

Broadclyst Victory Hall - Conditions of Hire (revised Sept 2014)

1. Hirers are responsible for the safety of participants and for preventing damage to the hall or to its contents.

2. All fire exits and escape routes to the assembly point (Village Car Park) must be kept free of all obstruction

3. Hirers must nominate a responsible person who will ensure compliance with the Fire Safety Policy, the Premises license and all Health and safety issues Premises License, Fire safety policy, Fire evacuation directions are available on our website www.broadclystvictoryhall or in a folder located in a drawer in the island in the kitchen.

4. The maximum number of people who can be in the building at any time is 270. Hirers must ensure that this number is not exceeded and must know how many people are in the part of the building they have hired in order that it can be known if the building has been emptied in an emergency. Hirers must ensure that people do not use parts of the building that have not been hired.

5. In the Main Hall seated audiences must not exceed 211; the seats must be clipped together in rows

6. Anyone who wants to sell or supply alcohol must liaise with our **Designated Premises Supervisor (Mrs Jenny Cobbledick Tel No. 01392 462845.**

Hirers who intend to show films must comply with the appropriate copyright regulations as required for their audience.

No alcohol may be stored on the premises overnight either prior to or following a function.

7. Smoking is not allowed anywhere inside the building. Candles and other naked flames are not allowed unless in approved containers. **No decorations may be fixed to the walls under any circumstances.**

8. Hirers must comply with the Premises Licence; the building should be vacated by 12:30am. (Mon to Thur.) 1:00am. (Fri and Sat) Midnight Sun. Plays, films and sporting events must end by midnight. A bar must close at or before 11-30pm.

Live music, recorded music, performance of dance and dancing must end by midnight (Mon to Sat.) 10:30 Sunday.

9. Any damage that is a consequence of the hiring must be reported and paid for by the hirer. Damage that is not reported will be charged at a higher rate. A returnable deposit maybe required for some bookings. The deposit will be returned less any deduction for damage. **If additional post event cleaning has to be undertaken a charge will be applied to the booking.**

10. The hirer must not allow anyone to wear steel tipped stiletto heels or working boots on the main hall floor or do anything that would damage any part of the building.

11. The part(s) of the hall that has been hired must be left as it was found including the toilet areas. The main hall floor should not be washed but should be swept with a broom

12. The hire period must include the time for preparing and for returning the room so that other hirers may have the room immediately before or after the hire period. The hirer must decide how much time will be needed for preparation and for clearing. If extra time is taken this will be charged accordingly. If required, the caretaker will set up and clear the room. A charge for this will be set when the booking is made. **Rubbish must be removed unless a payment for its removal has been agreed.**

13. Broadclyst Victory Hall committee will support and implement the legislation set out in the Equality Act 2010. (see village hall information sheet 42 in kitchen drawer). Hirers must comply with the Equality Act 2010.