

STANDARD CONDITIONS OF HIRE of the VILLAGE HALL for PRIVATE HIRERS

MAXIMUM NUMBER OF PEOPLE ALLOWED IN THE HALL MUST BE STRICTLY ADHERED TO
220 STANDING AND 160 SEATED

There is free parking available.

Notice to hirers: A DVHA booking form together with the Health and Safety policy are also available online here. Please complete the booking form to the Booking Secretary DVHA as soon as possible. We hope you have a successful and enjoyable function.

DVHA is a non-profit making voluntary organization offering a community facility at appropriate charges. Every effort is made to ensure the hall is suitable for the purpose for which you hire it but we cannot always guarantee that those who have left the hall beforehand have abided by the conditions of hire. Nor can we always guarantee to regulate the temperature precisely to meet the differing requirements of each user. However we sincerely hope you find the hall satisfactory and that you will hire it for your next function.

Please leave the hall as you would expect to find it ie floors swept, chairs neatly stacked, rubbish removed and placed in the appropriate bins, kitchen surfaces cleaned.

Please note:-

- Crockery and cutlery are available to use
- No washing up liquid, cloths and tea towels are supplied
- The bar is run by the Licensee under the direction of DVHA and the hirer will have a separate contract for all transactions relating to the bar. DVHA is not responsible for any liabilities of the licensee to the hirer. When the bar is hired all drinks (both soft and alcoholic) are to be supplied by the licensee. No alcohol can be consumed on site that has not been supplied by the licensee. Please assist the staff by returning glasses to the bar when the bar closes.
- The bar must close by 12 midnight at the latest. Function/music must cease at 12 midnight and the premises vacated by 12.30am. This is a condition of our license from SMBC.
- Always be aware that we have residential properties quite close to the hall and try to minimise noise disruption.

Responsibilities

During the hire period, the hirers are fully responsible for all their activities, the supervision and the behaviour of all persons associated with their hire and the elimination of hazards to Health and Safety in accordance with the policy you have been sent.

All hirers involved in activities involving children should have a current CRB Disclosure Certificate and have a suitably qualified instructor in charge.

DVHA and the Licensee take no responsibility for actions taken by the hirer and do not accept responsibility for damage to, or loss of property from the hall, car park or grounds.

The hirer must arrange adequate and appropriate insurances to cover their activities.

The Premises Licence issued by SMBC permits music, singing, dancing and other entertainment of the like kind.

Performances

The hall is licensed with the Performing Rights Society under the National Licence for the performance of copyright music controlled by the society. The hirer shall supply to DVHA such information as may be required by the PRS in respect of their use.

Music shall only be performed or played within the confines of the hall and noise and vibration shall not be allowed to emanate from the premises. There is a noise limiter installed which must be used for all live and recorded music played to prevent nuisance to our 'neighbours'.

Hirers should ensure they have their own insurance cover for performances and that all conditions attached to the granting of stage plays or other licences (Including holding a PPL where appropriate) be strictly observed. DVHA must be given at least 4 weeks' notice of a stage play production and confirmation that the licence has been applied for and granted. Hirers using sound recordings shall complete the licence application required by Phonographic Performance Limited and pay the required fee

Seat layouts shall include minimum gangway widths and shall comply with the specific requirements of public entertainments licence as displayed on the DVHA official noticeboard.

CONDITIONS

The hirer agrees to abide by the following hire conditions:-

- Applications to use the hall should normally be completed with the bookings secretary at least 4 weeks before the date of use.
- There must be a minimum ration of 1 adult for every 10 persons under the age of 11. Parties are not allowed for people between 12 and 21 inclusive.
- The payment for the hire of the hall shall be made in full at the time of booking. No refunds will be made in the event of cancellation.
- Hire times booked must include time to set up and clear away. A volunteer will open and close the hall at the agreed times
- The Association does not accept responsibility for any consequential loss if the Hall is unavailable for exceptional reasons.
- The hirer is responsible for :-
 - a) Entrance security
 - b) Leaving the hall in a tidy condition and the kitchen and equipment clean and returned to its usual places
 - c) Chairs should be neatly stacked in piles of 8
 - d) Removal of all rubbish and its deposit in the appropriate bin. Where caterers are used they responsible for removing all their waste from the premises.
 - e) Returning the thermostat to its original setting, if it has been changed.
 - f) Ensure all gas water and electrical appliances are turned off

- g) Maintain the hall flooring. The floor has been sanded and sealed. Do not use adhesive tape, talc or chalk. Avoid party poppers as the colour can leach onto the floor which will then require re sanding and sealing.
- h) Ensure staples, pins, adhesive tape and blue tac are not used to attach things to any part of the building.
- i) Ensure smoking does not take place anywhere in the building
 - The Association reserves the right to levy cleaning charges should the hirer not comply with the above responsibilities.
 - The hirer shall ensure the hall is left secure. Close and secure all ventilated windows using the pole provided in the hall, and check that all bar operated exit doors are properly closed with their top and bottom latches fully engaged. If the hall is left unsecured and insurance therefore invalidated DVHA will seek reimbursement for any consequential costs.
 - Curtains should be returned to their daylight positions.
 - All internal and external lights should be turned off before leaving the hall
 - Commercial advertising is not allowed.
 - The hirer shall not sub-let or use the premises for any unlawful purpose or bring onto the site anything which may endanger the premises or persons within. This includes inflammable substances and fireworks.
 - The hirer will not use the hall for any other purpose than that on their authorised hiring agreement.
 - The hirer shall indemnify DVHA for the cost of repair for damage done to the building as a result of their booking. Any damage or breakages must be reported to DVHA immediately after the letting.
 - **Fire emergency exits and gangways must not be blocked.** Fire extinguishers must not be removed from their designated positions shown on the instructions and plan displayed on the DVHA. Extinguishers shall not be used to prop open doors, nor should they be covered. Temporary spotlights shall not be used within proximity of any curtains or fabrics. Hirers may not set off fireworks inside or outside the Hall.
 - **Bar Services**, where booked, will be provided by the Licensee. No intoxicating liquors are permitted to be brought or sold by the hirer or attendees on any part of the premises. Bags may be checked and any alcohol confiscated. Illegal substances shall not be brought onto the premises. Alcohol and other drinks shall not be removed from the premises.
 - Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries.
 - Cars may not be parked so as to cause an obstruction at the entrance or exits to and from the Hall. The parking accommodation should be used. Should any vehicle drive over or park on the grassed areas surrounding Dorridge Village Hall the user may be responsible for rectifying any damage to the turf.
 - Dogs should not be brought into the Hall with the exception of guide dogs.

DVHA reserve the right to refuse any applications received for the hire of the Hall or to refuse admission to any individual

