

Little Birch Village Hall Management Committee

Operating Schedule for Hirers

General Note

All bookings must be made with persons nominated by the committee, currently Linda Maden (Tel 07849-637242). The committee reserves the right to grant or refuse acceptance of a booking.

The sale of alcohol at any event must be agreed with the agent at the time of booking. It is the responsibility of the Hirer to ensure that alcohol sales comply with Temporary Event Notices under the Licensing Act 2003. This requires a minimum notice period of 12 working days to Herefordshire Council, and the appointment of a suitable person to be the temporary event licence holder.

The acceptance of a booking shall be deemed to imply acceptance of the Terms and Conditions and the Hirer shall be held personally responsible for their observance.

Payment

Unless otherwise agreed with the booking agent, payment shall be due in advance, as indicated in the Hiring Agreement. A returnable deposit is required for licensable activities and as a damage deposit (currently £25). It will be returned following satisfactory inspection for damage and cleanliness.

Unless notified to the agent in writing not less than 30 days before the date booked, fees will not be refunded.

Description of premises

The Little Birch Village Hall is a charitable community hall run by a Management Committee representing users and elected members of the public. The Trustee is Little Birch Parish Council.

The hall is hired by a range of voluntary organisations, private individuals and statutory organisations for a variety of activities, some of which are licensable. A written Hiring Agreement has been adopted and the booking secretary draws the Hirers' attention to the health and safety and licensing obligations which this places upon them. The hall is not staffed when in use and Hirers are expected to provide attendants to meet requirements of licensing conditions.

Non-licensable activities include public, Parish Council and club meetings, providing that alcohol is not sold.

Licensable activities typically include: playing amplified music or live music at concerts or discos, singing and/or dancing relating to club performances, fund-raising events such as dances, discos, suppers, festivals and fetes, youth club activities, amateur dramatic performances, performances by visiting musicians or theatre groups, film shows for children and/or adults and occasional private parties or wedding receptions with a bar.

The hall's kitchen and bar facilities and equipment may be used by the Hirer, provided they are left in a clean and tidy condition and all rubbish is removed. The use of heating appliances is included in hire charges.

The Prevention of Crime and Disorder

The Hirer should ensure that no drunken and disorderly behaviour takes place and that no glasses are taken outside.

Public Safety

The Hirer should ensure that:

- Fire exits are not blocked by furniture or equipment
- All escape routes are kept free from obstruction and can be safely used
- Fire doors are not wedged open
- Exit signs and emergency lighting supply illuminating exit signs is turned on the whole time an event is in progress
- There are no obvious fire hazards on the premises

- In addition to the Hirer, a minimum of 2 competent attendants are on duty on the premises to assist people entering and leaving, none of whom shall be less than 18 years of age. All persons on duty shall have been instructed in their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of fire-fighting equipment available, how to call the fire brigade and evacuation procedure
- The number of persons on the premises at any time does not exceed 140
- The fire brigade is called to every outbreak of fire, however slight, and that details are given to the booking secretary
- No performances are given which involve danger to the public
- No highly flammable substances are brought into, or used in any portion of the premises
- No decorations of a combustible substance e.g. polystyrene or cotton wool are erected without the consent of the management committee
- Unauthorised heating appliances are not used when the premises are open to the public without the consent of the Management Committee. Portable liquid petroleum gas appliances shall not be used
- Portable electrical appliances shall not be brought on to the premises unless they have been portable appliance tested
- Adequate arrangements are made for the safe evacuation of disabled people.

Prevention of Public Nuisance

The Hirer shall:

- Not permit activities to extend beyond the licensing hours, except on New Year's Eve with the consent of the management committee
- Endeavour to ensure those leaving the premises at night do so quietly.

Protection of Children And Vulnerable Adults from Harm

The Hiring Agreement requires the Hirer to agree to adhere to the Little Birch Village Hall Safeguarding Policy, which is available on the Little Birch Parish Council Website, and a copy of which will be provided to the Hirer.

In addition, the Hirer must ensure that:

- No alcohol is served to those under 18
- No children shall be allowed on the premises unless accompanied by an adult
- No illegal drugs shall be brought onto the premises
- No children are admitted to films that are below the age classification for film(s) on show
- No gambling or entertainment of an adult or sexual nature are allowed
- Adult supervisors are provided for fire safety

Damage

The Hirer shall be held responsible for any damage to or loss from the premises of fittings or furnishings, during, or as a result of a booking. Any such damage or loss shall be reported to the booking agent and the Hirer shall be liable for the full cost of repair or replacement.

Car Parking

Official car parking is restricted to the forecourt of the Hall. The Hirer shall be responsible for ensuring that vehicles are parked in an orderly manner. The Management Committee will accept no liability for loss or damage to vehicles or contents.

Parking in the roadway is entirely at the vehicle owner's own risk and Hirers are advised to ensure no vehicles are left in a position that could cause inconvenience or damage to adjacent properties.

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