

## KNOWLE VILLAGE HALL'S REGULATIONS FOR HIRING

### 1.1 Application and payment for hiring

Application for all bookings for Main Hall or back room should be made to the booking officer on the official form. The Knowle Village Hall committee reserve the right to refuse a booking without giving a reason. Payment for casual bookings should be made in full in advance by bacs or cheque. Cheques should be made payable to Knowle Village Hall.

### 1.2 Persons and Organisations responsible

The term "hirer" shall be taken to be the person named on the booking form as well as the organisation or body hiring. We are unable to take bookings for commercial events or teenage parties.

### 1.3 Cancellation

Either the booking officer or the hirer may cancel any booking on giving not less than one month's notice to the other. Neither party shall be entitled to any compensation in such case, except that the hirer shall forfeit any deposit paid in the event of cancelling the booking for whatever cause, but shall be entitled to a return of any other fees or charges paid. If a hiring is cancelled within one month of the date booked KVH will retain any deposit and reserves the right to charge full booking fees.

### 1.4 Over-staying time booked

Additional charges will be made if occupation of the Hall continues after the time for which the booking was made.

### 1.5 Sub-letting

No Sub-letting is permitted with the authority of committee.

## 2 - SAFETY

### 2.1 Capacity

The maximum capacity of the main Hall is 90 people sitting or 180 people standing.

### 2.2 Fire risk

**Before an event, hirers should familiarise themselves with escape routes, the location of fire extinguishers and the emergency assembly point.**

At the start of the event, participants should be told the location of escape routes and exits and that no smoking should be allowed in the building. If an evacuation is necessary, the participants assemble in the car park at the south of the building, taking only their immediate belongings and do not return to the building without permission of a fire officer. During an event, hirers must ensure that escape routes and exits are **not blocked** and there are no naked flames or smoking in the building.

### 2.3 Supervision

Sufficient stewards to comply with the terms of the hall's Public Entertainment Licence (normally two) shall be provided by the hirer and kept in attendance to supervise the use of the hall. Any organisations or individuals hiring the hall for the purposes of involving children or vulnerable adults are confirming by signing the terms and conditions of booking that they have appropriate safeguarding.

A copy of our child protection policy is available on our website

### 2.4 Additional Risks

No entertainment shall be held which increases the risk of fire or compromises the hall's insurance policy. No additional lighting shall be connected without the consent of the committee. Hirers using their own stand alone electrical equipment must ensure that it has been PAT tested.

## CARE OF THE HALL

### 3.1 Good order

The hirer is responsible for good order in the Hall.

### 3.2 State on Leaving

The hirer shall leave all rooms and equipment in a clean and tidy state. An excess charge to cover cleaning etc. will be levied for non-compliance.

### 3.3 Damage

Any damage to the hall or its contents must be notified to the booking officer and must be made good to the satisfaction of the hall committee, otherwise the deposit shall be used to repair any damage.

### 3.4 Acts not allowed

No nails may be driven into the walls, floors or woodwork and no adhesive materials may be used in a manner which may damage the decorative state of the premises.

### 3.5 Kitchen

Hirers using the kitchen must follow the instructions relating to the use of equipment, in particular the cooker and the microwave. Hirers must report any malfunctioning to the booking officer. Losses and breakages must also be reported to the booking officer and will be charged for. Hirers should bring their own tea towels. Rubbish - please take home your recyclable and food waste. General rubbish to go in bin at the rear of the hall in shed.

## LICENSING AND COPYRIGHT

### 4.1 Premises Licence under Licensing Act 2003

Evening events will be finished by midnight with no drinks served or music played after 11.30pm. If amplified music or live music is being played, then the external doors and windows will be kept shut. It is the hirer's responsibility to ensure that the event/activity finishes in an orderly fashion without disturbing local residents.

The Premises Licence prohibits any activity that involves hypnotism or striptease entertainment. Alcohol can be consumed on the premises but the selling of alcohol can only be done by an outside licensed bar.

### 4.2 Copyright

Hirers must be responsible for complying with the Copyrights Acts and indemnify the Association against costs levied against it by reason of infringement of the Acts. The Performing Rights Society charges the association for the playing of live and recorded music and accordingly hirers must pay an additional charge.

## RIGHTS OF THE KNOWLE VILLAGE HALL COMMITTEE

### 5.1 Refusal of entry

In the interest of public order the committee reserve the right to refuse entry to the hirer or any individual.

### 5.2 Right of entry

The committee reserves to itself the right of entry during the hiring for its duly authorised officers or servants and for police and fire officers.

### 5.3 Denial of responsibility

The committee accepts no responsibility for loss or damage to any property brought into or left in the Hall, nor for any accident or injury sustained by the hirer or any person present in the Hall during hiring. The hirer shall indemnify the committee against any claim made for such loss, damage, accident or injury.

### 5.4 Provision of Information

Hirers shall provide information regarding their activity/event.

