

## Membury Village Hall

### Hiring Conditions

Updated March 2019

#### Hall Officers

Chairman:	Richard Barrell	01404 881291
Secretary	Sue McLaney	01404 881066
Treasurer	John Hodge	01404 881837
Bookings	John Hodge	01404 881837
Emergency	Jill Bellamy	01404 881641 or any of the above contacts

To hire the hall please email [minijohns@hotmail.com](mailto:minijohns@hotmail.com) or phone 01404 881837  
You will be asked to complete a booking form and sign to say you have read and understood the requirements of the Hiring Conditions and the Alcohol Licence.  
Please note: The Membury Parish Hall Trustees reserve the right to refuse any request to book the hall.

**Registered Charity No: 1166182**

**Membury Parish Hall Premises Licence number PLWA0804**

#### Rates of hiring

The following rates apply for hiring Membury Village Hall

		Parishioners	Others
<b>Committee room only</b>	Membury based organisations	£7.00	N/A
	Others	£8.00	£10.50
<b>Hall only per session</b>	Membury based organisations	£12.00	N/A
	Others	£17.50	£30.00
<b>Hall only all day</b>		£28.00	£45.00
<b>Hall Full Hire (use of all hall facilities including cookers)</b>	1 session	£23.50	£35.00
	ALL DAY	£70	£90.00
If alcohol is to be sold, served or offered as a donation at the event	Any hirer at any session	£8	£8

Note:

1. Sessions are Morning, Afternoon or Evening

2. Light use of the kitchen, to make tea/coffee (but not cooking facilities) is included in hire of the hall or committee room.
3. When hired by 'Others if booked for 10 or more sessions at one booking', The rate for the committee room or hall only will be as for Membury Based Organisations.
4. There is a £7 charge added for preparing the Hall, the night/day before
5. An additional cleaning up charge of £10 may be levied if the Hall is not adequately cleaned, at the discretion of the Chair
6. All hire charges are inclusive of heating, lighting, power and all existing furniture
7. Chairs, tables and crockery may be hired separately for outside events
8. Please be aware that there is a metal strip across almost the width of the hall, joining the tiled flooring to the wooden floor.

### **Hiring and payment**

Once the HIRER has booked by email, telephone or in person, the booking has been made. Cancellation must be made in writing (by email). The fee of the hire shall be paid if the booking is not cancelled 24 hours before the booking. All Private Hire functions and one-off events shall be paid for at the time of booking. Before the event takes place, the hirer should sign and return to the bookings secretary the Hiring Form as confirmation they have received, read, understood & agree to the terms, conditions and responsibilities of the Hall & the supply of alcohol.

### **The General Licence**

The person booking the hall (HIRER) is nominated as the licensee and is responsible for maintaining the conditions of the license in respect of the management of the function and the fire precautions.

The Hall Management Committee will ensure that the Hall is in good state prior to hiring. The HIRER will leave the Hall in the same state as it was prior to hiring.

It is the responsibility of the HIRER to ensure that:

- The hall can be opened to the public at 10:00 to allow for events to be set up
- The hall must be vacated by midnight, which allows for 30 minutes clearing up after any event.
- They are in attendance during the whole period the hall is open to the public
- The condition of the building and activities at the premises do not endanger those present
- The use of the premises does not cause disturbance to nearby residents and passers-by
- That the door at the back of the hall is not opened and no-one goes out on to the private property at the back of the hall, except in an emergency
- That everyone leaves as quietly as possible
- The volume of amplified sound is under control
- The hall is left clean, tidy and locked after the event
- The playing of live or recorded music of any sort must not start before 12:00 and must cease by 23:30
- Any plays, dancing, indoor sporting events or films must also not start before 12:00 and must cease by 23:30
- Spillages and breakages of glass and crockery must be cleared up straight away to avoid accidents
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The license permits 90 seated persons or 210 unseated persons. The '90' does not include kitchen helpers, waiters, stewards etc.

All functions must finish promptly allowing for clearing up by **midnight**.

## **The Alcohol Licence**

### **Sale and consumption of alcohol**

The hall is licensed for the sale of alcohol to be sold to be consumed on the premises. If you do intend to sell or offer alcohol for donations there will be an additional charge of £8 per booking, but no Temporary Event Notice will be required.

There are five Alcohol Licensing Objectives:

- 1. The prevention of crime and disorder**
- 2. Public safety**
- 3. Prevention of public nuisance**
- 4. The prevention of children from harm**
- 5. Vigilance in preventing the use and sale of illegal drugs anywhere**

It is imperative that you adhere to these objectives. All hirers will be required to read and acknowledge their obligations under the act, and familiarise themselves with the specific policy relating to their type of event if there is one. At the point of hiring the hall if the event requires the alcohol licence, the hirer must sign the hire agreement to state they have read and understood the requirements of the alcohol licence.

**Failure of any hall user to comply with these objectives will lead to the licence being revoked and fines and criminal charges being brought by the police. It is the responsibility of the Premises Licence Holder (Membury Parish Hall Trustees) to ensure strong management controls are in place along with the effective training of hirers so that all may be aware of the requirements of the premises Licence and its five objectives. The Hall Trustees have ultimate responsibility for the Licence and so must take all reasonable measures to ensure that Hirers are compliant with the Licence requirements.**

When alcohol is to be served, all Hirers must ensure they fully understand their responsibilities and must sign the "Hiring Form" document in confirmation. If the Hirer has any queries, they should contact one of the Hall Officers for clarification.

ALL HIRERS must pay particular attention to the following:

- a) no selling of alcohol to underage or intoxicated people
- b) the importance of keeping fire escapes (as shown on the hall plan) clear
- c) no drunk and disorderly behaviour on the premises area or surroundings (see below for more information)
- d) customers must use premises in an orderly and respectful manner and prevent drinking alcohol other than in acceptable areas
- e) vigilance in preventing the use and sale of illegal drugs anywhere
- f) no violent and anti-social behaviour

- g) Customers will be asked not to stand around loudly talking in the street outside the premises.
- h) The movement of bins and rubbish outside the premises will be kept to a minimum after 11.00pm.
- i) Customers must use the adequate waste receptacles provided in the local vicinity.
- j) Ensure adherence to the "Challenge 25" policy. Anyone who is over 18 but looks under 25 must carry acceptable ID (a card bearing the PASS hologram, a photographic driving license or a passport) if they wish to buy alcohol. ID must be scrutinised carefully to ensure it belongs to the bearer and is authentic
- k) Films classified as 15 and 18, if any are shown, will have their classification prominently displayed and age verification as above will be required
- l) Ensure no harm comes to any children
- m) Alcohol sales must end at least 30 minutes before the end of the session, and by 23:00 at the latest. (see below for more information about times)
- n) For certain types of event, it may be a condition of hire to employ registered security staff or utilise some kind of wristband type pass for customers/guests.
- o) The incident book must be completed in the event of any disorder, the calling of emergency services, age related challenges or refusals to serve alcohol. The Incident Book will be found in the Hall kitchen along with the copy of the full Premises Alcohol licence
- p) The Premises to which the licence refers is the internal building of the village hall.  
**No alcohol may be sold or consumed outside of the building**

Hirers must read this hire agreement in full and also Annexes 1 and 2 of the full Premises Licence. They must then sign Hire Agreement to confirm that they have done so. A copy of the full Premises Alcohol Licence will be found in the Hall kitchen along with the Incident Book.

### **No drunk or disorderly behaviour in the premises area or surroundings**

Hirers should be vigilant to the behaviour of their customers or guests and take steps to calm any disorderly behaviour or manage any inappropriate behaviour or language.

Hirers should not encourage irresponsible promotions in relation to alcohol consumption in Membury Village Hall. Examples might include drinking games, time limited price promotions, or competitions involving alcohol consumption.

Other activities which are not permitted are the feeding of one person to another of alcohol, except in the situation where an individual requires assistance due to disability.

Alcohol should not be sold to drunk or intoxicated customers

Hirers will require their customers or guests to use the premises in an orderly and respectful manner and prevent their drinking alcohol other than in the acceptable areas which are: **only inside the hall**. Consumption of alcohol outside is not permitted.

Hirers will ensure that free drinking water is available to all customers and guests.

## **Times the Licence authorises the serving of alcohol:**

### **Monday to Sunday**

For the performance of a play, exhibition of a film, indoor sporting event, playing of recorded music indoors, playing of live music, performance of dance, supply of alcohol for consumption ON the premises only:

- Noon until 11.30pm

### **New Year's Eve only**

For the playing of recorded music and supply of alcohol for consumption ON the premises only:

- Service of alcohol Noon until 12.15am
- Playing of recorded music Noon until 12.45am

## **Drink Measures**

Where any of the following alcoholic drinks are sold or supplied for consumption on the premises (other than those alcoholic drinks that are sold as made up in advance and in sealed containers), alcoholic drinks should be made available in the following measures:

- i. Beer or cider: ½ pint
- ii. Gin, rum, vodka or whisky: 25ml or 35ml
- iii. Still wine in a glass: 125ml

These measures should be displayed in a menu, price list or other printed material which is available to customers on the premises and where the customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

## **Price of sales**

No alcohol shall be sold or supplied for a price that is less than the permitted price.

For details on the permitted price, please see paragraphs 6.1,6.2, 6.3, 6.4 of the Membury Parish Hall Premises Licence number PLWA0804 (which is to be found in the Hall kitchen).

Customers or guests will not be permitted access to the premises outside of opening hours

Any customer or guest refused service or asked to leave the premises should be given reasonable assistance to reach home safely, by for example calling a taxi. Particular care should be taken of under 18s refused entry or removed due to intoxication or behaviour issues. If in doubt call the local police for advice and assistance.

A log book of incidents, refusals of service or any untoward event occurring during a hire period will be kept in the hall kitchen. Hirers are required to complete an entry in the book outlining the event and measures taken. This procedure is considered good practice by the Police licencing officer.

The Membury Parish Hall Trustees will ensure that all the fittings and fixtures within the hall including door fastenings, lighting, heating, sanitary accommodation notice boards and other installations will always be maintained in good order and in a safe condition.

Fire extinguishers will be tested regularly, and their locations reviewed periodically.

Fire escape routes will be indicated, and these will be kept clear at the time of hire.

Deliveries to the Parish Hall will be carried out at such a time and in such a manner to prevent nuisance and disturbance to nearby residents.

Outside lights will be positioned so as not to cause a disturbance to neighbours

A prominent sign is on display requesting the public to respect the needs of nearby residents and asking them to leave the area quietly.

### **Fire Precautions**

The HIRER must be familiar with the fire routine for the premises and means of calling the fire services.

**Should there be a fire, 999 should be called immediately.**

There is a telephone in the hall sound cupboard but access to mobile services is limited in Membury. O2 service is the only mobile service that is available in and around the hall.

**In an emergency, the assembly point is in the Car Park across the road**

There is no fire alarm, but there are three smoke detectors, and therefore we cannot allow any activity which involves smoke of any kind as this will activate the alarms.

There are three exits for use in an emergency:

- The main front door
- The exit at the end of the hall
- The exit at the back of the hall. Please note that this exit opens onto private land behind the hall. There is permissive access in the case of an emergency but in the normal course of events, this door should not be opened, and no-one should enter the private property of the hall's neighbours.

There are three fire extinguishers (one in the kitchen, one at the far end of the hall, and one in the foyer). Above each is a fire blanket. However, the first priority should be evacuation of the building and calling 999. No-one should put themselves in danger in order to use the fire extinguishers. Before admittance of the public, the HIRER shall:

- Locate all three fire extinguishers and fire blankets (marked on the plan)
- Locate all three Emergency Exit Doors (marked on the plan) and ensure that they are unobstructed with at least a 1 meter wide pathway
- Allocate marshals
  - o One to be responsible for calling the fire services and briefing them when they arrive. This person needs to know how they will gain access to a telephone to call 999 and the full address and postcode of the Hall. (Postcode: EX13 7AF)
  - o at least two others to be responsible for evacuating the building, giving first priority to any disabled persons, making sure that everyone makes their way to the Car Park as the Assembly point
  - o one other to go directly to the assembly point and be responsible for carryout a head count

- Prepare to inform the public of the fire exits and the assembly point at the beginning of the event

In the event of a power failure, for whatever reason, the emergency lighting will automatically come on.

### **Disabled Persons**

The supervision of disabled person must be the first priority of the HIRER during the hire period, and their evacuation in the event of an emergency.

## **NOTES FOR ALL HALL USERS**

### **Smoking**

Smoking in the Village Hall is prohibited.

### **Walls**

Please do not use sellotape, blu-tak or any other product to attach things to the walls as they damage the walls.

### **First Aid Box**

This can be found in the kitchen on the lighting cupboard door.

### **Hearing Loop (Currently unavailable)**

TBA

### **Lighting rig:**

This is available for events and will be set up for the hirer by the MerryMakers. Instruction on use of Control Board will also be given if necessary. There is a nominal charge of £10 to cover colour gels and bulb replacement.

### **Heating**

The Hall is heated 24/7 by an Air-sourced Heat pump. In addition, there are two electric radiators, on timers, in the Hall and committee room to be used if necessary.

### **Store Room,**

Some regular users can store their equipment in the store room. The committee reserves the right to ask you to remove any equipment if the store room gets too full, or circumstances change. Societies and clubs should note that their equipment is NOT covered by the hall insurance, unless a special arrangement has been made with the Committee and the extra insurance fee paid. All societies and clubs have a responsibility for keeping the store room tidy and they will be asked to remove their equipment, if they regularly leave the room untidy or in a state that constitutes a health and safety hazard for other users. Please ask the Chairman (01404 881291) if you wish to store any additional equipment.

### **Kitchen**

There is an electric stove, a toaster, microwave, two fridges and a dishwasher. You will need to switch on the appliances that you wish to use at the beginning of your hire. Please ensure that you switch them all off at the end **except** the fridge to the right of the serving hatch as this is in constant use and ensure all machines are empty, drained and clean. Kettles should be emptied at the end of the hire. Dirty tea towels may be left out for collection or taken home and washed by the hirer. Please do not leave soaking wet towels on the hanger.

Chopping boards must be used for food preparation and need to be brought in by the HIRER. Please do not use abrasive cleaners on the stainless steel surfaces on the electric hob.

Please read the dish washer user instructions **and if you need to have a demonstration in preparation for your event, contact Richard Barrell.**

The fan should come on when the lights come on in the kitchen – so long as someone hasn't turned it off. Please leave the fan switched on at all times.

China, glasses and cutlery are supplied for general use and are stored in the cupboards. Please ensure that they are clean and returned to the cupboards at the end of your event. There is also a laser heat sensor available in the drawer to test the heat of cooked food.

Accidental damage must be reported to the Chairman (01404 881291) and the Committee reserve the right to charge for excessive breakages.

### **Rubbish**

All rubbish should be put in the bins outside the emergency exit at the far end of the hall. Material that can be recycled should be put in the green box and all other rubbish that is for landfill MUST be bagged and put in the wheelie bin.

### **Clearing up and cleaning**

The HIRER is responsible for cleaning the hall, kitchen and toilets after use. There may be people hiring the hall immediately after your booking so please leave the premises in a state that you would wish to find it.

Brushes, dustpans and vacuum etc are in the store room. There are also step ladders in the store room.

Please ensure that everything in the kitchen is switched off (other than the fridge/freezer and the fan) and lights are switched off.

Please switch **OFF** the outside lights too – even with them OFF, the sensor will turn them on long enough for you to lock the front door and go down the steps.

**Please use the enclosed checklist -additional check inserted**

**To ensure the premises are as you found them and ready for the next hirer**

**THE HALL BELONGS TO THE VILLAGE – PLEASE LOOK AFTER IT**

You should aim to:

**LEAVE THE HALL AS YOU WOULD WISH TO FIND IT**

**Thank you for your co-operation**

	<b><u>AT THE END OF YOUR FUNCTION</u></b>	Checked
	<b><u>Please use this checklist on leaving the premises</u></b>	
1	Chairs and tables are stacked away in the store room. <b>Six to a stack please.</b>	
2	All china, glasses and cutlery have been washed and stored away in the kitchen and the kitchen tops cleaned.	
3	All kitchen appliances have been cleaned and switched off (except the fridge/freezer and the fan) and the water taps are off	
4	Any alcohol brought into the hall for the event should be removed at the end of the session and any regular hirer must ensure that alcohol is safely locked away.	
5	All floors have been swept and wiped if sticky and the carpets in the committee room and foyer have been vacuumed	
6	The toilets have been checked and cleaned if necessary	
7	The landfill rubbish has been bagged <b>and placed in the wheelie bin outside by the wall adjoining the school.</b> Also, the material that can be recycled has been placed in the recycling box	
8	All other equipment has been stored away and the store room has been left tidy	
9	All window and doors are closed – Check Fire Doors are closed	
10	All lights have been switched off and the hall locked, including the outside lights	