

Woodborough Village Hall Conditions of Hire

1. The Parish Council reserves the right to refuse any application to hire the Village Hall to any person or organisation and to cancel any existing booking in its absolute discretion without being liable for loss.
2. The booking is provisional until confirmed in writing by the Booking Clerk.
3. The Responsible Person shall be personally liable for the supervision of the premises and shall indemnify the Parish Council for the cost of repair of any damage done to any part of the property or the contents of the building that shall occur during the period of hire.
4. The Responsible Person shall familiarise him or herself and ensure that all users are familiar with the following safety matters:
 - a. Action to be taken in the event of a fire including calling the Fire Brigade and evacuating the Hall. *See page 6.*
 - b. The location and use of fire equipment. *See page 7.*
 - c. Emergency exits and the need to keep them clear and unlocked. *See page 7.*
 - d. The operation of fire exit doors and the need to close all fire resistant doors in the event of a fire.
 - e. That there are no obvious fire hazards on the premises.
5. The Responsible Person shall not use the premises for any purpose other than that described in the Booking 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 to do anything which may endanger the premises or persons using the premises or vitiate any policy of insurance.
6. The Village Hall is licensed by Gedling Borough Council (GBC) under the Licensing Act 2003 for the provision of the following Regulated Entertainment: The performance of plays and for the purpose of music, singing, dancing and other entertainment of a like kind.
7. The Village Hall is not licensed under the Licensing Act 2003 for the sale of alcohol. If the Responsible Person wishes to sell alcohol he or she must apply to GBC for a Temporary Event Notice (TEN). Only twelve TENs can be authorised in any twelve month period and the Parish Council is not advised by GBC if a TEN has been granted, therefore the Parish Council gives no warranty or assurance that the Responsible Person will have a TEN granted. Further information can be obtained from the Licensing Office, Gedling Borough Council, Arnot Hill Park, Arnold, NG5 6LU. Tel 0115 901 3895 email: licensing@gedling.gov.uk
8. The Responsible Person shall comply with all conditions and regulations made in respect of the premises by the Fire Authority and Gedling Borough Council.
9. The Responsible Person shall ensure that no nails, screws, drawing pins or Sellotape shall be used to decorate the Hall. Decorations should be fixed to the hooks provided.
10. The Responsible Person shall ensure that no preparation or dressing is applied to the floor.
11. Since the 1st July 2007 it has been illegal to smoke in the village hall. The Responsible Person shall ensure that there is no smoking in any part of the hall. Vaping or the use of any electronic cigarettes is also not permitted.
12. The Responsible Person shall ensure that all rooms are left in a clear and tidy state at the end of the hire, including the putting away of all furniture, including the wiping clean of tables and chairs prior to stacking. All spills on the floor must be wiped up. All rubbish must be bagged and placed in the dustbin at the rear of the premises. It is particularly important that chairs are stacked in the correct way in the storeroom – see notices on the walls – 5 trolleys at the back max 22 chairs high and 4 trolleys at front max 15 chairs high and tables next to them in trolleys opposite the door.

13. The Responsible Person shall ensure that the total number of people on the premises at any time does not exceed the maximum capacity of 200 people.
14. The Responsible Person shall obtain the code to access the key safe for the date of the booking from the booking Clerk. (To operate key safe please read instructions in adjacent window). At the end of the hire The Responsible Person shall ensure that all windows have been closed, premises are left locked with key code scrambled. The Parish Council reserves the right to charge for any cleaning that may be necessary following the period of hire.
15. The Responsible Person must ensure that any items brought into the village hall are removed immediately at the end of the hire period.
16. The Responsible Person must ensure that no additional cooking, heating or electrical appliances of any description are brought into the village hall or are used in the village hall.
17. The Responsible Person must ensure that all kettles and water heating appliances are emptied at the end of the period of hire.
18. The Responsible Person must check that all appliances and lights (inside and outside the village hall) are switched off and that all doors, including emergency exits, are closed and secured before leaving the village hall.
19. **Music must be switched off by 11.30pm with the hall and car park being vacated by 12.00 midnight, the end of the hire period.**
20. The bond will be repaid within 28 days of the hire subject to there being no deductions for damage, cleaning costs or noise complaint.
21. In the event of the hirer cancelling for any reason, the Parish Council will refund 90% of the hire charges provided not less than 28 days notice of cancellation is received.
22. The Parish Council reserves the right to carry out any inspections or repairs during any periods of hire.
23. If the hirer wishes to use the stage lights or the public address system they should familiarise themselves with the notes on page 4 of this form.

If the Responsible Person is in any doubt as to the meaning of any of these conditions he or she can contact either the Caretaker (see Page 1) or the Clerk (0115 8498195 or clerk@woodborough.org.uk) for clarification. Additional copies of the Hire Conditions and Booking Form may be downloaded from the Parish Council web site at www.woodboroughpc.org.uk

PA and Lighting Information Sheet

If you have indicated you would like to use the Sound and Lighting options you MUST talk to our Sound and Lighting engineer, Mr. Louis Ayre who can be contacted on (0115) 9652413. He will instruct you in procedures which will include the setting up and use of the equipment. No attempt should be made to use this equipment if you have not had this instruction. Unauthorized use may result in the forfeit of your bond.

Recently the sound and lighting capabilities within Woodborough Village Hall have been enhanced, the following information is provided to outline the facilities which are now available.

P.A. SYSTEM

This system comprises of a high quality mixer amplifier, two large professional quality loudspeakers, two high quality radio microphones and associated receiver. In addition to handling the two microphones the mixer amplifier does have multiple inputs and is capable of handling additional microphones, signal inputs from C.D.players, MP 3 Players etc. and can also be used as the amplification source for electric guitars and keyboards.

PARTY / DISCO LIGHTING

There is now the capability to provide simple disco and party lighting within the main hall. This lighting along with the PA and a basic music source e.g., MP3 player would be ideally suited to a low key self managed event and requires some but not a comprehensive knowledge of the available lighting and sound equipment.

STAGE LIGHTING

The Village Hall is now equipped with a comprehensive stage lighting system which is based around a programmable multi channel DMX lighting console. There are a number of spot and flood lights positioned in front of the stage and a number of LED palettes positioned above the actual stage area. This lighting is capable of providing suitable lighting for small stage dramatic productions, live music shows etc. Woodborough Parish Council is keen to provide the users of the Village Hall with the best possible facilities. Both the Lighting and Sound System are very capable, however using equipment of this type can be quite daunting. It must also be realised that the Disco/Party lighting effects are quite basic and would not be equivalent to those provided by a professional D.J. service.

Emergency Information

Service Locations

Electricity		
	Fuse box etc	In locked cupboard, door nearest to committee room. Key on window frame behind curtain.
Gas		
	Cut off valve	In ladies toilet high up on wall on right hand side, adjacent to gas meter
Water		
	Stop cock	In ladies toilet, accessed under wash basins (lift panel) – white tap

Contact Details

In the first instance, before calling one of the below, try to contact a parish councillor – either Charles Wardle on 07973 751801
or Colin Starke on 07831 105608

Electricity	Tony Baines Electrical	07891 918514
Electricity	Western Power for major power failure	0800 056 8090
Gas	Alan Harrington	0115 9652743 or 07849 922284
Gas	British Gas	0800 111 999
Water	Severn Trent/Water Plus	0800 783 4444
Plumbing	Alan Harrington	0115 9652743 or 07849 922284
Glazing	Alan Davis of C&G Glazing	0115 8820820 or 07966 432974

WOODBOROUGH VILLAGE HALL Emergency Evacuation and Fire Procedures

Woodborough Parish Council endeavours to do all that is reasonably practical to ensure that the facilities it provides are clean, safe and user-friendly. However, we believe that whilst we hold the main responsibility for H&S, the safety of all users also relies on the general common sense of the individual. We cannot be here all the time and therefore ask that Hirers and Users follow these procedures in the event of an emergency evacuation, fire or fire drill:

**Sound the alarm at one of the break-glass fire alarm points
(one near the double doors into main hall and one near the fire exit doors in the main hall)**

Exit the building through the lobby's main entrance doors or the signed fire exit doors in the main hall, kitchen and both storerooms

Ensure that children, elderly and disabled persons are assisted

Go to the signed fire assembly point at the end of the carpark past the tennis courts at the rear of the building

If you are trapped in a room with no fire exit door (the meeting room or the toilets), keep the fire resistant door closed and wait to be told that it is safe to exit

Do not re-enter the building.

Telephone for the fire brigade (999 or 112) stating your location - Woodborough Village Hall NG14 6DX

H2O fire extinguishers are located in the lobby, main hall and both storerooms

CO2 fire extinguishers are located in the lobby, kitchen, main hall and bar

