Terms and Conditions for Hiring Swanton Novers Village Hall

Please read these terms and conditions. You are the Hirer ,and you are committing yourself to follow these terms and conditions when you sign to hire the hall. Make sure you understand them. Any questions contact Rosemary or Chris. Numbers are on the Hire Agreement. When you are clear about these terms and conditions please sign and return with your Hire Agreement.

For the purposes of these terms and conditions Swanton Novers village Hall committee will be referred to as The Committee. You are The Hirer.

- We have a premises alcohol licence.
- We have an entertainments licence
- We have a PPL PRS music licence
- We are covered by public liability insurance.
- We are a charity our number is 208460

1. THE HIRER must be over the age of 21.

2. THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and contents, their care, safety from damage however slight; or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of the highway.

3. 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 or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

4. THE HIRER shall insure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

5. The Village Hall has a Premises alcohol licence. If alcohol is to be sold the hirer will be required to obtain permission in writing from the Designated Premises Supervisor (DPS) named on the premises licence. Alternatively, a Temporary Event Notice can be obtained via North Norfolk District Council Licencing Department, in this case the applicant must hold a personal licence to serve or sell alcohol. The Hirer is responsible for the conduct of all attendees to the event and to ensure that the terms of the alcohol policy are followed. See attached policy.

6. THE HIRER shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served or given to any person suspected of being drunk or any person suspected as being under the age of 18.

7. No illegal drugs may be bought onto the premises.

8. THE HIRER shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

9. THE HIRER shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order and used in a safe manner.

10. THE HIRER shall ensure that they are aware of the location of fire extinguishers and fire exits

11. THE HIRER shall indemnify the Village Hall Committee (the Committee) for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.

12. 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 Committee is insured against any claims arising out of its own negligence).

13. THE HIRER must report all accidents involving injury to the public as soon as possible. An Accident Report Book is kept in the Village Hall Kitchen for this purpose. Certain types of accident or injury must be reported to the local authority. The First Aid Kit is located in the same place.

14. THE COMMITTEE reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election in which case the Hirer shall be entitled to a refund of any deposit already paid.

15. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the hirer for any consequential loss or expense.

16. THE COMMITTEE reserves the right to refuse a booking.

17. THE HIRER shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge.

18. EXCLUDED ACTIVITIES. The following are not allowed:

- firework displays and bonfires.
- No internal decorations of a combustible nature (eg. polystyrene, cotton wool) shall be erected without the consent of The Committee. No decorations to be put up near light fitting.
- Candles or other naked flames.
- Highly flammable substances shall not be brought into,or used in any part of the premises.
- No unauthorised heating appliances shall be used on the premises without the consent of the Committee. Portable liquefied propane gas (LPG) heating appliances shall not be used.
- Performances involving danger to the public shall not be given.
- There is no smoking or vaping anywhere on the premises.
- **Do not use anything other than Blu Tac or its equivalent to affix anything to the walls as anything else takes paint off the walls and you will be charged for making it right. There are hooks along the side which things can be attached to.**

19. THE HIRER shall ensure that the minimum of noise is made on arrival and departure. **Music must stop by 11.15pm**

20. All means of exit from the premises must be kept free from obstruction and immediately available for free public exit.

21. The emergency lighting supply illuminating all exit signs will come on in the event of power failure.

22. The Fire Brigade must be called to any outbreak of fire, however slight.

23. Once a regular hirer has signed a hire agreement and Terms and Conditions it will be deemed that the hire is covered by this one signing. The Committee reserves the right to give notice that specific hire dates/times considered booked might not be available in order to accommodate special requirements. The hirer is to inform the Committee whenever specific dates are not required eg. On public holidays, half terms etc.

24. The hirer is required to remove all rubbish produced, and anything else bought into the hall, at the conclusion of the event. The hall must be cleared by the time stated by The Committee. Failure to do this could result in extra charges.

I have read and understood the Terms and Conditions and agree to abide by them.

Signed…….
Name……

Date……Date of Hire…….....

Premises License & Sale of Alcohol Policy

Introduction

The purpose of this document is to define the Swanton Novers Village Hall policy (hereinafter referred to as the Village Hall) relating to the Village Hall's Licensable Activities and the legal obligations surrounding the sale of Alcohol.

Licensable Activities

Under Part 3 of the Licencing Act 2003, The Village Hall has been granted a Premises Licence LN/000007891 for the following activities.

- Plays
- Films
- Indoor Sporting Events (where audience is present)
- Live Music
- Recorded Music
- Performance of Dance
- Boxing or Wrestling
- Making Music
- Dancing
- Late Night Refreshment
- Sale of Alcohol On Premises
- Sale of Alcohol Off Premises

Any event that falls outside of the above list will require a Temporary Event Notice (TEN) which can be obtained from either the Village Hall or from the Licencing Authority (North Norfolk District Council). There is a charge of £21 for each TEN issued, up to a maximum limit of 15 TEN's per calendar year for each Premises Licence.

Village Hall Licencing Times for Licensable Activities.

The Village Hall has been granted a Premises Licence by North Norfolk District Council (Licencing Authority) between the hours of 00.00 to 00.00 Sunday to Saturday, 7 days a week, however, where alcohol is to be sold or supplied, the Village Hall Committee have restricted this licence from between 12.00 and 23.30 hours, in line with their premises hire contract agreement. Applications to extend the licencing hours can be considered by the committee on an individual ba

Sale of Alcohol.

The Licencing Act 2003 requires that there is a Licence for the sale of alcohol at all events where:

- You are charging for alcoholic drinks at any event including private functions.
- If the event is ticketed and you are providing a free alcoholic drink.
- If the event has an entrance charge and you are providing a free drink.
- If you are charging for a meal with an alcoholic drink included in the price.

A licence is not required when:

- An event is free, and alcohol is provided free of charge. (Private function, such as wedding, private party etc, where alcohol is free of charge)
- You bring your own drink to consume on the premises.
- Alcohol is donated by an individual (not event organiser where charges apply for entrance.)

Authorisation for the Sale or Supply of Alcohol

In instances where hirers of the Village Hall wish to supply alcohol under the terms of the Licencing Act 2003, as defined above, authorisation must be sought from the Village Hall Designated Premises Supervisor (hereinafter referred to as the DPS) as named on the Premises Licence. A small admin fee of £10 is applicable.

In addition the hirer will be required to :-

- Complete a Village Hall Hire agreement.
- Nominate a Responsible Person (for the sale of alcohol)
- Ensure that the Nominated Responsible Person and all appointed bar staff read, agree and sign this policy document.

Note: In the event that the Hirer or Nominated Responsible Person is a Personal Licence Holder then authorisation to sell or supply alcohol must still be sought from the Village Hall DPS.

Village Hall Terms and Conditions

The Licencing Act 2003 carries a legal obligation for both the Premises Licence Holder(s) and Personal Licence holder(s) to adhere and promote the following Licencing Objectives

1. Prevention of Crime and Disorder
2. Protection of Public Safety
3. Prevention of Public Nuisance
4. Protection of Children from Harm

To align the Village Hall policy with the above licencing objectives the following rules will apply to all sales of alcohol undertaken on the Swanton Novers Village Hall premises.

1. No person under the age of 18 is authorised to sell or supply alcohol unless authorised by a Responsible Person at the time of sale.
2. No person under the age of 18 is allowed to be behind the bar area where alcohol is sold or supplied unless authorised by a Responsible Person.
3. No alcohol is to be sold or supplied to any person under the age of 18 except under the following condition:

    a. A person aged 14 and above is allowed a single alcoholic drink only as a compliment to a meal that is served or provided.
    b. No alcohol is to be provided to any minor under any other circumstances.

4. It is an offence to purchase and/or supply alcohol to a minor.
5. No child under the age of 16 is permitted access to the Village Hall where alcohol is being sold or supplied unless accompanied by an adult.
6. No alcohol is to be sold to/or obtained for, anyone that is intoxicated.

7. No alcohol is to be sold or supplied outside of the hours stipulated in the hire agreement or outside of the terms of the premises licence.
8. Alcohol drinking competitions are prohibited.
9. Alcohol is not to be dispensed directly into the mouth.
10. Do not offer alcoholic incentives or promotions, for example, two for one, happy hour, etc.
11. Free drinking water must be made available.
12. Small or half measures must be made available.
13. Alcohol Tariff list to be displayed showing the Alcohol By Volume for all alcoholic beverages. (ABV%)

Age Verification

The Village Hall Committee have, in accordance with their legal obligations under the Licencing Act 2003, have implemented the following Age Verification policy in relation to the sale and supply of alcohol.

The Village Hall committee require individuals who appear to the Responsible Person to be under the age of 18 years of age to produce on request, before being served alcohol, identification bearing their photograph, date of birth, and a holographic mark. This can include, for example:

- A photo card driving licence
- A passport
- A proof of age card bearing the PASS hologram

Responsible Persons

For the purposes of this policy the following are considered to be responsible persons:

- The holder(s) of the premises licence.
- The designated premises supervisor.
- A person aged 18 or over who is authorised to allow the sale or supply of alcohol by an under 18.
- A committee member or trustee of the Village Hall premises in a capacity which enables him or her to prevent the supply in question.

As the named Hirer of Swanton Novers Village Hall I confirm that I have read and fully accept the above Terms and Conditions.

Name:

Date:

Signature:

As the named Nominated Responsible Person I confirm that I have read and fully accept the above Terms and Conditions

Name:

Date:

Signature:

Designated Premises Supervisor Authorisation

Name: Gerard Eaton

Date

Signature:

FIRE Safety Guidance and Emergency Plan for Hirers

Safety Guidance

You the Hirer are the Responsible person in the event of a Fire or an Emergency at Swanton Novers Village Hall during your hire of the Hall.

Please read and become familiar with these instructions.

Your responsibility is the safety of all those who are attending your function.

BEFORE YOUR EVENT STARTS:

- Check that the Village Hall Fire Exit lights are working.
- Check that all Fire Exit routes remain clear of any obstructions
- Ensure that you know where the Fire Extinguishers are located.
- Check that all electrical equipment and extension leads that have been brought into and/or are being used within the Village Hall look safe to use.
- Advise all Attendees of the Fire Exit routes, and the Assembly Point, which is on the playground next to the tractor.

DURING YOUR EVENT:

Be aware of the number of attendees who are at your event.
Ensure that the Fire Exit routes do not become obstructed.

Ensure that emergency services vehicles have a clear access route to the carpark.

Ensure that your event attendees do not engage in any activity that is likely to cause a fire (eg. smoking, use of candles or other naked flames)

Be vigilant regarding any smells of burning, or a gradual build-up of smoke.

Emergency Plan In the Event of a Fire:

- Use one of the Break Glass points to raise the alarm. These are located by the front door, in the kitchen next to the exit door and in the main hall next to the patio doors.
- Advise all attendees to evacuate the building in an orderly manner using the nearest exit.
- Ensure that all rooms including toilets are checked if it safe to do so, to make sure no one is left behind.
- Give assistance to anyone who may have mobility issues.

- Direct everyone to the Fire Assembly Point which is situated in the playground.

- **Do not** attempt to tackle a fire unless trained and confidant to do so.

- If it is safe to do so switch off all electrical appliances.

Call THE FIRE BRIGADE - DIAL 999 and give the address:

Swanton Novers Village Hall

St Giles Road

NR24 2RB

- Fire extinguishers should be used to clear a safe passage to a Fire Exit.
- Once outside at the Assembly Point check that everyone is accounted for.
- Check that the area around the Village Hall is clear for emergency service vehicles.
- **Do not** allow anyone to re-enter the Village Hall until told it is safe to do.
- Contact one of the following Committee members:

Delwyn Tilke – Fire Safety Co-ordinator 01263 862645

Gerard Eaton – Chairman 01263 862981

Chris Armstrong – Secretary 01263 86057