



Broughton Village Hall

Village Welfare Hall for community events and hire.

CONDITIONS OF HIRE AND INFORMATION FOR HIRERS 2024

Little Broughton, Cockermouth CA13 0XU. Booking Emails: info@broughtonvillagehall.org

Registered Charity Number: 520296

BY SIGNING THE BOOKING CONFIRMATION FORM, ALL HIRERS AGREE TO THE TERMS AND CONDITIONS SET OUT IN THESE TERMS.

PLEASE BE AWARE THAT THE ENTIRE BUILDING IS A NON-SMOKING AREA.

BOOKINGS

- The Hall may be booked for recurring or single lettings. Hall hire is charged by the hour session at £10 per hour for regular users and residents of Great and Little Broughton. The cost is £12 per hour for all others. The specified rates cover use of the Hall, the kitchen and use of the lavatories. Use of the PA system, incur extra charges, to be agreed prior.
- Hirers must be aged 18 years or over. If the event is to involve persons under the age of 18 years, the Hirer must give assurances that children under 18 will be supervised.
- Regular Bookings with Fees/Commercial Hirers: Please include copies of your relevant Public Liability Insurance Certificate to validate your booking.
- Tables and Chairs are free to use, which are stacked up to the left of the Hall on entry. Please ensure that you stack them away after use. It is the responsibility of the Hirer to set out tables and chairs if required.
- Plates, bowls (those found in the cupboard nearest the sink only) and cutlery etc is free to use whilst hiring the Hall. Please be advised that the Kitchen is very cold and therefore damp, so it is advisable that you wash what you need beforehand.
- No responsibility whatsoever can be taken for any 'personal' items left on the premises or any damage caused by them to the premises or any misuse of them by others.
- No charge is made for cleaning, provided that all facilities are left clean, tidy and in good repair, including the lavatories (as well as cooker and refrigerator if used). Any charges incurred due to breakages, poor cleaning, failure to replace furniture, etc. will be passed on to the Hirer or deducted from the deposit.
- No apparatus or equipment of any description can be left on the premises without the prior consent of the Management Committee.
- Inflatables cannot be used in the Hall due to the lowered ceiling, inflatables used outside need prior permission from the Committee.
- Under no circumstances can any equipment be used, that is being stored in the Hall, by other regular users. This includes any equipment on the stage, in the disabled toilets and the cupboard in the main hall. Please see the list in the Kitchen for equipment that is not be used.

The Hall is bookable by the hour unless prior agreement has been made with the Committee.

The hall will be available 15 minutes before the hiring time, unless extra time is agreed by prior arrangement.



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DEPOSITS & CHARGES

- For private parties a deposit of £50 is required. This is in addition to the Hire charge.
- Both the deposit and the hire charge must be paid at the time of booking and sent to the Bookings Secretary with the completed Booking Form. Public Liability is the responsibility of the hirer pro term
- Regular Hirers will be invoiced monthly in arrears and payment terms are strictly 14 days from the date of invoice unless by prior arrangement.
- For wedding receptions and evening parties, the deposit and rate are to be agreed separately with the Bookings Secretary.
- The deposit will be refunded after the event subject to a satisfactory inspection and return of the key (where applicable).

CANCELLATIONS

- Hirers may cancel bookings by giving at least 2 weeks notice.
- Cancellations made with less than 2 weeks notice are liable to a payment of the whole hiring charge.

The Management Committee reserves the right to cancel any booking by giving notice in writing and returning the hiring charge and deposit, should the purpose of hiring the Hall be in any way improper or unauthorised, or should the building be required as a Polling Station, or in a case of force majeure. The Management Committee shall not be liable to pay to the Hirer any money/loss incurred by the cancellation.

GENERAL HIRING CONDITIONS

Responsibility for the premises and the door key with the Hirer during the period of access to the Hall. The hire period must include set-up and clear-up times. The premises must not be accessed outside of the agreed hire period and must be vacated promptly at the end of the hire.

Heating is provided by high wall electric heaters.

The Village Hall Management Committee reserves the right to enter the Hall at any time during an event if it has reason to believe there may be a problem, and to impose further conditions on the spot or curtail the event as it considers necessary for the welfare of guests or the safety of the building or the impropriety of use.

No unauthorised person is allowed on the stage. Children are not permitted to play on the stage stairs or stage at any time.

No unauthorised person is allowed to place anything on the Ceilings.

DOOR KEY

Hirers must contact the Bookings Secretary at least one week before the date of hire. The Bookings Secretary will make arrangements to either meet the Hirer or give the door key.



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MUSIC & ENTERTAINMENT

The Hall holds the appropriate licences for Public Entertainment. Music must cease by 11:00 pm and all music must be kept to a suitable level to avoid disturbance of neighbours. For commercial hires/regular bookings with fees, Hirers should ensure that they have proper insurance for any equipment used in the Hall, to include any damage caused by them to the Hall and its users.

Responsibility for the use and safety of electrical equipment (and/or other equipment specified at the time of booking) brought on to the premises by the Hirer rests entirely with the Hirer. Any such electrical equipment must have passed the necessary P.A.T. tests and certificates must be produced upon request.

Public Liability insurance cover must exist for such equipment. Copies of certificates of insurance are required before a booking can be confirmed. Without adequate insurance cover such equipment must not be used. Hirers may be asked to remove such equipment from the premises.

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Performances involving danger to the public or of a sexually explicit nature shall not be given.

HEALTH & SAFETY

It is the responsibility of the individual Hirers to ensure that they are aware of the Health & Safety at Work Act 1974 and to take reasonable precautions to ensure that their activities are carried out in a responsible way.

Any accidents should be reported to a delegated member and an Accident Report Form completed. Accident Report Forms are kept in the cupboard in the entrance hall.

FIRE PRECAUTIONS

Hirers must make themselves familiar with the location of the fire extinguishers, emergency exits and of the importance of fire doors. Hirers will be responsible for informing all those using the Hall of the position of the emergency exits. Hirers must also familiarise themselves with the instructions on what to do in case of fire. Instructions are displayed on the notice board in the Village Hall.

Fireworks, party poppers and candles are not allowed, either for internal or external use with the exception of birthday cake candles.

ACCESS FOR ALL

There is access into the building for wheelchair users into the building and a designated lavatory inside. Assistance dogs are welcome in the Village Hall.

CAR PARKING

Visitors to the Village Hall are asked to follow the parking recommendation in force at the time.



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ALCOHOL LICENCE

Licensed bars may be arranged by the Hirer in accordance with the Licensing Regulations. It is the Hirer's responsibility to ensure that they have complied with the legislation. Alcohol consumption by persons under age must not be permitted.

The Hall has a Premises (Entertainment) Licence as required under The Licensing Act 2003. A Hirer who wishes to sell alcohol at an event must complete and send off a Temporary Event Notice (TEN) to the Allerdale District Council. This must be cleared in advance with the Management Committee. Under the legislation, alcohol may be given away, but if it is sold in any form, i.e. by raffle ticket, donation or included in the price of a ticket, then a Licence or TEN must be held. It is the recommendation of the Management Committee that if alcohol is to be sold, it is done in the normal way (i.e. priced by glass/bottle, etc). Licence Holders will be required to produce a certificate at the time of booking and certificates **MUST** be available at the time of the event.

It is an offence to sell/serve alcohol to persons under 18 years of age. Young persons (16 – 17 year old) may consume wine, beer or cider at a table meal when accompanied by an adult at the meal.

If for any reason alcohol is being sold without a Licence or permission to sell alcohol has not been given when the booking was made or there are signs of alcohol-related behaviour, any member of the Management Committee can close the event immediately.

The Management Committee and Hirer can be held legally responsible for criminal offences carried out at the Hall and as a result the Hall may lose its licence. **UNDER NO CIRCUMSTANCES WILL THE MANAGEMENT COMMITTEE TOLERATE ANY BREACH OF THE ABOVE LEGISLATION.**

No licence is needed for free alcohol.

FOOD SAFETY

Under the Food Safety Act 1990, it is the responsibility of persons providing food for any event held in the Hall to ensure that they are aware of and abide by the legal requirements. The Management Committee is not responsible for any food brought into the Hall.

SUPERVISION

Hirers are held responsible for adequate supervision of the premises and for use of the grounds by their own party during the period of hire and must ensure that fire exits and access to them are kept clear at all times.

Child Protection It is the responsibility of the Hirer (under the Children Act 2004) to ensure the safety of all children at all times at any event. There is also a responsibility to safeguard vulnerable adults. The Village Hall Management Committee has a Policy for Child Protection and Safeguarding of Young People and Vulnerable Adults. This document is kept in the entrance hall cupboard with contact details of the Child Protection Officer.

Hirers are responsible for the observance of the law regarding child protection, in particular that adults having continuing and close contact with children or vulnerable adults should have undergone a DBS (Disclosure & Barring Service) check. A declaration form for such user groups should be signed and returned with the booking form to the Bookings Secretary.



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CHECKLIST FOR HIRERS OF BROUGHTON VILLAGE HALL

In order that the Hall can be kept in good condition for all, would Hirers please do the following at the end of each hire:

1. Please ensure that the Hall floor is left in good condition (ready for the next user). Sweep or mop the floor to remove any crumbs etc. (Cleaning equipment will be found in the kitchen).
2. Make sure tables are clean before being put away and put away tables and chairs where you found them.
3. Check that all taps in the lavatories and kitchen are turned off, make sure the lavatories are clean, that the refrigerator is empty, and clean, if you have used it, and any cups, plates etc. that you have used are washed, dried, and put away. Please refrain from using the Freezer, this is for the Village Hall Committee use only.
4. Use the bin bags provided to dispose of rubbish in the outside bin and of recycling in the appropriate containers. Any rubbish that exceeds the capacity of the outside bin must be removed by the Hirer.
5. When you leave, check that all fire doors are closed.
6. Turn off hot water.
7. Switch off all the lights you have put on.
8. Check the Fire Doors are shut.
9. Lock the outer doors.

Your deposit will be forfeited if the Conditions of Hire have not been met.

Thank you for your cooperation.