

Trelawnyd Memorial Hall Bookings. – Terms and Conditions of Hire

- The Hall may be booked for recurring or single lettings. hall hire is charged by the hour or session (see separate sheet for charges). The specified rates cover use of the hall, the kitchen and use of the toilets. The stage may be booked for small meetings if it does not affect the use of the main hall.
- 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 by signing the relevant section on the Booking Agreement Form.
- Regular Bookings with Fees/Commercial Hirers: Please include copies of your relevant Public Liability Insurance Certificate to validate your booking.
- 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, including the toilets, and equipment (e.g. crockery, cutlery, cooker and refrigerator if used) are left clean, tidy and in good repair. Any charges incurred due to breakages/damage, 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.

The hall is bookable by the session/hour.

The keys will be available 1 hour before the hiring time, unless extra time is agreed by prior arrangement with the caretaker.

DEPOSITS & CHARGES

- For 'one-off' day time events, a deposit of £30 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 given/sent to the caretaker or Hall Treasurer with the completed Booking Form. Public Liability cover is the responsibility of the hirer.
- Regular hirers will be invoiced monthly in arrears and payment terms are strictly 14 days from the date of invoice.
- For wedding receptions and evening parties, the deposit and rate are to be agreed separately with the Hall Treasurer – based on the published list of charges and any additional special requests. The deposit for evening parties and events is £100
- The deposit will be refunded after the event, subject to a satisfactory inspection and return of the key (where applicable).
- Should a call-out to the hall be required as a result of a fault caused by the hirer, a call-out charge will be deducted from the hirer's deposit.

CANCELLATIONS

- Hirers may cancel bookings by giving at least 14 days' notice.
- If a hirer cancels a booking with at least 14 days' notice being given, the deposit and the hiring charge will be refunded.
- Cancellations made with less than 14 days' notice are liable to a payment of part or the whole hiring charge unless a replacement booking is taken.

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 compensation for the cancellation.

GENERAL HIRING CONDITIONS

Responsibility for the premises and the key rests 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 an oil boiler which, in winter or cooler periods, will be switched on by the caretaker prior to the event. Special heating conditions can be requested in advance. The controls should not be touched by anyone except a member of the Management Committee unless the hirer is given authority by the caretaker.

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.

KEY

Hirers must contact the caretaker at least one week before the date of hire to make arrangements for the collection of the key. The key must be returned to the collection point immediately after the hire.

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 if requested.

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.

The Hall holds a public entertainment licence. The current capacity of the main Hall is as follows:

- Closely seated...350 maximum

HEALTH & SAFETY

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

A copy of the hall's Health & Safety Policy is kept by the caretaker and Hall Committee members for reference by hirers. Contact details of the delegated committee members are displayed in the kitchen. A first aid kit is also kept in the kitchen and there is a defibrillator on the outside wall near the hall entrance. Any accidents

should be reported to a delegated member and an Accident Report Form completed. Accident Report Forms are kept by the caretaker.

Hirers need to be aware that the hall site is used by regular hirers who have been given authority to leave equipment /stores in the hall. This property must not be interfered with and the storage area under the stage is not included in the hire unless specifically requested. Hirers must ensure that children are supervised at all times whilst in the building. Children should not be allowed in the kitchen area.

FIRE PRECAUTIONS

Hirers must make themselves familiar with the location of the fire extinguishers and the instructions for use, fire alarms, 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 hall.

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

No smoking is permitted in the hall or grounds.

ACCESS FOR ALL

There is access into the building for wheelchair users into the building and a designated toilet inside. Assistance dogs are welcome in the hall.

CAR PARKING

Visitors to the hall are asked to follow the parking recommendation in force at the time, bearing in mind that the road outside the hall is a one-way street. Please do not obstruct the access of neighbouring residents. Parking can take place in the High Street and the High Street car park. Please do not obstruct the use of the road or any access. It is particularly dangerous (and possibly illegal) to park near to the junction of London Road.

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 Regulations. A hirer who wishes to sell alcohol at an event must complete and submit a Temporary Event Notice (TEN) to the Flintshire County 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 a licence is required. 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 and displayed at the time of the event.

It is an offence to sell/serve alcohol to persons under 18 years of age but 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 food safety regulations, 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, the standard of its preparation, or hygiene requirements.

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.

It is the responsibility of the hirer 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 available from a member of the committee and gives 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.

Any incidents should be reported to the Child Protection Officer (see notice board for contact details).

CHECKLIST FOR HIRERS OF TRELAWNYD MEMORIAL HALL

In order that the hall can be kept in good condition for all, at the end of each hire:

1. Please ensure that the hall floor is left in good condition (ready for the next user). Sweep the floor to remove any crumbs etc. (Cleaning equipment will be found in corridor to the gents' toilets).
2. Make sure tables are clean before being put away, and put away tables and chairs where you found them. The small tables should be carefully stacked. Stack chairs away from radiators and no more than five high.
3. Check that all taps in the toilets and kitchen are turned off. Make sure the toilets 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.
4. Where possible, dispose of rubbish by taking it home; small amounts of recycling can be left in the appropriate containers. Any rubbish that exceeds the capacity of the outside bin must be removed by the hirer as the County Council refuse service will refuse to empty an over full bin.
5. Please note any comments /suggestions you may have by leaving a note for the caretaker in the kitchen.
6. When you leave, check that all fire doors are closed and the heating is turned off.
7. Turn off the hot water boiler adjacent to the sink and unplug.
8. Switch off all the lights you have put on.
9. Lock the outer doors.
10. Return the key

Please note:- Your deposit will be forfeited if the Conditions of Hire have not been met.

Thank you for your cooperation.