

Stratton And Grimstone Village Hall

CONDITIONS OF HIRE

- a) The Hirer must be 18 years old or over.
- b) The deposit for the hire of Stratton Village Hall should be paid, where applicable, at the time of the booking. This is non refundable unless notice of cancellation is received within four weeks notice, or an arrangement for an invoice to be sent after the event has been agreed with the Booking Secretary.
- b) The balance should be paid 14 days following the date of hire or on receipt of an invoice from the Treasurer.
- c) Twenty-eight clear days should be given in the event of cancellation otherwise the deposit will be forfeited.
- d) Stratton Village Hall holds a Premises Licence PL0250, which permits the provision of all 'Licensable Activities' at all times subject to the following conditions: -
 - All doors and windows must be closed whilst internal amplified music is provided and the volume of such music must be reduced at 11pm daily to a reasonable level so as not to cause undue annoyance to nearby residents.
 - External amplified music must not be played between 11pm and 9am daily.
 - If the Hirer wishes to SELL alcohol; then a TEMPORARY EVENTS NOTICE (TENS) must be obtained from the [West Dorset Licensing webpage](#)
- e) The Hirer shall take all necessary steps to ensure that all persons using Stratton Village Hall conduct themselves in such a way so as not to cause a nuisance to other persons or residents and that if arriving by car, due consideration is given to residents of The Square and customers of The Saxon Arms Public House when parking.
- f) The maximum number of people using the Hall during the period of hire must not exceed that stated on the Booking Form.
- g) Suitable arrangements must be made by the Hirer, for the evacuation from the building, should the need arise, of all disabled users of the Hall. Sufficient assistance from able-bodied individuals must be provided.
- h) No nails or drawing pins etc shall be used to affix posters or decorations to walls, doors, etc. Blu-Tac is acceptable but all traces should be removed immediately before the end of hiring.
- i) The Hirer is responsible for leaving Stratton Village Hall in the same state of order and cleanliness as they find it. Should it be necessary to have the Hall cleaned, the Hirer shall reimburse the Management Committee on demand, any charges incurred. All rubbish to be removed away from the Hall by the Hirer
- j) The Hirer shall reimburse the Village Hall Management Committee on demand, the cost of making good any damage to Stratton Village Hall or its contents and equipment (however arising). Any damage should be reported to a Committee member as soon as possible and noted in the file kept in the kitchen.
- k) The Hirer accepts that the information sheet provided by the Village Hall Management Committee, entitled 'Public Safety' forms part of the Terms and Conditions of Hire.
- l) At the end of the hire period, the Exit Checklist should be followed. Failure to adhere to this checklist may result in an additional charge being levied.
- m) The Management Committee of Stratton and Grimstone Village Hall reserve the right to refuse any booking.

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PUBLIC SAFETY

Stratton Village Hall operates in accordance with the Terms and Conditions of a Premises Licence together with a Public Liability Insurance Policy. Stratton and Grimstone Village Hall Management Committee do not accept responsibility for any loss, damage or theft of personal belongings howsoever caused.

The HIRER is DEEMED to be "THE RESPONSIBLE PERSON" for the event, activity or function, who has legal duties with regards to the safety and welfare of those persons assisting or attending during the period of hire

As The Responsible Person you are to ENSURE that the following procedures are adhered to:-

- a) No Smoking is permitted in any area of Stratton Village Hall.
- b) Fire exits must be kept clear and unobstructed at all times. Every Fire exit must be capable of being opened at all times.
- c) Fire and Smoke Resistant doors must not be secured open.
- d) Real Flame must not be used on the premises. This includes the use of night-lights, candles, sparklers or any similar form of illumination.
- e) Illuminated 'EXIT' signs must not be extinguished or dimmed.
- f) In the event of the FIRE ALARM OPERATING the Hirer is responsible for evacuating the building in accordance with the emergency signs on display. A roll call is to be taken at the assembly point as directed. Ensure that no-one re-enters the building.
- g) Dorset Fire & Rescue Service must be called to any outbreak of fire, however slight. Dial 999 (112) Any Committee Member must then be informed as soon as is reasonably practical.
- h) The use, breakage or shortage of any of the safety equipment provided must be reported immediately to the Booking Secretary who, depending on severity, will decide if the planned event can still take place.
- i) No explosive, toxic, hazardous or highly flammable substances including all types of pyrotechnics and balloons filled with flammable gas shall be permitted on the premises.
- j) No portable heating appliance shall be permitted on the premises.
- k) The use of strobe and laser lighting will only be permitted on the premises, when full details of its use have been presented to and agreed by the Booking Secretary.

Please keep these sheets to remind you of the Conditions of Hire and Public Safety

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ENTERTAINMENT IN VILLAGE HALLS

Please read this note as it could affect your group.

Stratton Village Hall is fully licensed via West Dorset District Council under the Licensing Act 2003 for the provision of entertainment.

BUT..... The Village Hall Committee does NOT hold any licence under the Copyright, Designs and Patents Act 1988, whereby a licence is required from 'PPL UK and PRS for Music' if music is played and performed in public. This means that any group or person hiring the Village Hall and using music as part of their group activity and where that group is open to the public, through selling of an entry ticket or enrolment fee – must hold the appropriate licence from 'PRS for Music', who administer the joint licence for themselves and PPL UK Ltd.

If, however, the event within the Village Hall is a private party or is by invitation only and members of the public cannot join that group then no licence is required.

So, if your group is open to all to join and music is used, then you need to get a licence. Under the Music Copyright Licensing, it is not the Group which is licensed but the location in which you hold your event e.g. the Village Hall. So, if you carry out your group activity at various locations, you will need to hold a licence for each venue – a roving licence.

Please see the web site www.prsformusic.com or telephone PRS for Music on 0800 068 4828 for more information to ensure that your Group is properly licensed.

As it is the location which is licensed, Stratton Village Hall Committee must ensure that you and your Group hold the appropriate licence under the above regulations to ensure legal use of our Village Hall. We appreciate that most of you will already hold the appropriate licence, but need to ensure that all users do. We may on occasions ask you for production of your licence to ensure that you are covered.

EXIT CHECK LIST

Rubbish

It is the responsibility of the Hirer to remove all rubbish away from the Village Hall, rubbish bags are available in the kitchen

Cleaning

Cleaning materials, vacuum cleaner, mop etc are stored in the kitchen cupboard for your use

Please ensure all floors are clean, if necessary please sweep floors and vacuum the carpets

Ashley Hall

Please ensure:-

- to sweep the floor using the large blue mop
- the chairs and tables are put away in the store with due care
- the windows and doors are securely closed
- all the lights are switched off
- to remove all rubbish

Aylott Room

Please ensure

- the chairs are neatly stacked and tables put away with the tops folded down
- the windows are closed
- to remove all rubbish

Kitchen

Please ensure

- the ceiling windows are closed
- the fridge (and freezer) is emptied and clean
- the dishwasher is drained and tap under the sink is turned off
- the oven is clean
- the wall mounted urn is switched off
- the work surfaces are clear and clean
- the lights are off
- to remove all rubbish

On Leaving the Building

Please

- turn off foyer and outside lights (the corridor and toilet lights have automatic switching)
- ensure the door key is securely locked in the key safe
- remove all rubbish
- ensure the Village Hall is secure

Please leave the Village Hall clean and tidy, ready for the next hirer