

# PANGBOURNE VILLAGE HALL

## TERMS & CONDITIONS OF HIRE

Use of Pangbourne Village Hall and its facilities is subject to the following Terms and Conditions of Hire. Please sign and return the Booking Confirmation Form as soon as possible to confirm that you have read and agreed to these Terms & Conditions.

### 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 Terms & Conditions of Hire for the Hall are understood and adhered to by all persons using the Hall during the hire period. The Terms & Conditions of Hire are permanently displayed in the foyer and a copy accompanies each confirmed booking.
- No liability will be accepted by the Village Hall Committee for any injury or loss however caused and Hirers are urged to arrange adequate insurance cover.
- If alcoholic drink is to be consumed or sold, the Hirer must be responsible for ensuring that no alcohol is consumed by or sold to any person under the age of 18.
- In the case of the Hall being hired for teenage Birthday Parties, it is a condition of hire that the Parent/Guardian/carer must attend the party and will be deemed responsible for ensuring that all Terms & 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 June Hughes on 07786 965573 immediately.

### Payment Arrangements

- The hire charge will be that applicable at the date of hire in accordance with the current tariff. Full payment must be tendered at least one week before the event.
- 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 of the deposit must be tendered at least one week before the event.
- A signed copy of the Booking Confirmation Form shall be sent with the payment due to the Bookings Clerk, June Hughes, Pangbourne Village Hall, Station Road, Pangbourne, Reading, Berks. RG8 7AN. Cheques shall be made payable to Pangbourne Parish Council.

### Capacity

- The maximum capacity of the Main Hall is 200 people standing or 130 seated.
- The maximum capacity of the Small Hall is 60 people standing or 40 seated.

### Smoking

- Smoking is strictly prohibited in the Hall. Hirers must dispose of cigarette ends discarded outside the main entrance and Fire Exit doors during a function.

### Furniture & Equipment

- Hirers are asked to leave all brown chairs stacked against the wall at the back of the Main Hall and all blue chairs stacked in their racks and returned to the storeroom. Trolleys should be used to move the chairs. Tables must be stacked on the trolleys in the alcove next to the toilets of the Main Hall. Tables and chairs in the Small Hall should be returned to the Small Hall store cupboard. Care must be taken when stacking tables and chairs.
- All damage and breakages are to be reported and a charge will be made for replacement. It would be appreciated if faults, e.g. non-working light bulbs, could also be reported or recorded in the Defects Book attached to the notice board in the foyer.
- Hirers must ensure that ALL LIGHTS are turned off before leaving (except external security lights). The kitchens should be checked to ensure that taps, all electrical equipment, and the cooker are all turned off and the fridge and freezer emptied. The hot cupboard, dishwasher and cooker extractor fan must all be turned off at their sockets. A check should also be made of the storeroom, kitchens, toilets and outside lights.
- Hirers must take care when using the cooker. Hirers must ensure the oven and burners are turned off and the cooker is cleaned after use.

## **Windows & Doors**

- All Fire Exit Doors must be kept clear at all times.
- Fire Doors must be kept closed and at no time be propped open with fire extinguishers.
- Hirers must be certain that all windows and doors are securely shut and locked before leaving and the key returned to the Launderette.

## **Cleaning**

- All spillages must be cleaned up immediately. The halls, kitchens, toilets and foyer must be left clean and tidy and the back door hallway vacuum-cleaned. If either kitchen is used, it is the responsibility of the Hirer to ensure that the floor is swept and washed after use and all worktop surfaces wiped clean. The fridge and freezer must be emptied and left clean. The Main Entrance and Hall floor must be swept and, where necessary, washed. Floor cleaning equipment is provided (vacuum cleaner and brooms in storeroom, mop and bucket in kitchen). The tables and bar must be wiped clean.
- All rubbish is to be placed in plastic bags (provided in the kitchen) and either removed by the Hirer for recycling or deposited inside the waste container in the Village Hall car park.

## **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 storeroom cupboards. The Committee can accept no responsibility for items left in the storeroom.

## **Sound System**

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

## **Parking**

- The car park to the rear and side of the Hall is available to Hall users. Please ensure that the area at the Fire Assembly Point is left clear. Cars are parked at owner's risk.

## **Noise**

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

## **Accidents**

- First Aid boxes are located in both of the kitchens.
- Any accidents which may occur should be logged in the Accident Book attached to the Notice Board in the foyer.

## **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 Village Hall Committee requests observance of the Terms & Conditions of Hire by all Hirers to ensure the smooth running and proper use of facilities to the advantage of all.