:** Sweep and mop if necessary and leave chairs in stacks along back wall.
- **Toilets:** Sweep etc
- **Kitchen:** Sweep and mop as necessary. Clean all work surfaces and sink; wash, dry and put away any crockery and utensils used. Empty the bin into the correct wheelie bins located outside the entrance; any additional rubbish to be removed and disposed of by the hirer.
- **Electrical Equipment:** Ensure that the cooker, extractor fan, water heaters and lights in all areas are switched off. Kettles should be emptied and disconnected from the mains. The fridge should be left ON.
- **Water:** Ensure that taps in all toilet facilities and the kitchen are turned OFF.

25. **Equipment Failure/Breakages:** If urgent, please contact the booking manager or hall manager who will endeavour to rectify the problem. Otherwise please inform the Booking Clerk at your earliest convenience or make a note in the Comments Book which is located on the kitchen

26. **Accidents:** All accidents should be recorded in the Accidents Book located on the kitchen window.

27. **Damage and any additional Cleaning Costs:** Hirers have full responsibility for the hall during the hire period and the cost of any damage and/or additional cleaning costs incurred must be met by the Hirer. An invoice will be raised in this event and the hirer should pay this within 14 days.



**28. Stored equipment:** All equipment and other property must be removed at the end of each hiring unless previously arranged at the time of booking. No equipment is permitted to be stored on or around the stage area for health and safety reasons. Any equipment found to be left on the stage will be removed and RVH fees will be charged for each day or part of a day at the hire fee per hiring until the same is collected.

Regular users can by prior arrangement and storage hire fees leave appropriately stored and labelled equipment in the relevant space provided. The Village Hall may use its discretion in any of the following circumstances: (a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended. (b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the village hall management committee disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same

**39. Cancellation fees:** If the Hirer wishes to cancel the booking before the date of the event, If less than one month's notice of cancellation is given and it is not possible to re-let the hall, a minimum cancellation fee of 50% and maximum of 100%, will apply at the discretion of the Mgt Committee. **This also applies to regular users.**

The Village Hall reserves the right to cancel this hiring 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) 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.

(c) the premises becoming unfit for the use intended by the Hirer.

(d) 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 any deposit already paid, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever