

CATTON VILLAGE HALL TERMS AND CONDITIONS OF FACILITIES HIRE

1. Terminology

- 1.1 "We" and "Us" – Catton Village Hall Management Committee
- 1.2 "The Hall" - Catton Village Hall.
- 1.3 "You" and "Your" – the Hirer
- 1.4 "Your Event" – the activity carried out by You during the hire period

2. General

- 2.1 We regret we cannot accept teenage or 21st Birthday party bookings. You must be over the age of 21 in order to hire The Hall.
- 2.2 No more than 100 people must attend Your Event which is the capacity of The Hall.
- 2.3 All young people must be supervised by an adult at all times.
- 2.4 The Hall car park (opposite the Gold Cup public house) should be used as far as possible and any on street parking must not obstruct the access of our neighbours to their properties.
- 2.5 You are responsible for the good conduct of all guests at Your Event. We are located in a residential area and ask that You and those attending Your Event show respect and consideration to our neighbours, in particular ensuring that those leaving The Hall at night do so quietly.

3. Booking and Cancellation

- 3.1 Your booking is provisional until we confirm acceptance to you.
- 3.2 You must notify Us at the time of making Your provisional booking of the nature and purpose of Your Event and the approximate number of people that you anticipate will attend.
- 3.3 You must notify Us at the time of Your provisional booking if there is to be any hazardous or unusual activity involving increased risk undertaken in the Hall during Your Event, e.g. bouncy castle, and/or whether You will be engaging a third party supplier to provide services at Your Event.
- 3.4 We will confirm to You in writing if your booking is accepted and any special terms and conditions that We require to be satisfied.
- 3.5 You must make payment to Us no later than 5 working days before the date of Your Event. Payment by cheque should be received at least 10 working days before the date of Your Event.

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3.6 If notice of cancellation is received by Us more than 7 days prior to start of Your Event a 100% refund will be made. Thereafter a 50% refund will be given unless notice is received less than 48 hours before the start of Your Event when no refund will be given.

3.7 If You are engaged in the Hall in the provision of activities for children unaccompanied by a parent or carer that constitutes regulated activity under the Safeguarding Vulnerable Groups Act 2006 (as amended) You must provide to Us following confirmation of your booking a copy of your Safeguarding Policy and evidence that appropriate checks have been carried out through the Disclosure and Barring Service.

3.8 After We have confirmed your booking, in the event that The Hall were, due to unforeseen circumstances, to be rendered unfit for use for Your Event We will refund all payments made by You in full but We will not be liable for any consequential loss or expense incurred by You.

3.9 Exceptionally, it may be necessary for Us to cancel your booking if, for example (but not limited to), We receive notification that the Hall is required for use as an election Polling Station or the Hall is required for a specific event for the local community. In this event We shall give you notice of cancellation as soon as reasonably practicable. We will refund all payments made by You in full but We will not be liable for any consequential loss or expense incurred by You.

4. Liability and Insurance

4.1. We are covered by normal public liability insurance.

4.2 It is Your legal responsibility to ensure the safe planning and delivery of Your Event.

4.3 If We agree to a hazardous or unusual activity involving increased risk taking place during Your Event you must provide Us no later than 7 days before Your Event satisfactory evidence of adequate liability insurance to cover the activity.

4.4 If You are a commercial hirer or are engaging a commercial third party supplier to provide services at Your event, e.g. professional caterer, entertainer etc. you must provide to Us no later than 7 days before Your Event satisfactory evidence that You or any third party supplier has adequate liability insurance cover.

4.5 You are responsible for all loss or damage to The Hall and its fixtures and fittings during Your Event (fair wear and tear excepted) which will be charged at full replacement cost.

4.6 We are not responsible for any loss or damage caused to personal property or belongings during Your Event.

5. Health and Safety

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5.1 You must read follow our Health and Safety Policy and Safeguarding Policy that is available to view on the website. Your obligations as Duty Holder and Hirer are incorporated into these terms and conditions. In particular:-

5.1.1 You must ensure that the fire exits and escape routes are not obstructed. The fire door to the rear of the Main Hall should remain shut save in an emergency as it opens onto the private garden of a neighbour.

5.1.2 You should familiarise yourself with the location of all fire extinguishers, the emergency exits/escape routes and First Aid box before Your Event.

5.1.3 No portable electrical item should be used by You on the premises unless it has been PAT tested.

5.1.4 Gas bottles, fireworks, smoke machines and flammable substances are not permitted in the Hall.

5.1.5 You must ensure that no combustible materials are placed on or near any heat or ignition source including the electric radiators.

5.1.6 All spillages of liquid should be mopped up immediately upon discovery.

5.1.7 You must complete the Incident Book kept in the kitchen in the event of your noticing a hazard arising from the state and condition of the Hall, its equipment or any activity taking place in the Hall and also notify us by email at hello@cattonvillagehall.co.uk

5.1.8 In the event of injury being caused to any individual at the Hall you must record information in relation to the injury in the Accident Book kept in the kitchen of the Hall and notify us by email at hello@cattonvillagehall.co.uk

5.1.9 In the event of emergency requiring an immediate response you should telephone Us on the Emergency contact numbers provided on our website.

6. Regulated activity

6.1 We do not have a premises licence for the sale of alcohol or for the provision of regulated entertainment within the meaning of the Licensing Act 2003 ("the Act"). If You intend to sell alcohol at Your Event, "sale" including an indirect consideration, for example, in the price of a ticket, You will need a licence. If You are unsure whether a licence is needed guidance may be obtained from the Licensing Officer at East Riding of Yorkshire Council.

6.2 You may also need a licence if you are providing regulated entertainment within the meaning of the Act at Your Event. You will not need a licence for the playing of live or recorded music between 8.00am and 11.00pm or the performance of a play or a dance between the same hours at Your Event in The Hall.

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6.3 The regulations as to other forms of entertainment are complex. If You are unsure whether a licence is needed guidance may be obtained from the Licensing Officer at East Riding of Yorkshire Council.

6.4 Application may be made online for a Temporary Event Notice ("TENS") from East Riding of Yorkshire Council for activities at Your Event that are regulated. You must supply to Us a copy of the TENS no later than 5 working days before your event.

6.5 The licence holder will be responsible for observing all relevant provisions of the statutory requirements under the Licensing Act 2003 or otherwise in relation to the regulated activity. In particular, in relation to an alcohol licence, it is a criminal offence:-

6.5.1 To sell alcohol to anyone under the age of 18;

6.5.2 To sell alcohol to anyone who is drunk;

6.5.3 To permit disorderly conduct on licensed premises.

6.6 Any sale of alcohol and the playing of music during Your Event must not extend beyond 11.00 pm.

7. Conclusion of Hire Period

7.1 The Hall should be left in the clean and tidy condition that You found it.

7.2 The cooker and hot water geyser should be turned off along with all electric lights.

7.3 All chairs and folding tables should be returned to where they were found at hire commencement and all crockery, glassware and cutlery used should be washed and similarly returned.

7.4 You must ensure that all rubbish is bagged and placed in the bins at the front of the Hall.

7.5 You must ensure that all doors are closed and the front door is locked, with the key returned to the key safe outside the front door, spinning the combination tumbler to lock the safe.

8. Data Protection

8.1 We collect, process and use Your personal data in accordance with our Privacy Policy which may be viewed online and a copy supplied on request. Your personal data is stored securely and will not be shared with any other individual or organisation without your express consent.

8.2 We may send you information from time to time by email about events or matters relating to The Hall that We consider may be of interest to You. You may opt out and request that We cease doing so at any time.