

Houghton Village Hall – Conditions of Hire

Hiring Houghton Village Hall

Welcome to our Village Hall, a charity run by volunteers for the use of the community. Please use the Hall responsibly and leave it in the clean and tidy state in which you would wish to find it.

We always appreciate feedback following your use of the Hall. Please let us know if you have noticed any damaged or non-working equipment during your Hire- if we do not know things have gone wrong, we cannot put them right!

Below is **Summary guidance** for Hirers but we would advise all Hirers to read the **Full Conditions of Hire** – on pages 4 and 5.

If you have any questions or would like to view the Hall prior to hiring it, please contact the bookings secretary via houghtonvillagehall@gmail.com

We hope you enjoy using the Hall and its facilities.

Hire session/charges

1. The Hall is generally booked for a session or multiple sessions.
2. Booked time must allow for setting up and clearing away after use and covers the time stated for start and finish.
3. Should a hirer wish to make a booking for less than a session, please contact bookings via email houghtonvillagehall@gmail.com
4. The maximum number of people allowed in the building at any one time is 100 standing or 80 seated at tables

Session	Session	Cost per session/hour or part session/hour
Morning	8am-1pm	£30.00
Afternoon	1pm -6pm	£30.00
Evening	6pm-10.30pm	£30.00
Full day	8am-10.30pm	£75.00
Hourly	Up to 10.30pm	£7.50 (to include clearing time)
Deposit	Any	£100. Returnable after hire

Houghton Village Hall – Conditions of Hire

Full Conditions of Hire

1. There must be a Responsible Adult (aged 18 or over) in charge on the premises at all times of hire. This must be the Hirer or person specifically nominated by the Hirer who then has prime responsibility for ensuring that the Hall is used sensibly and responsibly, and that fire, health and safety rules are followed during the whole session of hire.
2. Hire of the Hall includes the Main Hall, Kitchen, Committee Room, Ladies & Gents Loos, “cage” area outside kitchen and the external tarmac for parking.
3. No animal, other than guide Dogs, shall be permitted within the premises, unless with the specific prior approval by a representative of Houghton Village Hall Management Committee (HVHMC)
4. The Hall is licensed for Public Entertainments, Music and Dancing, a copy of which is displayed on the notice board in the kitchen. **Music must cease at 1030 pm and must not be loud enough to be heard from neighbouring houses.**
5. The Hall is not licensed for the sale of alcohol so if the Hirer wishes to sell alcohol, they are responsible for obtaining a Temporary Events notice (TEN) which grants a licence from the local authority before the start of the Hire session. A copy of the licence must be provided to the bookings secretary before the start of the session.
6. The hall is not licenced for theatrical, ballet, opera or choral works so if the Hirer wishes to use the Hall for such an activity, they are responsible for obtaining the relevant licence and providing it to the Bookings secretary before the start of the session.
7. All areas of the Hall, including the toilets and car park must be left clean and tidy and free of rubbish at the end of the Hire session.
8. Rubbish, including empty cans, paper, food debris etc must be disposed of in the general waste and recycling bins which are to be found in the car park, near the kitchen. Bottles can be taken to the bottle bank at the top of the recreation ground.
9. All windows and internal doors must be left closed, and the external kitchen and committee room doors locked or bolted on departure. The main entrance to be left locked/secured as requested by the Bookings Secretary (Yale lock secured as minimum)

10. All breakages to be reported and paid for within 7 days. Breakages are charged at 10 times the hire cost of the item, apart from glasses, which are charged at £1.00 a glass.
11. The Hirer is responsible for the full cost of making good any damage to the building, furniture, fixtures and fittings.
12. Any urgent damage or non-working systems or complaints should be reported to Liz Sedgwick, Chair of Village Hall Management Committee. 01794 388114. Non-urgent maintenance issues should be reported within 24 hours to the bookings secretary on houghtonvillagehall@gmail.com
13. Users of the Hall are responsible for their own public liability insurance for activities they are undertaking.
14. Should there be building/repair work being carried out at the Hall, notice of such work will be given to the Hirer, where possible, before the start of the session.
15. The Hall must only be used for lawful purposes; it must not be sublet by the Hirer.
16. The Hirer must satisfy themselves that the building is suitable for their particular purpose.
17. All users and hirers shall use the Hall appropriately and treat other users and hirers with respect.
18. The HVHMC (or representative) reserves the right to stop any event not properly or reasonably conducted. This includes ensuring that occupants of properties neighbouring the Hall are not inconvenienced by noise, obstruction by vehicles during the Hire or when leaving at the end of the session.
19. By special arrangement, regular or frequent users of the Hall may use specified storage cupboards free of charge, provided this is agreed in advance and confirmed in writing.

Failure to adhere to General Conditions of Hire

1. In the event of failure to adhere to any Conditions of Hire the HVHMC reserves the right to cancel/refuse future bookings.

Village Hall Management Committee as at November 2021

Liz Sedgwick	Chair
Graham Inskip	Treasurer
Alistair Dougall	Houghton parish Council representative
John Hurley	Committee Member
Maureen Gilpin	Committee Member
Beryl Jones	Committee Member
Vacancy	Bookings manager