

## **Baslow Village Hall - Terms & Conditions of Hire**

1. **Capacity:** The maximum capacity of the hall is 150 people of which 125 may be seated in the main hall. Hirers/keyholders must ensure this condition is met and do not exceed this limit.
2. **Age of Hirer:** The minimum age of the hirer/person in charge is 18.
3. **Vulnerable Persons:** Where a hirer is to use the hall for an event involving vulnerable people, they must first confirm to the Booking Clerk that they have in place a 'Vulnerable Persons Policy', to ensure appropriate protection of, for example, children, people with learning difficulties, the physically disabled, the elderly and infirm etc and produce this to the Booking Clerk.
4. **During Hire:** The person making the booking is the person responsible and should be present at all times. This does not apply to Groups when a Group representative is responsible for making the bookings. In this case, the Chairman of the Group or delegated keyholder is responsible and must be present during hire and should ensure the terms and conditions are met in full.
5. **Hire Period:** This should include setting up and cleaning time at the end of hire.
6. **Fire Regulation Compliance:** Hirers, or keyholders in the case of Groups, are expected to familiarise themselves with lighting controls, fire exit doors, fire fighting equipment, fire bells and evacuation procedure. All 3 exits and passageways must be kept clear at all times. Hirers/keyholders must ensure that users of the hall are aware of the above.
7. **Insurance:** Commercial hirers / groups who hire the hall must have their own insurance cover and that this provides appropriate cover for their needs including possessions. A copy of this or details of the policy must be provided if requested.
8. **Seating for performances:** It is a health & safety requirement that when 50 or more people are seated for a performance in the main hall, the chairs must be set out in rows with a centre and two side aisles. Exit doors must be kept well clear of chairs and tables.
9. **Entertainment:** Baslow Village Hall is licensed for entertainment by Derbyshire Dales District Council.
10. **Provision of alcohol:** If alcohol is to be served (with or without cost), the booking clerk **MUST** be informed at the time of booking.

**Sale of alcohol/alcohol included in ticket price:** Hirers **MUST** arrange a TENS license from Derbyshire Dales District Council for this purpose, details are available from the booking clerk. A copy of this licence must be emailed or given to the booking clerk in advance of hire.

**Serving of alcohol:** The hirer is responsible for ensuring strict compliance of all licensing laws and must abide by the Age Verification Policy to prevent young persons under the age of 18 consuming alcohol on the premises. A copy of this is available on request or from the village hall website.

11. **Provision of food:** From December 2014 new legislation came into in force that requires caterers to make consumers aware of the presence of 14 specified allergens, either by visually listing or signposting. The Food Standards Agency (FSA) has produced a series of publications to help Small and Medium food businesses to comply with new allergen rules. Advice is available from [www.food.gov.uk/business-industry](http://www.food.gov.uk/business-industry).
12. **Music:** Baslow Village Hall is licensed by the Performing Rights Society/PPL as a community building. The license covers the playing of recorded music and live music performance. In consideration of local residents, music must not be played after 10.30pm unless covered by a TENS licence which hirers must obtain in advance from DDDC. A copy of this must be emailed or given to the booking clerk in advance of hire.
13. **Late Events:** All entertainment must end at **10.30pm** unless covered by a TENS licence, a copy of which must be emailed or given to the booking clerk in advance of hire. In this case the hall must be vacated by the terms of the TENS and by 12.30am at the latest. We ask that organisers of late events take every effort to ensure they and their guests show consideration to local residents.
14. **Advertising & Signage:** Advertising around the village is strictly governed by the Peak District Park Authority. Regulations allow a maximum of 4 signs: 2 at the Golden Gates end of the village and 2 at the sports field end. Signs must not exceed 80 cm x 80 cm and may be erected the day prior to the event but must be removed immediately after. Signs must not be attached to road signs, obstruct the pavement, placed on or approaching roundabouts, or on the village green. Illegal signs may be removed and could lead to prosecution.

A maximum of 3 signs may be displayed on the hall itself, one of which may be a banner and this should be secured using hooks provided. No attempt must be made to attach additional nails etc to the building, or to affix items by any means to doors and windows.

15. **Access Arrangements:** The booking clerk will agree a mutually convenient arrangement for access to the hall. If the hirer is required to collect a key, the booking clerk will agree a time for collection. If the hirer does not collect at the specified time nor make contact with the clerk, the booking will be deemed as not required. If the arrangement is to meet at the hall, then the hirer should meet the booking clerk at the agreed time or the booking will be deemed as not required. Hirers should not enter the hall without permission of the booking clerk or a Trustee.
16. **Keyholder Responsibilities:** It is the responsibility of the keyholder to ensure all terms and conditions of hire are met. This includes ensuring the security and wellbeing of the hall, that the building is left clean and ready for the next hirer and that Health & Safety of the occupants is observed.

The safety of the key is the responsibility of the hirer. Any loss must be reported **immediately** to the booking clerk and a charge (amount at the discretion of the Trustees) will be payable. **Keys should not be labelled with the name of the hall in case of loss.** A hirer who has been given a key **must not** enter the building outside of their booked times without the express permission of the Booking Clerk or a Trustee.

- a) **Multiple and Group Bookings:** Regular hirers may be offered the facility of a key for which a deposit of £15 will be payable. This will be held on account and deducted from the final invoice when the booking ceases. Keyholders must comply with the Hall's Key Policy.
- b) **Individual Bookings:** The key issued must be returned to the booking clerk **immediately** at the end of the hire as requested by the Booking Clerk.

17. **Smoking:** Is not permitted anywhere in the Hall or its gardens.
18. **Fire Hazards:** Flammable liquids, candles or any other appliance with a naked flame are **STRICTLY FORBIDDEN**.
19. **Provision of Food:** If your event involves the storage, preparation, sale or consumption of food, it is the responsibility of the hirer to ensure that all food is completely free of any taint and entirely fit for human consumption, as stipulated by Environmental Health policies and procedures. Hirers must ensure that any areas of the kitchen used in the preparation or serving of food, including the oven and fridge, are thoroughly cleaned and dried after use, ready for the next hirer.
20. **Heating:** The warm air heating is regulated via a thermostat located on the back wall of the hall, nearest the main entrance. An ambient temperature is pre-set but can be adjusted up or down by pressing the plus or minus button. Please note that the heating takes approximately five minutes to come through and use of a higher setting will not speed this up. Hirers should return the thermostat to 14°C at the end of hire.
21. **Provision of Wi-fi Internet Connection:** This is provided free of charge to our hirers. Connection is generally good but please be aware that there may be times when this is out of our control.
22. **TV Licencing:** Users must not plug into the Hall's mains electricity supply to watch or record live television, whether this is on a television set, a computer, a tablet, or a smart phone, as the Hall does not hold a Television Licence. Such watching or recording may only be done on a user's own portable device, not plugged into the Hall's mains, and even then only if they have a T V Licence at their own home address covering it. If in any doubt about this, please consult the Advisory Poster displayed in the Hall. All users are expected to comply with the legislation.
23. **Displays:** Please use hooks provided on the picture rails to hang any wall displays. No items should be stuck or fixed to the wall by any other means. Any damage incurred through failure to comply will be charged to the hirer.
24. **Clearing up:** Before leaving the hall, the premises must be left clean, tidy and ready for the next user. Failure to clean or report absence of cleaning equipment may result in an additional cleaning charge or forfeit of any deposit paid.

Cleaning equipment: Brooms, buckets & mops, dustpan & brush etc are located in the broom cupboard in the kitchen. Further cleaning materials are stored under the kitchen sink. Should any items not be available, please make immediate contact with either the Booking Clerk or Facilities & Maintenance Trustee (contact telephone numbers located in the main entrance and kitchen).

Committee Room: Sweep and mop if necessary and leave chairs in stacks of six along back wall.

Kitchen: Sweep and mop as necessary. Clean all work surfaces and sink; wash, dry and put away any crockery and utensils used. Empty the bin into the GENERAL rubbish container located outside the entrance; any additional rubbish to be removed and disposed of.

Electrical Equipment: Ensure that the cooker, extractor fan, water heaters and lights IN ALL AREAS are switched off. Kettles should be emptied and disconnected from the mains. **The fridge should be left ON.**

Water: Ensure that taps in all toilet facilities and the kitchen are turned OFF.

Toilets: Sweep and mop toilets as necessary (using red mop stored in the gents toilets); empty any bins if full; replace any spent toilet rolls from the supply under the kitchen sink; switch off all lights and water heaters with the exception of the Ladies Toilets heater which should be left ON.

Main hall: SWEEP THOROUGHLY, ensuring no debris remains, wipe tables if necessary and place small tables along the side walls, 4 large tables beside sound cabinet and stack chairs in two's neatly under the tables. 4 sets of chairs stacked in 6 may be placed along the far corner of the wall by meter cupboard. Excess chairs and tables to be returned to storage areas (chairs to committee room (2 rows only) and tables placed on pull out drawers under stage, left end).

25. **Equipment Failure/ Breakages:** If urgent, please contact the Booking Clerk 07876 661325 or the Premises Trustee 01246 582503 who will endeavour to rectify the problem. Otherwise please inform the Booking Clerk at your earliest convenience or make a note in the Comments Book which is located on kitchen window.
26. **Accidents:** All accidents should be recorded in the Accidents Book located on the kitchen window.
27. **Deposits:** A deposit or full payment may be required at the discretion of the Booking Clerk to secure bookings. This will be offset against final payment.
28. **Damage:** Hirers have full responsibility for the hall during the hire period and the cost of any damage incurred must be met by the Hirer. An invoice will be raised in this event and the hirer should pay this within 14 days.
29. **Cancellation fees:** If less than one month's notice of cancellation is given and it is not possible to re-let the hall, a minimum cancellation fee of 50% and maximum of 100%, will apply at the discretion of the Trustees.