

BELLINGDON & ASHERIDGE VILLAGE HALL and RECREATION GROUND

Registered with the Charity Commission Nr 1087494

Conditions of hire applicable to hiring the hall together with its furniture, fittings and electricity as well as the grounds (where applicable)

1	Definitions
1.1	The "Hiror" is Bellingdon & Asheridge Village Hall
1.2	The "Property" is the Bellingdon & Asheridge Village Hall and Recreation Grounds together with its Furniture, Fixtures and Fittings
1.3	The "CoM" is the body of people that are duly elected members of the Committee of Management who are responsible to the Trustees for the care and upkeep of the Property
1.4	The "Trustees" are those individuals who have agreed to be jointly and severally liable to the Charity Commissioners for protecting and reporting the income and expenses relating to the Property under Charity Registration Nr 1087494
1.5	The "Charity Commission" is the statutory body to whom all registered charities have to report their income and expenses on a yearly basis
1.6	The "Bookings Secretary" is the person who is a member of or has been delegated to by the CoM to be responsible for and administer the bookings at the Property
1.7	The "Hire Application Form" is the duly completed form signed by the Hiree
1.8	The "Hiree" is the person who has signed the Hire Application Form that is submitted to the Bookings Secretary
1.9	The "Hire Period" is the period time for which the CoM has agreed the Hiree may have use of the Property
1.10	The "Conditions of Hire" are the clauses contained in this document
2	Rights and Obligations of the CoM
2.1	An application to hire will not be granted unless the Hiree agrees to comply with these Conditions of Hire.
2.2	All application to hire shall be made on the Hire Application Form issued to the Hiree by the Bookings Secretary.
2.3	The CoM reserves the right to refuse any application to hire the Property. The decision of the CoM is final.
2.4	The CoM reserves the right to cancel any previously accepted hiring by giving written notice to the Hiree in the event of
2.4.1	The Property being required for use as a Polling Station for Parliamentary or Local Government elections or bye-elections.
2.4.2	The CoM reasonably consider that such a hiring may lead to a breach of licensing conditions or other legal or statutory requirements or unlawful or unsuitable activities will take place at the Property as a result of allowing the hiring to proceed.
2.4.3	The Property becoming unfit for the use intended by the Hiree.
2.4.4	The CoM will return all sums that have been paid by the Hiree should the CoM cancel a booking
2.5	The CoM accepts no responsibility or liability in respect of any personal injury, loss and/or damage to the Hiree, the Hiree's guests and/or their personal property whilst they are in occupation of the Property no matter howsoever such personal injury, damage or loss is caused.
2.6	Any member of the CoM, a list of whose names are displayed on the notice board in the kitchen, is entitled to enter the property at any time during the Hire period.
3	Rights and Obligations of the Hiree
3.1	The Hiree must be eighteen years of age or more AT THE TIME OF COMPLETING, SIGNING AND SUBMITTING THE HIRE APPLICATION FORM.
3.2	The Hiree shall give a written undertaking accepting responsibility for being in charge and in attendance at the Property at all times upon receipt of the keys and to ensure prior to handing the keys back to the Bookings Secretary.
3.3	The Hiree shall provide all necessary documentary evidence to the Bookings Secretary to comply with the CoM's Child Protection Policy
3.4	The Hiree is responsible to ensure that the appropriate ratio of adults to minors is present at all times, that any necessary CRB checks have been undertaken and their results acted upon where appropriate.
3.5	The Hiree must strictly adhere to the Hire Period which will normally, unless otherwise agreed with Booking Secretary shall include all preparation and tidying up time
3.6	The Hiree is responsible for any damage to or loss of the Property during the Hire Period
3.7	The Hiree is responsible to ensure that all necessary PAT certificates are obtained before the hire date where groups, bands or discos are providing music during the hire period
3.8	The Hiree shall leave the property clean and tidy with floors swept then mopped using soapy water and all kitchen equipment emptied, cleaned, switched off at the socket and doors open.
3.9	The Hiree shall inform the Bookings Secretary at the time of hiring if use of the Field is being requested in addition to the Hall
3.10	The Hiree shall ensure adequate Public Liability Insurance cover exists where entertainers, external caterers or drinks bar providers, musicians, disc-jockeys, concessions or businesses or such items as a bouncy castle, slide or similar are being brought into the Property for use by the Hiree and/or their guests and, if requested, shall provide the Bookings Secretary with a copy of same.
3.11	The Hiree shall collect the keys to the Property from the Bookings Secretary not more than twenty minutes before nor more than fifteen minutes after the Hire Period has commenced.
3.12	The Hiree shall hand back to the Bookings Secretary or place the keys in the letterbox of Blue Pines, Chesham Road, Bellingdon, Bucks, HP5 2XU not more than fifteen minutes after the Hire period ends.
4	General
4.1	A detailed plan of the Property is included with the Conditions of Hire. It should be read in conjunction with the matters referred to below. The Property is protected with Closed Circuit TV ("CCTV")
4.2	The first light switch is situated on the wall immediately ahead when entering through the main door. Light switches for the main hall and the kitchen are situated to the right of the vestibule behind the hall and kitchen.
5	Safety
5.1	By regulation of the County Fire Authority the maximum number of persons to be in the building at any one time for the function is one hundred and twenty five.
5.2	The emergency exit lights automatically switch on when the power supply fails
5.3	The Hiree must acquaint their self with the location of the four fire extinguishers which are hung on wall brackets at the following points
5.3.1	Red, water filled extinguisher to the left of the emergency door when standing in the main hall
5.3.2	Red, water filled extinguisher to the left of the notice board in the main entrance lobby
5.3.3	Red, water filled extinguisher to the left of the bar when standing in the hall
5.3.4	Black carbon dioxide filled extinguisher in the kitchen.
5.4	There is also a fire blanket in the kitchen
5.5	If any extinguisher is discharged during the Hire period this fact must be reported to the Bookings Secretary when the key are returned.
5.6	Decorations must be fixed so as not to obscure exit lights, emergency exit lights, fire extinguishers or fire blankets.
5.7	Emergency exit doors must remain unobstructed

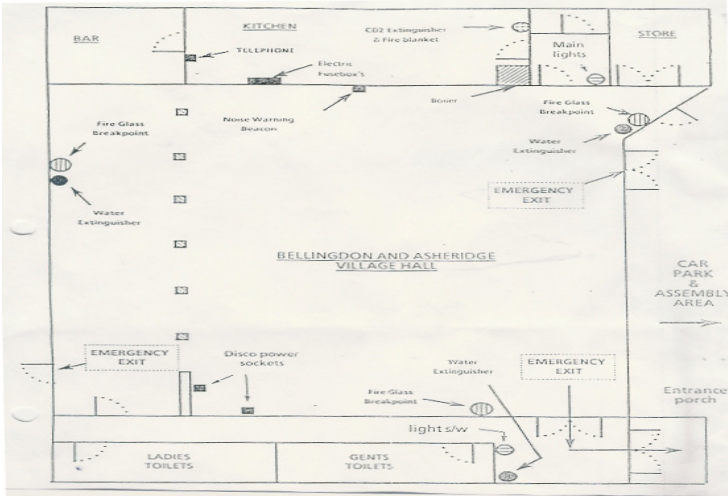
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11.3	The Deposit is held to cover charges made by the Hiror for non fulfilment of the Hiree's obligations such as damage caused, not clearing up or removing waste from site prior to returning keys as detailed in clause 10 above
11.4	All cheques, postal orders etc shall be made payable to Bellingdon & Asheridge Village Hall
11.5	In the event of a cancellation of a booking by the Hiree, which must be notified in writing to the Bookings Secretary, a refund may be due if the cancellation is notified
11.5.1	More than 8 weeks prior to the function - full refund less £15 administration charge
11.5.2	Between 8 or less weeks and more than 4 weeks prior to the function - half refund less £15 administration charge
11.5.3	4 or less weeks prior to the function - no refund
11.5.4	Where, following a cancellation, the Property is subsequently hired out then, provided the charges to the new Hiree are equal to or more than the hire charges to the Hiree that has cancelled then the Hiree that has cancelled will receive a full refund less a £15 administration charge.
11.5.5	Where the Hiror has been unable to recover all the hire charges that would have been received from the Hiree that has cancelled then any refund to the Hiree that has cancelled will be reduced by any loss of hire income to the Hiror caused by the cancellation together with a £15 administration charge.



This plan is not to scale

PROCEDURE IN CASE OF FIRE

1. IMMEDIATELY OPERATE the fire alarm by breaking a fire glass breakpoint
2. EVACUATE the building including the bar, kitchen, store and toilets
3. ASSEMBLE everyone in the car park located at the rear of the Hall
4. ATTACK the fire with the fire extinguishers provided - do not take risks
5. TELEPHONE the Fire Brigade (999)
6. PROVIDE address Bellingdon & Asheridge Village Hall, Chesham Road, Bellingdon, HP5 2XU
7. DO's and DONTs
 - Do close all doors and windows
 - Don't stop to collect personal belongings
 - Don't re-enter the building untold instructed that it is safe to do so

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5.8	Portable Liquefied Propane Gas ("LPG") heating appliances and flammable substances must not be brought into the building at any time during the Hire Period
5.9	The Hiree is responsible for ensuring that any portable electrical appliances brought into the buildings on the Property are safe and used in a safe manner and also comply with the Electrical at Work Regulations 1989.
5.10	A first aid box is located in the kitchen. The key will be with the bunch of keys on the key ring that are in the custody of the Hiree.
5.11	A public telephone can be located in Bellingdon located by turning left out of the Property onto the main highway, follow the road approximately three hundred and fifty metres to where the telephone kiosk is situated on the left hand side.
6	Food, Health and Hygiene
6.1	The Hiree is responsible for ensuring that at all stages of the preparation and serving of food meet legally required health and hygiene standards
7	Outside Facilities
7.1	The car park to the rear behind the buildings on the property only should be used for parking cars.
7.2	Vehicles should not be parked on grassed areas within the Property.
7.3	Vehicles are parked on the Property at their owner's risk.
8	Entertainment, Music and Dancing
8.1	The Property's Public Music and Dancing Licence does not permit music to be played, dancing nor other entertainment of the like on Sunday, Christmas day, Good Friday nor after midnight Monday to Saturday inclusive.
8.2	Noise must be kept to a minimum. All occupants of the Property during the Hire Period as well as when arriving and especially when leaving must have due regard for the comfort of local residents.
8.3	A sound control system has been installed in the hall. IT IS A CONDITION OF HIRING THAT SOUND LEVELS DO NOT EXCEED 95 DECIBELS. When noise levels are approaching the maximum permitted a warning light (situated above the hatchway between the kitchen and main hall) will be activated. If noise levels exceed the maximum permitted all power to amplification will be equipment will be cut off automatically. Power will be restored automatically after a "time delay". Action by occupants to restore power is not necessary. Power will only be maintained provided noise levels are kept below the maximum permitted.
8.4	Minor electrical sockets cut off automatically at five minutes after midnight and is restored at 8:00am the next morning. Hall and emergency lights are not affected by this system.
8.5	Any attempt to interfere with or circumvent any of these systems will result in forfeiture of the deposit and the Hiree will be liable for the cost of any repairs.
8.6	Entertainment provided by the Hiree shall not involve danger to any persons on the Property during the Hire Period.
9	Alcohol
9.1	Licensing laws define that alcohol is deemed to be sold when.....
9.1.1	Payment is made at the Function itself
9.1.2	Payment is made in advance of the function
9.1.3	Excessive charges are made for admission and/or refreshments in lieu of charges for alcohol
9.2	If alcohol is to be sold as defined above
9.2.1	A Publican must ensure that the appropriate licence is obtained from the Licensing Justices, and must prominently display the required Under Age Drinking Warning Notices, Weights and Measures Notices and price Lists etc. OR
9.2.2	An officer of the Club/Organisation must obtain the appropriate licence from the Licensing Justices
9.3	Clubs/Organisations selling alcohol MUST PRODUCE their licence to do so to the Bookings Secretary not less than twenty four hours prior to the commencement of the Hire Period otherwise the booking will be cancelled with the loss of all fees and deposits to the Hiree.
10	Clearing Up and vacating the Property
10.1	Prior to leaving and locking up the Property the Hiree must ensure that
10.1.1	All chairs, card tables and folding tables are all stacked neatly in the store room outside the yellow lines marked on the floor
10.1.2	All toilets are flushed, water taps, all cookers, heater and lights are turned off, all windows closed and doors locked.
10.1.3	The hall floor shall be swept then mopped over with soapy water (brooms, brushes, pan, mop and bucket are located in the vestibule between the hall and the kitchen).
10.1.4	If utilised the kitchen Fridges and cooker should be emptied, cleaned, switched off at the power point and left open; all kitchen work surfaces and sinks should be wiped and left cleaned, the kitchen floor should be swept then mopped over with soapy water.
10.1.5	The building part of the Property should be left in a clean and tidy state similar to the condition in which the premises were first occupied failing which part or all of the deposit may be used to pay for the services of a cleaner to do so.
10.1.6	The Hiree shall remove all their rubbish from the Property in the black bags that are provided for this purpose. NOTE - Glass bottles/paper may be deposited in the Chiltern District Council's receptacles at the rear end of the car park area. All other rubbish must be taken away from the Property.
10.1.7	The cost of removing any rubbish that remains at the property after the Hiree has vacated the Property will be charged to the Hiree and, where possible, recovered from any deposit held by the Hiror. There is a minimum charge of £25 but this could increase depending on the volume of rubbish that has to be cleared.
10.2	As evening bookings must end no later than midnight clearing can be completed the next morning by no later than 10:00am (at which time the keys must be returned to the Bookings Secretary) however prior agreement must be obtained from the Bookings Secretary as there may be a confirmed booking in place for early the next morning.
10.3	The Hiree must close the gate to the main entrance of the property when vacating the property after 9:00pm.
10.4	All other bookings must end at the time stated in the Hire Application Form and the keys returned to the Bookings Secretary no more than 15 minutes later.
10.5	All faults, deficiencies, breakages and damage must be reported when the keys are returned to the Bookings Secretary who shall inform the CoM for an assessment to be made as to the cost of reinstatement. Any such costs will be charged to the Hiree and the Hiree's deposit used to reduce/clear sums owed.
10.6	Any damage in excess of the Hiree's deposit shall be invoiced to the Hiree and shall be paid by the Hiree within 14 days of its date.
11	Hire Fees, Deposit and Cancellation
11.1	Details of the latest charges for booking the Property can be obtained from the Bookings Secretary
11.2	The full cost of hiring the Property and any deposits shall be paid at the time of submitting the Hire Application Form

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HIRE CHARGES for bookings from 1st April 2015					
SATURDAYS					
From	To		Hire Fee	Refundable Deposit	Total Payable In Advance
9am	Midnight	Note 1 & 2	£250	£100	£350
Noon	Midnight	Note 2	£200	£100	£300
3pm	Midnight	Note 2	£180	£100	£280
6pm	Midnight	Note 2	£160	£100	£260

By prior arrangement with the Bookings Secretary when making your booking

Note 1 There is no charge for Friday evening to set up room 8pm-12midnight

Note 2 There is no charge for attending Sunday morning to tidy up 9am-12noon

SATURDAYS					
From	To		Hire Fee	Refundable Deposit	
9am	12noon		£15 per hr	£10 per hr £50 minimum	
Noon	3pm		£15 per hr	£10 per hr £50 minimum	
3pm	6pm		£18 per hr	£10 per hr £50 minimum	
6pm	Midnight		£30 per hr	£10 per hr £50 minimum	
			Hire Fee	Deposit	
SUNDAY & WEEKDAYS			£13.50 per hr	£10 per hr £50 minimum	

CROCKERY and CUTLERY			
100 place setting (approximately) comprising dinner plates, tea plates, cups, saucers, soup/sweet bowls			
	Hire Fee	Refundable Deposit	Total Payable In Advance
Crockery	£20	£10	£30
Cutlery	£10	£5	£15
SWEEPING, WASHING & MOPPING FLOORS			
£40			

Entrance Lobby, Toilets, Main Hall, Kitchen & Bar Room

Toilet pans and urinals clean, tidy and usable by next hirer

CANCELLATION OF BOOKING

See Conditions of Hire	Admin Charge of	£15
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REFUNDABLE DEPOSIT

Deposits are refunded during the week following your hire provided there is no damage and all is left clean and tidy

BOOKINGS SECRETARY

Chris Hood Lyncourt, Chesham Road, Bellingdon, Bucks, HP5 2XW

Tel: 01494 757 028

Fax: 01494 757 077

email: bookings@bellingdon.com

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