

HALWELL & MORELEIGH VILLAGE HALL

VILLAGE HALL HIRE RATES - 2013

1. All rates are inclusive of heating, lighting, chairs, tables and use of kitchen..
2. If the hall is booked for an all day function on a Saturday, the hall can be reserved for setting up from 6pm on the Friday evening for an additional fee of £25.
3. Special rates are available for contract bookings from groups meeting regularly at the hall.
4. For events 3 hours or over - Cancellation costs: £25 up to ten days before and 90% thereafter. (Unless circumstances allow the hall to waiver these)
5. A "deposit" of £50 is to be paid in advance; repayable if there is no damage or no extra cleaning is required.
6. Bookings for 18th and 21st parties will be accepted and for these events a "deposit" of £150 is to be paid in advance; repayable if there is no damage or no extra cleaning is required. (a names responsible adult must be in attendance during thew event)
7. With the exception of events which are of a "strictly domestic or family nature" (e.g. weddings, family parties), if music is to be provided (whether live or recorded), a fee of £5 is payable as a contribution towards the Committee's Performing Right License.
8. The prices given in this document are correct at the time of publication and apply for the financial year 2013 onwards.

Minimum of 2 hours bookings:

| HOURLY RATE | All Users |
|--|-------------|
| Cost per hour | £10.00/hour |
| Parish Users may receive a discounted charge | |

Hire time to include any setting up and clearing up.

Notes:

- 1) The Village Hall Management Committee are prepared to consider applications from Parish Clubs for the hire of the hall on a regular basis. Charges will vary according to amount of hire time required and the length of the contract. Such requests should be made, in the first instance, by contacting the booking secretary.

The Village Hall Committee are always keen to encourage new groups to regularly meet in the village hall. We offer the following features to our regular users:-

- You may sign for your own entry keycode to the hall
- You are invoiced termly (three times a year) for your hire of the hall
- Subject to availability, you can be allocated space in a storeroom to put the items you need for your meetings.

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STANDARD CONDITIONS OF USE

Before you make a provisional booking please check the following:-

Please complete an 'Initial Enquiry To Hire THE Village Hall' form and return to the Booking Secretary as shown at the bottom of the form.

Then we will take a provisional booking by telephone. (01548 821678) We will then hold your booking for a short period to allow you to finalise your arrangements and complete a booking form.

To Hire the hall you must be 21years of age or older, and be present during the time you are using the hall.

N.B. ≈ The Hall and entrance porch is a **No Smoking** area throughout.
 ≈ **No dogs** allowed throughout, except guide dogs,

Before the event

- Get the Entry Key Code in plenty of time. Do not give code to other unauthorized persons.
- The sale of intoxicating liquor is **NOT** permitted unless the appropriate Justice License has been obtained. The license must be displayed at the event and shown to Booking Secretary at least 1 week in advance. (see section 'Sale of Alcohol guidelines)
- The HIRER is responsible to ensure that the supply and consumption of alcohol conforms to the relevant laws in force.
- The HIRER shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989 and used in a safe manner. Any damage caused to the Village Hall as the result of electrical appliances brought into the village hall shall be the responsibility of the hirer
- The HIRER shall be responsible for making arrangements to insure against any third party claims which may lie against him or her (or the organisation if acting as a representative) whilst using the Village Hall. (The Village Hall is insured against any claims arising out of its own negligence).
- The HIRER is responsible for the conduct and management of all guests and others who are attending the event.
- The HIRER shall ensure that no unauthorised heating appliances shall be used on the premises without the prior consent of the Halwell & Moreleigh Village Hall Trust. **PORTABLE LIQUEFIED PROPANE GAS (LPG) HEATING APPLIANCES SHALL NOT BE USED .**

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During the event

- Never leave H&MVH unattended and unlocked.
- Ensure no noise nuisance is caused by opening the external doors at the side of the building.
- If hiring and using a Marquee then ensure no noise nuisance to our neighbours.
- The premises shall be closed not later than 12.00pm (Midnight) every night during the week, except on Sunday night, when it shall be closed at 11.00p.m.
- The premises shall not be used for public entertainment except between the hours of 12.00am (Noon) and 12.00pm (Midnight), Mondays to Saturdays, unless special permission has been issued by the Village Hall Management Committee.
- If hanging items please use 'BLU TAC' – never drawing pins or nails. (there are hooks at high level on either side wall that can be used to hang bunting etc)
- Do not allow use of aerosol spray party 'string' or similar.
- HEATING - Do not adjust thermostat controls without consent of H&MVH staff.
- The person hiring the hall is to make sure all breakages, damages and injuries are entered in detail into the Halls Log Book located in the kitchen.
- Any personal possessions, equipment are the responsibility of the hirer. The village hall committee cannot be held responsible for its safekeeping.

After the event

- **TABLES AND CHAIRS** – Tables must be wiped down. Stack tables, chairs and benches carefully inside the designated storeroom.
- **CLEANING** - Leave H&MVH in a clean and tidy state. Cleaning materials and equipment are provided in the kitchen cupboard. Sweep all main floor areas; wash floor if any drinks spillage or serious soiling occurs. Same for kitchen; clean cooker and surrounds, fridge, if used.
You may be asked to pay a cleaning supplement if abnormal cleaning is required as a result of your booking.
- **ALL RUBBISH** - Take all your sacks of rubbish with you. (We have no rubbish collection).
- **CROCKERY/CUTLERY** - If crockery/cutlery is used, wash and check carefully.
- **LIGHTS** - Ensure all lights are switched off (including loft storeroom, toilets and outside).
- **DOORS** - Ensure all doors are closed and locked.
- **TIME** - Leave by the end of your booked time; someone else may be using H&MVH immediately after you.
- **PAYMENT** - Have you paid your hiring fee?
Pay to Angela Taylor at "Windsong" last house on the left at the bottom of the Moreleigh village, stating your name and hiring date. **Cheques payable to "Halwell & Moreleigh Village Hall and Recreation Trust".**

Problems with the operation of the hall? Contact...Pip Hallett 07895176019

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SALE OF ALCOHOL AT HALWELL & MORELEIGH VILLAGE HALL

(The Licensing Act 2003) Iss3

1. No special arrangements are necessary if:

- A hirer runs a free bar. A number of close friends can decide to share the cost of running a free bar, but at no time during the event must alcohol be sold.
- Guests to an event bring their own alcohol.
- Samples are provided free at say a wine tasting event. Orders for wine can be taken and paid for, but the wine must be delivered after the event.

Special arrangements are necessary if you sell alcohol at your event, even if it is an event only for relatives and close friends, or the price of the ticket includes an alcoholic drink.

2. You arrange your own licence to sell alcohol.

- Total Cost in the order of £21 - Payable to the South Hams District Council
- You will need to apply for a TENS (Temporary Event Notice), and this needs to be done on a pre-completed form provided by the Booking Secretary. You send one copy to the South Hams District Council, and a second copy to the Police.
- Applications must be made a minimum of 20 working days before the event.
- You will be required to pay the full hire fee at the time that a TENS is allocated to you.