

TERMS AND CONDITIONS FOR THE HIRE OF KELBROOK AND SOUGH VILLAGE HALL

ACTIVITY	DESCRIPTION	FROM-TO
e. The performance of live music	Monday to Friday Saturday Sunday New Years' Eve	10.00am – 02.00pm 10.00am – 00.00am 12.00am – 22.30pm 10.00am – 02.00am
f. The playing of recorded music	Monday to Friday Saturday Sunday New Years' Eve	10.00am – 02.00pm 10.00am – 00.00am 12.00am – 22.30pm 10.00am – 02.00am
g The performance of dance	Monday to Friday Saturday Sunday New Years' Eve	10.00am – 02.00pm 10.00am – 00.00am 12.00am – 22.30pm 10.00am – 02.00am
Entertainment similar to e, f or g	Monday to Friday Saturday Sunday New Years' Eve	10.00am – 02.00pm 10.00am – 00.00am 12.00am – 22.30pm 10.00am – 02.00am
h. Entertainment facilities for making music	Monday to Friday Saturday Sunday New Years' Eve	10.00am – 02.00pm 10.00am – 00.00am 12.00am – 22.30pm 10.00am – 02.00am
i. Entertainment facilities for making music	Monday to Friday Saturday Sunday New Years' Eve	10.00am – 02.00pm 10.00am – 00.00am 12.00am – 22.30pm 10.00am – 02.00am
j. Entertainment facilities for dancing	Monday to Friday Saturday Sunday New Years' Eve	10.00am – 02.00pm 10.00am – 00.00am 12.00am – 22.30pm 10.00am – 02.00am
k. Entertainment similar l – j	Monday to Friday Saturday Sunday New Years' Eve	10.00am – 02.00pm 10.00am – 00.00am 12.00am – 22.30pm 10.00am – 02.00am

TOTAL CAPACITY OF THE HALL IS 150

PLEASE LEAVE QUIETLY

SALE OF ALCOLHOL – IS NOT PERMITTED. KVH does not hold a liquor license.

The Hirers and their guests can bring alcohol into the KVH for their own consumption and **MUST** only be consumed on the premises.

N.B. the consummation of alcohol and other beverages is not allowed in the street outside the hall

Other licenced events: In order to hold a licensable activity not covered by the Village Hall Premises Licence, a Temporary Events Notice will need to be given to the licensing authority. The Hirer must obtain consent from KVH Management Committee before submitting an application for a Temporary Events notice because there is a limit on the number of Temporary Event Notices, which can be granted annually for the premises.

OBTAINING ACCESS

The keys are available for KVH from the coded key safes at the entrance to both the front and annex doors.

For Key Safe Code contact: Carolyn Bell Tel: 01282 842718 or any committee member.

Keys must be returned immediately after the event.

Please telephone the above in case of difficulty.

CONDITIONS OF HIRE

RIGHTS

Kelbrook and Sough Village Hall reserves the right to terminate or refuse any booking.

USE

The benefit of the agreement is not assignable or capable of being sub-hired. It is personal to the Hirer who agrees to be present during the hiring of the Hall and to comply fully with this Hire Agreement.

The Health and Safety of those using KVH is the responsibility of the Hirer.

The Village Hall has a strict '**No Smoking**' policy within the building.

No dogs except guide dogs can be brought into KVH or allowed to enter the Hall.

The Hirer shall not use any part of the Hall for any purpose other than that designated in the agreement, nor for any unlawful purpose or in any unlawful way

SAFETY

If you are moving equipment etc., please be careful to avoid injury.

The Hirer shall ensure that any electrical apparatus, sound systems or appliances are safe, in good working order and used in an appropriate manner. Likewise, the hirer must ensure that any other equipment, such as Bouncy Castles etc. are fully ensured against any possibility of injury to others, by the provider of such equipment.

LOCATION OF FIRE EQUIPMENT AND FIRE EXITS

The location of exits and different types of fire equipment are clearly marked in the Hall.

Hirers should familiarise themselves with the exact location of the fire exits and the different types of fire extinguishers' before KVH is used. Fire doors: method of opening should be noted and escape routes must be kept clear of obstructions at all times.

In the event of a fire, the hall must be evacuated in an orderly manner using the appropriate exits. The Fire Brigade should be called by dialling 999. **Telephone in the entrance to the annex.**

A First Aid Box and Accident Report book are located in the kitchen.

HEATING

Heating is controlled by thermostatic controls, which are located in the main hall and the Annex. The temperature in the hall can be adjusted using these controls.

Please do not interfere with the boiler controls in the kitchen.

TELEPHONE

KVH has a telephone situated in the entrance to the annex. (it is available for and restricted to local calls)

CAR PARKING

The KVH car park situated opposite the church in Church Lane will accommodate 8 cars if they are parked sensibly. Additional parking should be along one side (LEFT SIDE) of Dotcliffe Road only, to avoid obstructing other users.

CONSIDERATION FOR OTHERS

Please KVH users to leave quietly at the close of your event. Car doors banking and loud talk in the car park are disturbing to local residents especially late at night.

You may post notices on the notice board provided outside the building but please do not remove existing notices. If you need to put up notices or decorations on the walls, please only use Bluetack and ensure the removability of such after the hiring

CLEANING

KVH must be cleaned after every event otherwise a cleaning charge will be made. Floors should be swept and washed, toilets cleaned and kitchen and bar counters to be wiped down, sinks cleaned and all glasses and crockery to be put away. All rubbish to be put in bin

bags and placed in the bins provided outside the hall or taken home. In particular we ask that you ensure table tops are wipe clean before being stacked away.

Please note that the hall will be checked after each event and an additional cleaning charge (min £30) will be made if extra cleaning is necessary.

FAULTS/DAMAGE/COMMENT

Please report any faults or damage to the bookings organiser as soon as possible so that they can be rectified quickly. The KVH Committee welcomes constructive comments or observations as well as any complaints you may have about your experience of hiring the Hall.

None of the provisions of this agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named a party to this agreement.

AGREEMENT

The above are Standard Conditions of the Hire of Kelbrook and Sough Village Hall and the hirer has accepted these conditions by signing the Hire agreement.