

ZEAL MONACHORUM VILLAGE HALL

TERMS AND CONDITIONS OF HIRE

1. DEFINITIONS

- a) 'Management' means Zeal Monachorum Village Hall Management committee or its representatives.
- b) 'Hall' means the building, playground areas on either side of the hall and furniture and equipment that belong to Zeal Monachorum Village Hall.
- c) 'Hirer' means a person over 18 years of age who shall be responsible for ensuring that these terms and conditions will be complied with during the period of hire.
- d) 'Hire Form' means the form titled Zeal Monachorum Village Hall Hire Agreement.
- e) 'Event' means the hire period, activity or function.
- f) 'TEN' means Temporary Event Notice for a licensable activity which is issued by Mid Devon District Council upon application by the premises user.

2. PREMISES LICENCE

- a) The Village Hall is licensed for a maximum of 100 people (standing) and 60 people (seated). Hire of the Hall includes use of the furniture and equipment, crockery and kettles. NOTE: if the hirer requires the use of the cooker during the Hire Period, this will be subject to an additional charge of £5 to cover the extra electrical consumption. This requirement must be stated when the Booking Form is submitted.
- b) The hall is licensed for performances of a play, live or recorded music and dancing; these activities are restricted to indoors only. Any activity other than those listed above requires the hirer to obtain the appropriate licence. Our licence does not permit the sale of alcohol, which requires a TEN. (See sect 8).
- c) The hall is licensed to midnight on Monday to Saturday inclusive, and 11pm on Sunday.

3. APPLICATION FOR HIRE

A Hire Form must be completed and signed by the Hirer and submitted to Management as directed on the attached form. All details contained on the completed Hire Form are part of these terms and conditions. It is the responsibility of the hirer to ensure that conditions of our licence are adhered to.

4. ACCEPTANCE OF HIRE

Management will confirm the hire period and cost by sending the Hirer an invoice for the hire amount. Management reserves the right to refuse any application for hire without giving due reasons, and has the right of entry to the Hall at any time.

5. DEPOSITS

A deposit of £25 is required to be paid at the time of submitting the Hire Form for all private functions and non-affiliated organisations. The deposit will be held pending satisfactory inspection of the Hall by Management following the hire period or cancellation of hire. Within 7 days following the hire period and satisfactory inspection of facilities, monies will be returned.

6. HIRE COST AND PAYMENT

The hire cost will be based on the period stated on the Hire Form and the current rate on the date of the hire. The hire period needs to include time for set up prior to the function and completion of cleaning after the function. Hire cost is payable to Management at least 24 hours before the event. Failure to make payment will be considered a cancellation by the Hirer. Management reserves the right to alter hire rates and terms and conditions without prior notice.

7. CANCELLATION

If the Hirer cancels the event at least 7 days prior to the start of the hire period, at Management's discretion the hire fee may be refunded. Cancellation of hire by the Hirer 7 days or less prior to the start of the hire period may result in the total hire cost and deposit to be forfeited. If the hire is cancelled or refused by Management any monies paid will be refunded immediately after notification of such cancellation.

8. LICENCES DUTIES AND COPYRIGHTS

If a Temporary Event Notice (TEN) is required it is the responsibility of the Hirer to obtain this and any other licences or rights applicable to the event. The Hirer undertakes to abide by, and comply with, all conditions, stipulations and requirements contained in or attaching to any licence or permission granted to the Hirer, and to indemnify Management against all claims, costs, demands, fines and fees occasioned by any breach of this undertaking. Copies of licences and permissions applied for and granted are to be supplied to Management at the time of making Hire cost payments.

9. SECURITY

The Hirer is to contact Management before the hire date to arrange for the collection and return of the keys for access to the Hall. The Hirer is responsible for the security of the Hall during the hire period and must ensure that all external doors are locked, windows closed, and lights switched off when the Hall is not occupied and at the end of the hire period.

10. CONDITIONS OF USE

- a) If alcohol is to be consumed at the event, a minimum of two people over 18 years of age shall be on duty throughout the period of hire to ensure compliance with these terms and conditions and where applicable, the TEN. Two adults over the age of 18, should be in attendance at all times and are legally responsible. NOTE No drinking outside of the hall is permitted at any time.
- b) To avoid nuisance to adjacent residents, the entry into and exit from the Hall should be carried out as quickly and quietly as possible. Functions involving live music or amplified sound must have all Hall external doors and windows kept closed and the event must end and the Hall be vacated by midnight.
- c) Visitors arriving by car are requested to park sensibly and with consideration for residents.
- d) At the end of the hire period, all furniture and equipment must be returned to its normal place, the Hall to be left in a clean and tidy condition and all **rubbish from inside and outside the Hall removed from site**. If the Hirer has turned on heating, heaters, and water heater these must be turned off before leaving the hall. Failure to do so may result in the loss of the deposit to cover additional heating costs.

11. FIRE, HEALTH & SAFETY

- a) The Hirer must ensure compliance with all regulations issued by Management and Local Authorities pertaining to fire, health and safety during the period of the hire.
- b) Smoking and electronic cigarettes are NOT allowed anywhere within the Hall buildings.
- c) All exits within the Hall must be kept free from obstructions to enable quick and easy evacuation. It is essential that the Hirer makes themselves aware of the location of emergency exits and the procedures to be followed in the event of an emergency. (see plan attached)
- d) Performances and activities involving danger to the public or of a sexually explicit nature, are not permitted.
- e) Highly flammable or explosive substances shall not be brought into or used in any part of the Hall. Internal decorations of a combustible nature (e.g. polystyrene, cotton wool) should not be erected.
- f) No hall fittings, electrical circuits, central heating units may be moved, changed or interfered with.
- g) Additional heating appliances must not be used on the premises without Management consent.
- h) All spillages on floors and tables must be immediately cleaned up.
- i) No animals whatsoever are permitted in the kitchen at any time.

12. LIABILITY & LOSS OF/DAMAGE TO PROPERTY

Any loss or damage to Hall property during the hire period may result in the forfeit of the deposit and or a claim against the Hirer for repair or replacement costs. Should any damage occur, please notify Management as soon as possible to facilitate repair or replacement. Management does not accept liability or responsibility for damage to or loss of anything which is not the property of the Village Hall.

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HEALTH AND SAFETY POLICY STATEMENT Zeal Monachorum Village Hall

Our statement of general policy is:

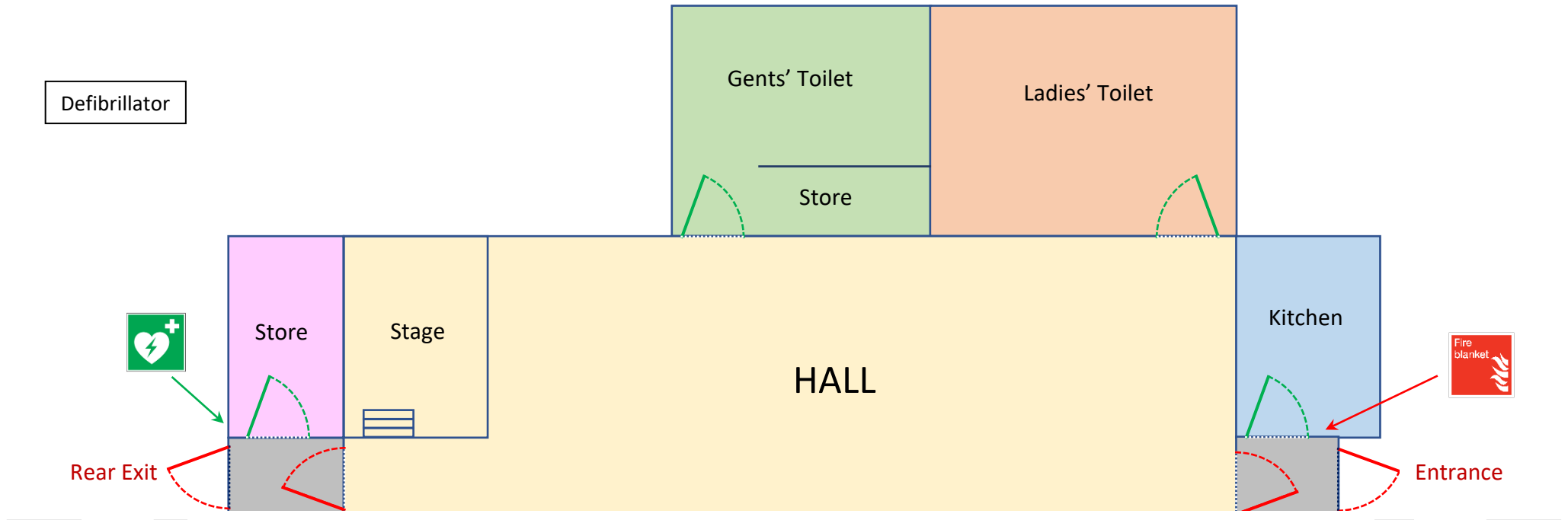
1. To provide adequate control of the health and safety risks arising from hall activities;
2. To consult with our hall users on matters affecting their health and safety;
3. To provide and maintain a safe building and its equipment;
4. To ensure safe handling and use of substances;
5. To provide information and instruction to hall users;
6. To ensure all employees are competent to do their tasks, and to give them adequate training;
7. To prevent accidents in and around the hall
8. To maintain safe and healthy conditions; and to review and revise this policy as necessary at regular intervals.

Erica Eden, Chair

Date: 2 February 2023

Review date : January 2024

ZEAL MONACHORUM VILLAGE HALL PLAN



- Exits shown in **RED** are Fire Exits and must be kept free at all times
- If emergency evacuation is necessary please leave the hall, turn right and assemble in Churchill Gardens, taking special care on the road.
- Smoking and electronic cigarettes are NOT allowed anywhere within the Hall buildings.