



PURTON VILLAGE HALL CONDITIONS OF HIRE
PLEASE KEEP FOR REFERENCE

Purton Village Hall, Station Road, Purton SN5 4AJ

Purton Parish Council is the sole trustee of the Village Hall.
The Village Hall is a registered charity, number: 203202

The Village Hall is open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

The person, organisation or association hiring the **Village Hall**, hereafter called the 'HIRER', will be responsible for ensuring all conditions herewith are complied with during the period of hire.

The Village Hall is available for hire from 8.30am to 12 midnight Mondays to Saturdays, 8.30am to 11pm Sunday. Extensions to 1am for a Friday night and to 2am for Bank Holidays and New Year Evening may be agreed.

1. Licensed capacity of the **Village Hall** is - 225 people dancing only, 160 people with tables and chairs in use, 145 people dancing plus tables and chairs in use, or 240 closely seated or standing for stage plays etc. (Please note only 170 chairs available). The main hall measures: 9 metres X 17metres
2. The Parish Council reserves the right to refuse any application to hire the hall. Only persons 21 years of age or over are allowed to hire the hall.
3. Payment in full is required at time of booking the **Village Hall**, including those for advanced and block bookings. The hire charges are those in force at the time of payment. Cheques should be made payable to PURTON PARISH COUNCIL.
4. A returnable deposit of £50 in cash is required one week before booking the **Village Hall** for Parties, Christening, Dances and Weddings. The deposit will be returned to the HIRER if hall is left after the period of hire in a satisfactory clean and tidy state in accordance with these Conditions of Hire. Cleaning equipment for Hirer's use is kept in the broom cupboard located in the Disabled Toilet room.
5. In the event of damage, accidental or otherwise, to the **Village Hall** or its contents as a result of the hire, the Parish Council reserves the right to charge the HIRER with the full cost to repair or replace the damaged items(s). This includes the misuse, theft or vandalism of fire extinguishers.
6. In the event of cancellation the following Refund (+deposit) will be given:
 - a) Cancellation up to 16 weeks before event 100% refund
 - b) Cancellation between 16 and 12 weeks before event 50% refund
 - c) Cancellation between 11 and 8 weeks before event 25% refund
 - d) Cancellation 7 weeks before event **No Refund**
 - e) **If we are required to cancel the booking due to adverse weather conditions an alternative date will be offered. No monetary refund will be given.**
7. The Parish Council reserves the right to cancel bookings in the event of:
 - the **Village Hall** being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election,
 - the Parish Council reasonably consider that (i) such hiring leading to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the **Village Hall** as a consequence of the hire.
 - the **Village Hall** becoming unfit for the use intended by the HIRER.In such event, the HIRER shall be entitled to a refund of booking fee but the Parish Council shall not be liable to the HIRER for any resulting direct or indirect loss or damages whatsoever.

8. **The Village Hall is Licensed for the sale of alcohol. The Hirer must contact the Designated Premises Supervisor (DPS) to either provide the Bar or to be provided with a Notice to be displayed above the Bar if the Hirer is to sell alcohol. The DPS, Mathew Caruthers, can be contacted on 01793-770316. There is an additional charge of £22.00 imposed for a bar facility to cover the cost to the Charity in holding a License to sell alcohol.**

9. The HIRER must obtain both the agreement of the Parish Council and prior written consent from the Licensing Authority at Wiltshire Council for the (i) use of LASERS for special display purposes, strobe lighting effects, naked flame, pyrotechnics or smoke machines and the (ii) exhibition, demonstration or performance of hypnotism (as defined by Section 6 of the Hypnotism Act 1952). All conditions attached to the consent from the Licensing Authority shall be observed.

10. Smoke Machines will set the fire alarms off - for which there will be a callout charge of £25.

11. The Hirer will provide via the service company, a copy of their public liability insurance cover for at least £5,000,000 to cover any accidents if a Bouncy Castle or the like is used on the premises during the event. The service provider must also ensure the castle is “manned” throughout hire period. A copy of the Public Liability Insurance cover certificate at the time of confirming the booking is required. Any equipment/apparatus brought into the premises is the Hirers total responsibility. Purton Parish Council will not accept any liability or responsibility for any external equipment provided by the hirer
12. No animals are allowed except Guide Dogs any variation to these terms must receive official written agreement from Purton Parish Council.
13. Prior agreement has to be made to access and use the integrated Sound System. Please request use on the Booking Form and arrangement will be made to collect the key which is held separately to the main hire keys. Training is required via the Office.
14. **PURTON PARISH COUNCIL’S SMOKING POLICY**
Smoking inside our building is prohibited this includes smoking outside near entrances and exits.

The HIRER'S responsibilities are:

- a) Keys can be collected 15 minutes prior to the hire from the Council Offices, next to the Library from the wall mounted key safe. The code to access the keys will be made available prior to hire after full payment has been received and deposit (if applicable). Return of the keys after hire to the same location and posted through the green wall mounted post box.
- b) Not to use the Village Hall for any purpose other than that agreed when making the booking nor to sub-let or use the premises for any unlawful purpose or do anything that may endanger the premises or contents or endanger any insurance policies covering the premises or contents.
- c) Ensure the number of people at the function does NOT EXCEED the Licensed Capacity.
- d) Ensure there is no extreme or rowdy behaviour of the people attending the function that might cause damage to the village hall or its contents, nor cause antisocial behaviour or noise to occupiers of nearby houses or damage to their property. The person(s) in charge of the function shall not be under 21 years of age and must be on the premises for the duration of the hire.
- e) Not to use the village hall for performances or activities of an obscene or indecent nature or that may involve danger to the public.

f) NOT TO SELL, OR ALLOW TO BE SOLD, ANY ALCOHOL TO PERSONS UNDER AGE OF 18.

- g) Comply with the fire regulations displayed in the village hall and ENSURE ALL GANGWAYS AND EMERGENCY FIRE EXITS ARE KEPT FULLY CLEAR AND UNLOCKED AT ALL TIMES during the period of the hire. HIRER should be familiar the location of the fire extinguishers and blankets (see attached plan) and ensure that the fire fighting equipment is only used for its intended purpose.

h) IN THE EVENT OF FIRE (OR FIRE ALARM SOUNDING), INSTRUCT PEOPLE TO VACATE THE BUILDING IN AN ORDERLY FASHION AND TO CONGREGATE AT THE FIRE ASSEMBLY POINT IN THE VILLAGE HALL CAR PARK. THE FIRE BRIGADE TO BE CALLED (Village Hall post code is SN5 4AJ)

- i) Ensure costumes worn by performers and their props, scenery, stage curtains or similar hangings to be of such a material and maintained such that they will not readily catch fire.
- j) Not to bring any unauthorised heating appliances or flammable substances into the village hall.
- k) That any electrical equipment brought in for use in the village hall is in good working order and is used in a safe and appropriate manner. Such equipment must have a current Portable Appliance Test (PAT) Certificate. No electrical leads are to be trailed across the floor or doorways unless securely fixed to the floor with appropriate tape to prevent a trip hazard.
- l) Decorating the village hall but avoid damage to the village hall or its fixtures and fittings. Use of sellotape, glue, nails, screws, drawing pins, blue-tac and staples to fix decorations to the walls of the village hall is not permitted. Hirers are responsible for ensuring they use the step ladders and any other equipment safely. All decorations are to be removed at the end of the function.
- m) Record accidents in the Accident Book located next to the First Aid Box in the kitchen.
- n) In the evenings, premises to be vacated not later than one hour after the function has finished
- o) At the end of the hire, ensure the village hall and kitchen are left clean and tidy. All tables and chairs used wiped clean, kitchen surfaces and appliances used to be cleaned and any crockery etc washed clean, dried and returned to the cupboards. Kitchen waste to be bagged and stacked by the rear kitchen door or removed from the premises.
- p) Remove all personal property, equipment and any items or materials relating to their function.
- q) Put away all tables and chairs used at the end of the function and stack as follows:
 - o 70 chairs to be stacked in 10 stacks of 7 chairs at the back of the hall on the left,
 - o 28 small tables racked in the storage trolleys at the back on the right (14 per trolley) and
 - o return all remaining chairs and large tables to the storage cupboard located behind the bar.

On vacating, ensure the heating in the foyer, main hall, kitchen and dressing rooms (if used), all water taps, electric lights are switched off and all doors are securely locked and windows shut.

Switch for the gas heaters in the main hall is located on the right-hand side of stage when facing from the hall and the switch for the gas heater in the foyer is located behind the door in the kitchen.



Village Hall Layout

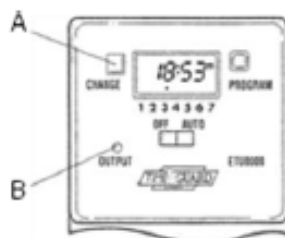
Please familiarize yourself with the location of the fire extinguishers and blankets before using the Hall. A copy of this plan is displayed in the foyer.

Also, please note the location of the Fire Exits to evacuate the Hall in the event of an emergency.

Village Hall Heating

The switch for the Hall heating is by the right hand side of the stage. The thermostat is located on the pillar halfway down the left-hand side of the hall

The control for the Foyer heating is in the kitchen. To turn the heating on press button A shown in figure below. The indicator B will come on. To turn off the heating, press button A again and the indicator will go off.



The standard switch above the control must be

left on at all times.

Note – the fans in the heaters continue to run for some time after the heaters are switched off.

