

# Quorn Village Hall is a community facility owned and operated by Quorn Parish Council. Our objective is that it should be fully used and appreciated by all the community at minimum cost to Quorn parishioners.

## CONDITIONS OF HIRE

### General

1. For 'one-off' events a deposit of £30 is required at the time of booking. This will be refunded after the event subject to a satisfactory inspection and return of the key (where applicable).
2. In the case of bookings for evening parties, a deposit of £250 will be required.
3. All charges for one-off hires must be paid in advance.
4. Regular hirers will be invoiced monthly in arrears. Payment terms: Strictly 14 days from date of invoice.
5. 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 clear-up time.
6. Responsibility for the premises and the key rests with the hirer during the period of access to the Hall. The hirer must make suitable arrangements to supervise the 3 external doors during the hire (see below).
7. Heating is included and can be turned on for the required areas by the timed buttons beneath the boilers. The boilers switch themselves off after the pre-timed period. (The hirer is advised to allow sufficient time in their set up period to warm the area that is to be used).
8. No apparatus or equipment, of any description, can be left on the premises without the prior agreement of the Village Hall Committee.
9. Responsibility for the use and safety of electrical equipment (and/or other equipment specified at the time of booking) brought onto the premises by the hirer rests entirely with the hirer. Any such electrical equipment must have passed the necessary PAT tests; certificates must be produced upon request. 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.
10. Repeat bookings can generally be accepted. However, bookings for events to be held on 'special calendar days', eg. New Year's Eve, are subject to a special booking procedure.
11. One-off block bookings will be given priority over regular weekly bookings, eg. the Beer Festival.
12. No posters, etc. to be fixed to village hall walls, doors, etc.
13. Licensed bars may be arranged by the hirer in accordance with the Licensing Regulations. It is the hirer's responsibility to ensure they have complied with the legislation. Alcohol consumption by persons under age must not be permitted.
14. No responsibility whatsoever can be taken for any 'personal' items left in the village hall or any damage caused by them to the hall or by any misuse of them by others.
15. Hirers should ensure they have proper insurance for any equipment used in the hall, to include any damage caused by them to the hall and its users.
16. The use of smoke machines is prohibited.
17. Public Liability insurance is included, providing organisations or persons shall not be using the building for commercial purposes. (Use by any non-profit making organisation or person shall not be regarded as use for commercial purposes).
18. Events that are cancelled more than two weeks in advance will not be charged for. Events cancelled at less than two weeks' notice will be charged for unless the space is re-let.

### Rates and Times of Hire

- Hall hire is charged per hour.
- Hire rates (from 1 April 2013):
  - £10.00 per hour for Quorn residents.
  - £12.00 per hour for other hirers.
  - £15.00 per hour for wedding parties.
  - £6.00 per hour for hire of the Committee Room.

- £13.00 per hour for commercial hirers.

(Commercial hirers: Please include copies of your relevant Public Liability insurance to validate your booking.)

- The specified rates cover use of the hall, the kitchen and the lavatories.
- The hall may be booked at any time of the day between the hours of 8.00am and midnight.
- Public entertainment is only allowed between the hours of noon and 11.30pm.
- The Council Chamber and the Balcony are separate, secure areas. If access to either area is required, this must be specified on the booking form.
- Use of the sound system and/or stage lighting must be specified at the time of booking. Only qualified and approved users will be allowed to use this equipment, and an extra charge is payable.
- Fabric chairs must not be taken outside the Hall.
- Should a call-out to the Village 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. The amount of the charge will be agreed with the hirer at the time of the call-out.

### Cleaning

- No charge is made for cleaning, provided all facilities are left clean, tidy and in good repair (including refrigerator and cooker if used). Any charges incurred due to breakages, poor cleaning, failure to replace the furniture, etc. will be passed onto the Hirer or deducted from the deposit.
- Tables used must be cleaned, folded down and put away and chairs replaced in their original positions. Fabric chairs MUST be stacked at the rear of the hall and plastic chairs MUST be returned to the store room in the Gentlemen's lavatory.
- **All refuse MUST be taken away.** There are NO facilities for refuse collection from the Village Hall.

### Health and Safety

The Hall holds a public entertainment licence that specifies the maximum numbers of people as follows:

- |                                 |     |
|---------------------------------|-----|
| • Closely seated                | 130 |
| • Seated at tables              | 100 |
| • Dancing - no tables           | 130 |
| • Seated at tables with dancing | 100 |

Music must cease by 11.30pm.

The entire building is a 'No-Smoking' area.

Please ask persons smoking outside the premises to use the external ashtray provided.

- Fire exits are clearly marked.
- The exit at the right-hand door at the front of the hall must be unlocked and kept clear of obstruction and the external iron gates should be folded back.
- Cars, or other vehicles, must NOT obstruct the area outside the front gates or the side kitchen door.
- The fire assembly point is away from the front of the building, by the telegraph pole on the pavement outside the kitchen side door. Do not use the rear car park in the case of fire.

It is the Hirer's responsibility to ensure that there is no misuse of the facilities and that the fire exits are identified, unobstructed and unlocked.

A first-aid kit is located the kitchen.

Fire extinguishers are marked.

Please record any damage to the hall or failure of equipment in the book in the kitchen.

## Parties

### Security

Arrangements must be in place to supervise the entrances at all times. There are three entrances to the Hall. There should be a responsible person on each door throughout the event to control entry, which means having at least one extra person to relieve them when they need a break. Proceedings in the main Hall and in the kitchen must also be supervised. It is recommended that a minimum of five adults, who are aware of the above and whose sole concern is the security of your event, be present throughout.

### Neighbours

Please be aware that the Hall has houses on one side and an hotel on the other, so noise levels outside the hall must be kept to a tolerable level (ie if there are windows / doors open, the volume needs to be lower than if these are shut).

Village hall guests should not go onto neighbouring properties (including the hotel fire escape) and rubbish (especially glass) must not be thrown into gardens or dumped on the pavement.

### Flooring and Furniture

The hall floor is wooden. If liquid is spilled on the floor and then danced on, it takes the finish off, and the restoration costs will be charged against the damage deposit. It is suggested that guests be asked to leave their drinks behind when they go onto the dance floor. Please use the plastic chairs rather than the fabric ones if there is a risk of food or drink spillage onto the chairs.

### Oversight of Functions

The Village Hall management reserves the right to enter the Hall at any time during an event if they have reason to believe there may be a problem, and to impose further conditions on the spot or curtail the event as they consider necessary for the welfare of guests or the safety of the building.

## CHECKLIST FOR HIRERS OF QUORN VILLAGE HALL

If using the Main Hall, **you MUST unbolt the fire doors at the front**, facing the road, for duration of hire and **fully open the metal gates** outside.

In order that the hall can be kept in good condition for all hirers and to maintain the favourable hire rates, would hirers please do the following at the end of a hire:

- ◆ Please ensure that the hall floor is left in good condition at the end of your booking time (ready for next user). Sweep or mop the floor to remove any crumbs, etc. If there are any spillages of drinks, food trampled in, etc, it may be necessary for you to wet mop the floor to remove them (please take care not to over-wet the floor).
- ◆ Dry mops, brooms, dustpan and brush, and wet mop and bucket are all in the cupboard in the kitchen for your use.
- ◆ Make sure tables are clean before being put away, and put away tables and chairs where you found them. Please ensure that **all** fabric chairs are returned to the Hall and stacked **no more than 6** high. Failure to do this will result in clearing time being charged against your deposit.
- ◆ Please collect and take away with you all your refuse and litter, including used paper hand towels (there is no refuse collection from the Village Hall).
- ◆ Check that all taps in the cloakrooms and kitchen are turned off, that the refrigerator is empty and clean if you have used it, and that any cups, plates, etc. you have used are washed, dried and put away.
- ◆ Please note any comments you may have in the visitors' book in the kitchen.
- ◆ Close gates and bolt outer doors. **Check** that all the fire doors are closed and **bolted internally** as you leave.
- ◆ Switch off all lights you have put on.
- ◆ Lock the door when you leave. **Check** that the internal bolt that secures the left-hand door (as viewed from inside) is properly home. Close the other door behind you and lock up with the key. Please **pull the door to check that it has locked properly**.
- ◆ Return the key. After your event, please place the key in the bag provided labelled with your name, the date and time of your hire and put in the postbox adjacent the door of the Parish Office (rear of the Village Hall, 64 Leicester Road).
- ◆ Your deposit will be returned once it is confirmed that the Conditions of Hire have been complied with.

***Many thanks in anticipation of your co-operation. If these checks, etc are made, then the favourable low rates can be maintained and all deposits can be returned intact.***

QUORN PARISH COUNCIL

Emergency contact numbers for problems during your event:  
01509 412944 (Cllr David Cawdell), 01509 414129 (Cllr Jim Orr)