

# **PANGBOURNE VILLAGE HALL**

## **TERMS & CONDITIONS OF HIRE**

### **Responsibilities**

- The Hirer must be over 18 years of age at the time of application.
- It is the responsibility of the Hirer to ensure that the 'Conditions of Hire' for the Hall are understood and adhered to by all persons using the Hall during the hire period. The 'Conditions' are permanently displayed in the foyer and a copy accompanies each confirmed booking.
- No liability will be accepted by the Village Hall Management for any injury or loss however caused and Hirers are urged to arrange adequate insurance cover.
- If alcoholic drink is to be sold, the Hirer must be responsible for ensuring that NO alcohol is sold to or consumed by any person under the age of eighteen.
- In the case of the Hall being hired for teenage Birthday Parties, it is a condition of hire that the Parents or Guardians MUST attend the party and will be deemed responsible for ensuring that all Conditions of Hire are met.
- Any hirer who hires the Hall regularly and whose activities involve children or young people will be required to operate a recognised Child Protection Policy based on the Home Office Code of Practice 'Safe from Harm'.
- If any problems occur during an event, the Hirer must contact the Designated Premises Supervisor (June Hughes) on 0778-6965573 immediately.

### **Payment Arrangements**

- The hire charge will be that applicable at the date of hire in accordance with the current tariff.
- A deposit of £200 is required with each application for booking the Hall. The deposit will be returned providing the premises are left clean and tidy and in good order. Failure to leave the premises in a suitable condition will result in the full amount of deposit not being refunded in order to cover the cost of additional cleaning services. Full payment must be tendered at least one week before the event.
- A signed copy of the Declaration should be sent with the deposit (where applicable) to the Bookings Clerk, Mrs. Clare Clarke, Pangbourne Village Hall, Station Road, Pangbourne, Berks. RG8 7AN. Cheques should be made payable to Pangbourne Parish Council.

### **Noise**

- As the Hall is in a residential area, music and noise must be kept down to a reasonable level and not disturb the residents. This also applies to the car park.
- The premises MUST be vacated and all noise cease by midnight.

### **Cleaning**

- The Hall, kitchen and toilets must be left clean and tidy and the lobby vacuum-cleaned. If the kitchen is used, it is the responsibility of Hirers to see that the floor is swept and washed after use and all worktop surfaces wiped clean. The refrigerator must be emptied and left clean. The Hall floor must be swept and, where necessary, washed. Floor cleaning equipment is provided (vacuum cleaner/brooms in storeroom, mop/bucket in kitchen). The tables and bar should be wiped clean. All rubbish is to be placed in plastic bags (provided in kitchen) and either removed by the Hirer for recycling or deposited inside the waste container in the car park.

### **Furniture & Equipment**

- Hirers are asked to leave all chairs stacked at the far end of the hall; tables must be stacked on the trolleys and returned to storeroom.
- All breakages are to be reported and a charge will be made for their replacement. It would be appreciated if faults, eg. light bulbs, could also be reported or recorded in the 'Defects Book' kept in the entrance lobby.
- Hirers must ensure that all lights are turned off before leaving (except external security lights). The kitchen should be checked to ensure that taps, electrical equipment, cooker are all turned off and refrigerator emptied. Also a check made of the storeroom, kitchen, toilets and outside lights.

### **Windows & Doors**

- All Fire Exit Doors must be kept clear at all times.
- Entrance doors must remain closed during a function to retain the heat and designated Fire Doors kept closed.
- Hirers must be certain that all windows and doors are securely shut and locked before leaving and the key returned to the Launderette.

### **Storage**

- No items whatsoever are to be left in the building except by permission of the Village Hall Committee. Items of food or drink must not be kept in the store cupboards. The Management can accept no responsibility for items left in the storeroom.

### **Use of Cooker**

- Hirers must ensure the oven and burners are turned off and the cooker is cleaned. The 'Hot-cupboard' must be turned to minimum but not switched off.

### **Smoking**

- Smoking is prohibited in the Hall. Hirers must sweep up cigarette ends discarded outside the main entrance doors during a function.

### **Parking**

- Cars are parked at owner's risk.

### **Sound System**

- A deaf loop system is installed in the Hall (details from Bookings Clerk). If used, Hirers must ensure this is switched off.

### **Accidents**

- Any accidents which may occur should be logged in the Accident Book attached to the Notice Board.

### **Equal Opportunities**

- The Village Hall Committee operates an 'Equal Opportunities' Policy in line with West Berkshire Council's equality plan. This aims to promote equal opportunity for all residents, irrespective of race, nationality, ethnicity, religious belief, gender, disability, age, or sexual orientation.

**The Village Hall is in constant use by many people. The Hall Committee requests observance of the 'Conditions of Hire' by all Hirers to ensure the smooth running and proper use of facilities to the advantage of all.**

**Village Hall Committee  
April 2008**

## **PANGBOURNE VILLAGE HALL**

### **FIRE SAFETY CONDITIONS**

**The person hiring the Hall is responsible for Fire Safety while in the Hall.  
Please sign below confirming that you have read and agreed to these Conditions.**

**ALL ELECTRICAL EQUIPMENT BROUGHT INTO THE HALL BY A HIRER MUST  
HAVE A VALID PAT CERTIFICATE.**

**THE HALL IS A NON-SMOKING AREA.**

#### **Check List for Hirers:**

Before admission of the public ensure that;

1. All exit doors are unlocked and the push-bar mechanism tested and in good working order.
2. **ESCAPE ROUTES ARE FREE** from obstruction and available for use.
3. Any fire doors are **CLOSED** and **NOT** wedged or propped open.
4. Fire fighting equipment **IS** in place and unobstructed. (Extinguishers must not be removed from walls and used as door stops – Fire Doors must not be propped open).
5. Exit signs are illuminated.
6. There is no obvious fire hazard in, or near, the building.

At start of function;

1. Make group/audience aware of position of Fire Exits.

At end of function;

1. Search for signs of fire
2. Check heaters and cookers are turned off.
3. Check **ALL** electrical appliances are turned **OFF** and unplugged.
4. Turn out all lights.
5. Close all internal doors.
6. Secure all outside doors and windows.

**PLEASE RETURN COMPLETED FORMS (PAGES 4 & 5) AS SOON AS POSSIBLE TO:**

**Mrs. Clare Clarke, Bookings Clerk,  
Pangbourne Village Hall, Station Road, Pangbourne, Berks. RG8 7AN**

**DECLARATION : BOOKING NO. ....**

**I have read, understood and agree to the above Conditions of Hire and Fire Safety  
Conditions  
for the use of Pangbourne Village Hall.**

**Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_**

**Address: \_\_\_\_\_**

**On behalf of: \_\_\_\_\_ (Group name if applicable)**

**Date: \_\_\_\_\_**

**Tel No: \_\_\_\_\_ Date of Hire: \_\_\_\_\_**

**Time: From \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm**

**PANGBOURNE VILLAGE HALL**  
**BOOKING FORM**

BOOKING NO: .....

This AGREEMENT is made on .....(date)  
between PANGBOURNE PARISH COUNCIL (the Council) and:

NAME: .....(the Hirer)

ADDRESS: .....

.....

..... Tel. No:.....

e-mail .....

REPRESENTING: ..... (where applicable)

/cont.....

WHEREBY the Council agrees to permit the Hirer to use the Hall

For the purpose of: .....

For the period from: ..... to .....Date .....

**The Hirer agrees to abide by the Terms & Conditions of Hire attached to this Form.**

The Hirer agrees to pay the Council the Hiring Fee of £ ..... (per let)

Plus Deposit of £.....

Plus Sound System hire (if applicable) £.....

Total amount to be paid/invoiced upon making this booking £.....

A deposit of £200 is payable to Pangbourne Parish Council at the time of booking. Following receipt of a completed Refund Form from the Hirer, the payment will be returned in full if:

- a) no damage occurs during the hire period;
- b) the hall has been left clean and tidy in accordance with the Terms & Conditions of Hire;
- c) the hall was vacated on time.

Cancellation Charge: Half the expected charge or £50, whichever is the smaller. Cancellations made more than 3 calendar months before the event - no charge. Compensation in the event of cancellation by the Parish Council limited to amount paid.

Signed: .....

Date: .....