

## East Goscote Village Hall



Registered Charity 516701

East Goscote Village Hall Management Committee  
Long Furrow  
East Goscote  
Leicester  
LE7 3ZL

Tel/Fax: 0116 260 2202

Email: [admin@eastgoscote-pc.gov.uk](mailto:admin@eastgoscote-pc.gov.uk)

### TERMS OF LETTING

- 1) The hall is let in accordance with the current list of charges.
- 2) There is a minimum hire of **1 hour**, unless booked for a party where there is a minimum hire of **3 hours**.
- 3) Access to the Hall is only permitted during the times as agreed. Access at any other time must be approved by the Village Hall Secretary/Manager first.
- 4) Application to use the hall should be addressed to the booking officer. Dates will be held on a provisionally basis for 7 days.
- 5) The Village Hall has a Premises Licence authorising certain regulated entertainment and licensable activities between 9 am and 12 midnight. (PRS and PPL licence held)
- 6) The Village Hall caters for a maximum of 95 people.
- 7) When booking the hall for a casual occasion, i.e. party, then full payment for the hall hire must be made at the time of the booking, either in cash or via bank transfer. A refundable damage waiver and cleaning fee (both to be made in cash) are then required when collecting the keys prior to the booking.
- 8) The damage waiver will be returned in full if there is no damage, breakages or contravention of these regulations. All damage must be paid for in full and reported to the office at the earliest convenience. A £40 damage waiver is required for all parties, in the exception of a teenage party (13-18 years) when a £100 deposit (residents) / £150 deposit (non-residents) is required. All under 18's must be accompanied by an adult.

The damage waiver will be held for the maximum period of 6 months, after which it will be paid into the charity account 516701.

- 9) In the event of cancellation:
  - A 100% refund will be issued if cancelled 4 weeks before the booking.
  - A 50% refund will be issued if cancelled 2 weeks before the booking.
  - There will be no refund if cancelled less than 2 weeks before the booking.

- 10) Keys for occasional bookings should be collected from the Parish Council offices.
- 11) The hall should not be sub-let.
- 12) The person hiring the hall will be responsible for the following:
  - The preparation of the hall before the event.
  - The proper and orderly use of the hall during the period of hire.
  - The **Neat and Tidy** condition in which the premises are left after the period of hire. Please refer to the closing checklist for details.
  - Comply with local By-laws, Regulations and Covenants.
- 13) The means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied. (The switch is located above the main hall lights).
- 14) The kitchen should be left in a clean condition; all waste must be placed in the dustbins outside. The kitchen should be under the supervision of an adult at all times.
- 15) The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. Cooking or heating of food inside the building must only be done using the hall's own kitchen equipment as supplied and installed by the Committee. If the Hirer wishes to use external cooking devices permission must be sought in writing via the booking secretary.
  - If the fridge is to be used, the Hirer is responsible for seeing that all food etc, is removed at the end of the hire and that the fridge is left in a clean condition.
- 16) Any article of a flammable (e.g. candles) or explosive nature or offensive character, or producing an offensive smell, or any oil, electric, gas, LPG or other appliance or stove shall **NOT** be brought into or used in the building.
- 17) Smoke machines and helium balloons are **not** permitted.
- 18) The bringing of fireworks into, or the ignition of fireworks in the Hall or grounds, is expressly forbidden.
- 19) Sand is not permissible.
- 20) If paint is to be used, this must be **water-based only**, and hands must be washed in the **handwashing sink in the kitchen** – children must be supervised.
- 21) Where a bar is required, the Hirer **must obtain a Temporary Event Notice (TEN) if selling or supplying alcohol**. This notice is obtained from The Licensing Section, Charnwood Borough Council, Southfield Road, Loughborough, Leics LE11 2TX (tel 01509 634562). You need to give at least 10 working days' notice for the licence to be issued. **The licence must be shown to the booking secretary beforehand and prominently displayed at the event.**

If alcohol is sold at an 18<sup>th</sup> or 21<sup>st</sup> party, a Personal Licence Holder is on site always. If alcohol is provided but not sold, the Hirer should ensure that a parent or guardian is on site always.

- 22) A cleaning fee of £20.00 is charged for all occasional bookings.
- 23) It is recommended that the Hirers **MAKE THEIR OWN INSURANCE ARRANGEMENTS.**
- 24) TRAINERS MUST BE WORN FOR ALL SPORTS with WHITE/CLEAR SOLE to prevent black marks on the floor.
- 25) Smoking is not allowed in the hall at any time. There is a cigarette disposal unit in the village hall car park, adjacent to the kitchen door.
- 26) If a user wishes to have the luxury of having a regular and reserved booking, they should pay for this whether they take up the booking or not, otherwise there is a risk to our charity of loss of income.

Therefore, with effect from 1<sup>st</sup> January 2017; (i) all children's groups will be allowed (unpaid) annual leave as per the academic school holiday calendar plus bank holidays. (This could potentially offer children's groups up to 17 weeks that do not have to be paid for). (ii) all other groups will be allowed up to 8 weeks' holidays which will be classed as annual leave and will not be charged for.

- 27) Cupboard storage is available in the kitchen for regular users. The Management Committee **will not** be responsible for any item stored. This includes chairs/carpets, etc, stored in the storage area.
- 28) **TIME for PREPARATION and CLEANING UP** must be allowed in your booking.
- 29) Heating/thermostats and the boiler must **NOT** be interfered with at any time.
  - Except in an emergency, under no circumstances must fire extinguishers/fire blankets, the first aid box, or accident book be moved from their positions or tampered with.
- 30) The Hirer must report all accidents involving injury to the public to a member of the Management Committee as soon as possible and complete the relevant section in the village hall's accident book which is situated in the first aid box.
- 31) The Hirer shall ensure that 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 to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

- 32) The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the village hall. No animals whatsoever are to enter the kitchen at any time.
- 33) Please do not use pins or adhesive tape on the walls or paintwork. Blu-tac may be used on the walls only.
- 34) Any electrical equipment brought onto the Hall premises by the Hirer, or on behalf of the Hirer (i.e. Music players, Disco equipment, Etc.) must be PAT Certified. ANY UNTESTED EQUIPMENT is not permitted. If using the Hall's PA System please refer to the instructions located in the noticeboard.
- 35) Representatives of the Management Committee shall at all times have free access to the premises in their official capacity.
- 36) Please familiarise yourself with the instructions on how to use the hall's fire appliances. The key to reset the fire alarm can be found in the first aid box.
- 37) Indemnity against claims – The Hirer shall indemnify the Management Committee against all claims, demands, actions or proceedings in respect of the death or injury of any person or loss of or damage to the property which shall occur during the period of hire or arising out of hiring, unless caused directly by the negligence of the Management Committee, its agents or servants.
- 38) At the end of your period of hire ensure that the following are carried out.
  - The lights are turned off.
  - The toilets are flushed and in a clean condition.
  - All windows are closed and fastened.
  - All doors are locked: Kitchen door, front doors and inner doors
  - The cooker and all taps are turned off.
  - All tables and chairs are returned to the storage area and stacked tidily, not blocking the office door area.
  - The floor must be swept
  - Bins must be emptied and rubbish placed in the wheelie bins outside
- 39) Please note that CCTV is in operation on the exterior of the premises.
- 40) REFUSAL OF BOOKING – the Village Hall Management Committee reserves the right to refuse a booking without reason or notice.

**We thank you for your co-operation and hope that you enjoy the use of our Village Hall. If you have, please tell others; if you have not, please tell us.**

Booking information may be obtained from The Village Hall, East Goscote  
Charlotte Turlington: [admin@eastgoscote-pc.gov.uk](mailto:admin@eastgoscote-pc.gov.uk); 0116 260 2202

**PLEASE LEAVE THE HALL IN A CLEAN CONDITION FOR THE NEXT HIRER**

**EMERGENCY CONTACT NUMBERS: 07858 188509 / 07599 442064**