

# Viscountess Barrington Memorial Hall and Recreation Ground Trust

## Conditions of Letting the Memorial Hall

Welcome to the Memorial Hall which is wheelchair friendly and has a hearing loop. We ask you to read and sign the following conditions and safety advice which we are obliged to bring to your attention and are designed to assist you in organising a successful event.

### **1. HIRER RESPONSIBILITIES**

The person making the application must be aged 21 or over and shall be deemed to be the responsible Hirer. Bookings for 18<sup>th</sup> Birthday parties will only be accepted if the parents of the birthday boy or girl agree to be on the premises throughout the party and during the clearing away. The damage deposit will be increased to £250 and a cash bar will not be permitted. The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises for any unlawful purpose nor bring onto the premises anything which may invalidate the insurance policies. The Hirer shall ensure that nothing is done on or in relation to the premises in breach of the law relating to gambling betting and lotteries. The maximum capacity for the Memorial hall is 200 people. Please contact us for the limits per room/hall.

### **2. FACILITIES PROVIDED**

The hall has 14 circular tables, 20 rectangular trestle tables, 150 brown padded chairs. The charge for the hire of any room shall include provision of heating and lighting. The Caretaker will meet and greet the Hirer at the start of the booking or at a pre-agreed time. Tables and brown Chairs are available for use at no extra charge. It is the hirer's responsibility to transport the tables and chairs to and from their designated room. Tables and chairs must be stacked on their carriers and RETURNED TO THEIR ORIGINAL LOCATIONS AT THE END OF THE HIRERS SESSION, see guidance notices on the wall in the storage locations for further details. We have 120 wedding chairs, which will be available for weddings and other pre-authorised events at an extra cost. If the wedding chairs are required this must be requested at time of booking. The kitchen contents are provided at no extra charge if the kitchen is booked. The large kitchen facilities are: Urns, kettles, cutlery, crockery and the use of the cooker and fridge. There is no dishwasher. The limited facilities in the Barrington kitchen are suitable for light refreshments only and no crockery or cutlery is available.

Microphones/PA system are available at an extra charge. Access to the stage is available if hiring the large hall however the specialist theatre lights are not available for general use.

### **3. CONDITION OF HALL**

The Hirer shall be responsible for leaving the premises and surrounding area (including the grassed area and hedges) in a clean and tidy condition. On completion of a function, the floors should be swept and any spillages mopped up (including toilet facilities). Any furniture used should be wiped clean before returning them to storage. Cleaning materials and tools will be provided and the Caretaker will make these items available at the start of your hall hire. The Hall is a listed building and no nails, tacks or hooks shall be driven into any of the walls. General waste (including food waste) must be contained in black bin liners and placed IN the appropriate large wheelie bins on the left hand side of the external bin storage area between the car park & hall. Empty glass/plastic bottles and also cardboard must be placed in the appropriate recycling bin. With regret we can longer permit foil confetti for use anywhere in the hall, including table decorations. This is due to the difficulty in clearing it up. If any is found it will affect the amount returned of the damage deposit.

### **4. SMOKING**

Smoking, including vaping, is NOT allowed on these premises. The provision and clearing away of outdoor ashtrays is the Hirer's responsibility,

### **5. DAMAGE DEPOSIT**

Damage deposits will be repaid to the Hirer within one month of the event as long as these terms and conditions have been adhered to. Any damage to the premises, including outdoor areas, and/or its fixtures, fittings, equipment and furniture will incur charges which will be deducted from the retained damage deposit. If the premises, including outdoor areas, are not left clean and tidy, with all waste removed from site, charges will be incurred. Should the cost exceed the retained damage deposit the Trust reserves the right to recover from the Hirer any shortfall. Photographic evidence of damage, disarray, replacement or repair will be provided to the hirer.

### **6. FIREWORKS Fireworks are NOT permitted UNDER ANY CIRCUMSTANCES.**

Last updated April 2018

## **7. SAFETY**

Hirers have a responsibility to familiarise themselves with the safety precautions as set out below. Please study the location drawing and fire emergency plan which are included in this agreement.

### ***Fire Safety Prevention & Evacuation Procedure***

- Always keep fire doors closed
- **Never move fire extinguishers unless there is a fire**
- Never leave items of food unattended in or on the cooker whilst it is in operation
- Only tea lights are permitted and must never be left unattended. No decorations are to be put up near light fittings or heaters.

### ***In the event of a fire the Fire Alarm system will activate and alert the fire service.***

- Ensure the hall is fully evacuated by using the nearest exits.
- Only attempt to tackle the fire if it is safe to do so. Use the appropriate fire extinguishers that are positioned around the building.
- The fire assembly point is to the rear of the main car park
- Do not return to the premises unless you are advised by a Fire Officer or a member of our staff that it is safe to do so.

### ***Accidents***

- A first aid kit is held in the large kitchen on the work surface near to the door entrance, there is also a further first aid kit in the entrance hall located on the wall opposite the stairs.
- An accident book is held in the main kitchen and all accidents must be recorded. Please also inform the Caretaker of the incident.

### ***Preventing slips and trips and falls***

- Always mop up spillages immediately and advise others if the surface is slippery. Mops and hazard signs are available for your use.
- Young children or toddlers must be supervised at all times.

## **8. DISORDERLY CONDUCT**

The Hirer must ensure that no disorderly conduct takes place on the premises and that excessive noise, sufficient to disturb our neighbours, does not occur, especially when leaving the premises. The Hall is licensed for the playing of music until midnight. Alcohol shall not be sold to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being under the influence of drugs or who is being violent or disorderly shall be escorted by the hirer from the premises. No illegal drugs may be brought onto the premises. In some instances, the Trust will insist that Security Stewards are provided by the Hirer.

The hall can often be in use by more than one Hirer at a time therefore Hirers must ensure that any activity does not cause any inconvenience to the other users.

## **9. HIRER'S EQUIPMENT**

The Hirer must notify the Secretary to the Trust when any electrical equipment, including portable lights, is to be brought into the Hall. All such equipment must carry a current PAT Certificate (Portable Appliance Test) a copy of which must be available to the Secretary upon request.

Equipment of any description brought into the Hall must be removed by the Hirer or his agents at the end of the hiring period or by arrangement with the Caretaker.

Where there is an agreement in place to store equipment for a Hirer the Trust accepts no responsibility for that property and all liability for loss or damage is hereby excluded. Any storage charges are excluding the cost of insurance therefore it is the Hirer's responsibility to insure their own equipment. The Trust can cancel the arrangement to store equipment at any time giving reasonable notice.

## **10. OUTSIDE PROVIDERS**

The Hirer must ensure that all outside service providers have their own Public Liability Insurance of at least £5 million. You are required to provide a copy of the insurance policy as part of your conditions of hire. Inflatable equipment e.g. Bouncy Castles and any items that could scratch the floor e.g. skittle alleys & photobooths are not permitted inside the Memorial Hall. All types of BBQ and Hog Roast must be held outside. We cannot allow Firepits etc outside due to the fire risk. Please check with us prior to arranging it if you would like to bring anything into the hall.

## **11. LICENCES**

The Viscountess Barrington Trust holds a Premises Licence which allows the sale of alcohol and other permitted activities such as performance of a play. Other special conditions within with the Premises Licence issued by the Vale of White Horse District Council may be inspected on request.

Viscountess Barrington Trust holds a Performing Rights Society Licence (PRS)- (which covers copyright of material) and a Phonographic Performance Licence (PPL)

## 12. SALE OF ALCOHOL

The hall is licensed for the sale of alcohol until midnight and hirers may use this facility provided the Secretary to the Trust is satisfied that a suitable person assumes responsibility as a Designated Premises Supervisor (DPS).

## 13. PARKING

Reasonable access is allowed to the Hirer for the unloading and reloading of property or goods.

The parking of motor vehicles on the frontage to the Hall is not permitted. There is a car park including two bays designated for the disabled situated adjacent to the Hall and a further Public Car park in Martens Road, Shrivenham.

The Hirer should inform their guests as to the location of both car parks.

Overnight camping is NOT permitted, under any circumstances, in either the Hall Car Park or Martens Road Car Park.

## 14. BOOKING PROCEDURE & PAYMENTS

All bookings should include time for setting up and taking down. (e.g. a one hour activity with set up and clear away time will require a booking of more than one hour).

Bookings will only be considered provisional until the booking form is received together with a 25% non-refundable holding deposit and the damage deposit. Both payments are banked on receipt.

Bookings will be invoiced in the month prior to the event. Payment of the balance outstanding (75% of hire charge) must be received prior to the event. Non-payment will result in cancellation of the booking. Any bookings made within one month of the event will require payment in full at the time of booking

Payments can be made either by cash or cheque (made payable to 'Viscountess Barrington Trust') or through a bank transfer using the following bank details: Unity Trust Bank sort code 60 83 01 Account no 20352123. Please quote your name and date of booking as a reference so that we can identify your payment.

## 15. CANCELLATION CHARGES

The following cancellation charges will be applied . Notification must be received in writing.

	More than one month	Less than one month	Within 7 days
Wedding Packages	The 25% non-refundable holding deposit will be retained.	50% of total hire cost	100% of the total hire cost.
Non-Regular Bookings	The 25% non-refundable holding deposit will be retained.	The 25% non-refundable holding deposit will be retained.	50% of total hire cost
Regular Bookings	n/a	n/a	50% of total hire cost

The damage deposit will be returned within one month of cancellation.

The Trustees reserve the right to refuse the letting of the hall or to cancel a booking. In such cases, the deposits will be returned in full but the Hirer will be responsible for any loss incurred as a result.

## 16. COMPLAINTS

Should a Hirer wish to make a complaint or to offer any suggestions to improve the services provided, they should be submitted in writing to the Secretary.

All correspondence should be addressed to the Secretary to the Trustees, The Memorial Hall, Shrivenham, Oxfordshire, SN6 8BL.

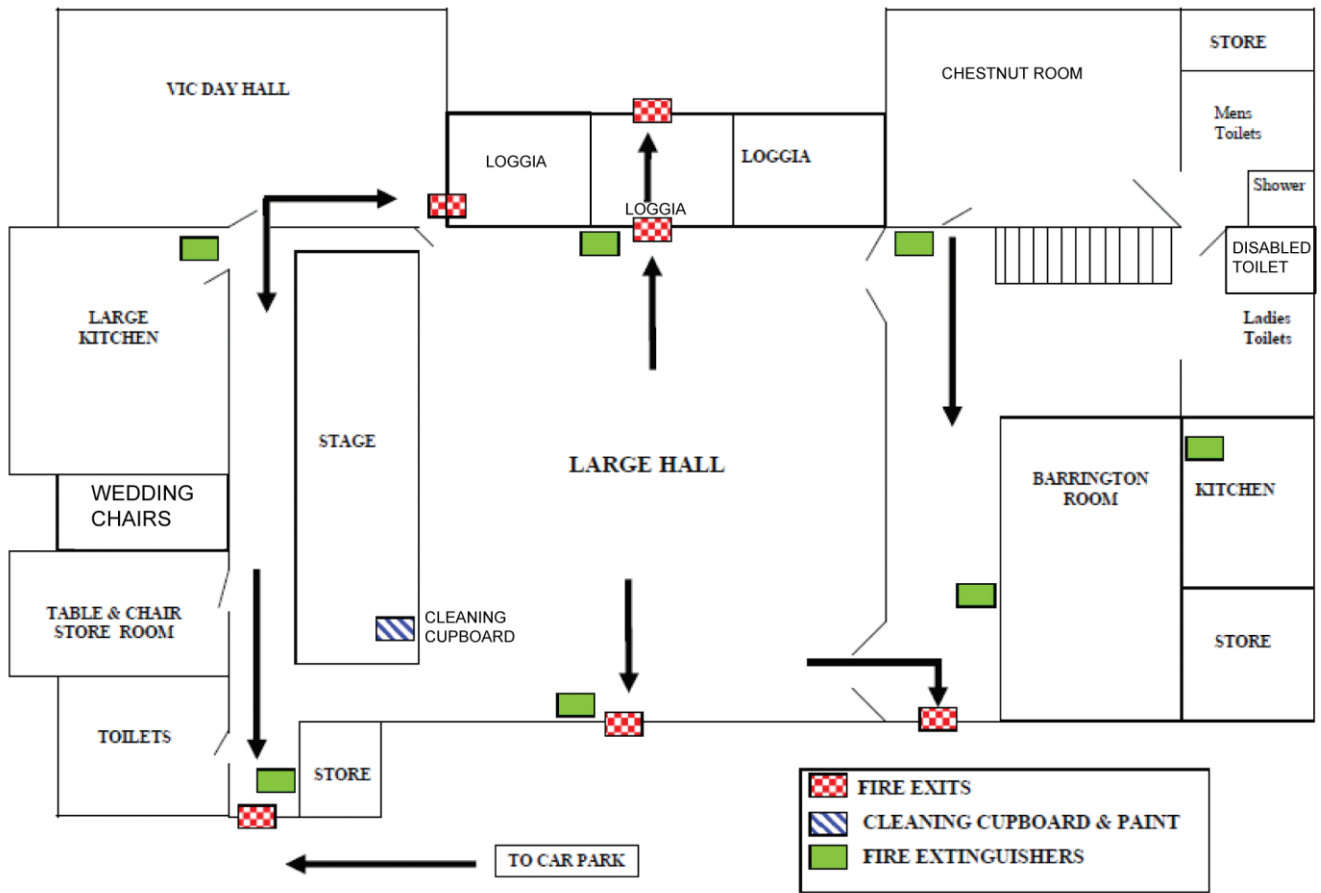
These conditions are reviewed annually but may be altered or varied at any time by the Trustees.

**I confirm that I have read, understood and agree to comply with the above letting conditions and the safe working instructions.**

HIRER NAME: ..... DATE: .....

HIRER SIGNATURE: .....

**Privacy Notice** - Anywhere the Village Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the hall Secretary.



## AFTER HIRE CHECK LIST

TABLES & CHAIRS – returned to storeroom	
FLOORS – Swept & mopped	
KITCHEN – washing up done and put away	
RUBBISH – bagged & moved to bin store	
TOILETS – checked & left as found	
FRIDGE – emptied	
URN – switched off	
LIGHTS – turned off	
DOORS - closed	