

# Hepworth Community Association (HCA) Hepworth Village Hall Conditions of Hire

## The Hirer agrees to the following:

1. Appoint one person to take overall responsibility and act as a point of contact and be present during the hire period. In particular ensure that fire evacuation procedures are known and observed.
2. Appoint adequate stewards to maintain good order and to ensure that water heaters, glass washer, cookers, lighting and heating are turned off.
3. Ensure that all potential fire hazards (eg rubbish) are removed from the premises at the end of the hire period. The village hall bins may be used but if they are full (lids must shut) rubbish must be taken away.
4. Ensure that all external doors are closed and locked at the end of the hire period.
5. Keep all fire exits free from obstruction at all times and ensure that the stewards are familiar with the operation of fire extinguishers and fire exits.
6. Ensure that use of the kitchen facilities (by the Hirer or their caterer) is in accordance with all relevant food legislation and regulations.
7. Ensure that all cutlery, crockery and glassware etc is returned clean to its place of storage. Tablecloths must be laundered and returned within three days.
8. Ensure that the hall, kitchen and toilets are left in a clean and tidy condition at the end of the hire period.
9. Ensure that the number of people in the hall does not exceed 100.
10. Ensure the maintenance of good order and to keep inconvenience to adjacent properties to a minimum. The outer door should be supervised and where possible kept closed.
11. Remove from the hall at the end of the hire period any equipment brought in by the Hirer and any temporary decorations, lighting, displays, apparatus or surplus jumble.
12. Allow right of entry at any time to any member of the HCA committee and to any police officer.
13. Park with consideration for local residents and not to block access for emergency vehicles.
14. In some cases, for example parties and receptions, a deposit of £30 will be paid by the Hirer at the time of booking. The balance should be paid 2 weeks before the event. The HCA reserves the right to charge users for any damage caused during the hire period or as a result of the hire.
15. Bar facilities and staff are available for larger events under the hall's licence. It is the policy of the HCA that the Hirer is not allowed to sell alcohol.
16. Ensure that any electrical appliances brought to the premises and used there shall be safe, and used in a safe manner in accordance with the Electricity at Work regulations 1989.
17. Ensure that equipment in the village hall (such as stepladders) is only used by competent persons with adequate precautions.
18. Ensure that no unauthorised heating appliances shall be used. Portable Liquefied Petroleum Gas (LPG) heating appliances shall not be used.
19. Ensure that the Fire Brigade is called to any outbreak of fire, however slight, and details thereof be given to the booking secretary.
20. That the Hirer is over 18 years of age.

# Hepworth Village Hall



## Booking Information & Terms & Conditions

General enquiries Ruth Brook Tel: 01484 686557

[www.hepworthvillagehall.org.uk](http://www.hepworthvillagehall.org.uk)

## Introduction

The Village Hall is maintained and managed (under a licence from the Hepworth Parochial Church Council) by the Hepworth Community Association (HCA), a charity. Fund-raising events are arranged from time to time to keep the premises in good condition and allow improvements. A number of regular clubs are run by local people (Yoga, table tennis, badminton, knitting & stitching, art, aerobics, martial arts, amateur dramatics, parents & toddlers). Every month there are film nights and HepworthLive music nights. Details are shown on the website. The maximum capacity of the hall is 100 people.

## Hiring Enquiries

Enquires for hiring the Village Hall should be made by telephone or via the website to the booking secretary, Ruth Brook. The hire rates are published on the website. Hire charges and deposits (if required) should be paid in advance. The income from hire of the Village Hall goes towards funding the day to day running costs.

## Exclusions

It is the policy of the HCA not to permit teenage parties or events which are in direct competition with regular HCA fund raising events.

## Breakages and Damages

Any breakages or damage to the Village Hall must be reported to Ruth or Alan Brook on 01484 686557 or via the website.

Any malicious damages not covered by the Village Hall insurance will be the hirers responsibility. Any breakage costs will be charged to the hirer.

## Licences

The hall has the following licences:

Premises licence covering plays, films, music, dancing and the sale of alcohol (See bar section below).

PRS and PPA licences to allow the use of recorded music.

## The Bar

The bar is available for larger events at no extra charge and is managed and operated by HCA volunteers. Profits from the bar are used to support the hall running costs. Prices are considerably cheaper than local pubs and restaurants. Hirers may not sell alcohol on the premises.

## The Facilities

The following equipment is available at no extra cost:

- Crockery, Cutlery & Glassware.
- Electric range & Convection Ovens, Plate warmer.
- Pots, Pans & Oven trays.
- Microwave, Water Boiler & Glass washer.
- Fridge and freezer.
- Tablecloths.
- 4ft round tables, 6ft oblong tables, 2ft square tables. (approx.)
- 90 padded chairs.

A multifunctional stage is available (by arrangement) for bands etc at larger events.

## Checklist for Hirers

### Before the event:

1. After agreeing dates and times with the booking secretary, sign & return the terms & conditions of booking along with payment.
2. Arrange access time and collection of keys with booking secretary.
3. Acquaint themselves with H&S Policy, operating of cooking/ electric machinery, heating etc.

### After the event

1. Clean and return to correct area all equipment used during the event.
2. Put tables away and stack chairs safely
3. Leave kitchen and toilets in a clean and tidy condition.
4. Sweep (and mop if necessary) the hall floor and kitchen floor.
5. Launder table cloths and return within 3 days of the event.
6. Turn off lights, electric equipment and heating.
7. Secure the premises & return keys to booking secretary.