

Sicklinghall Village Hall

Main Street, Sicklinghall, LS22 4AU. Email: info@sicklinghallvillagehall.co.uk
Registered Charity No 523940



GENERAL INFORMATION FOR HIRERS APPENDIX 1- PLEASE READ THIS BEFORE YOU USE THE HALL.

The Village Hall and How to Book

The Village Hall

Sicklinghall Village Hall is available for hire on the terms set out in the Hiring Agreement and this document 'General Information for Hirers'. You must read these carefully and comply in full with these terms.

Capacity and times of use

Any use of the Village Hall must not exceed the maximum permitted number of people (including the organisers/ performers) or the permitted hours of use:

Village Hall – maximum capacity	100 (80 when fully seated)
Dimensions of hall	15.5m x 7.5m
Dimensions of garden area	49m x 22m
Permitted hours of use	From 09:00 until 23:00 hours
Car park capacity	16 spaces

Available Uses

You must state the purpose and proposed activity for which you wish to hire the Village Hall in Part 1 of the Hiring Agreement. Certain activities are regulated by the terms of the Village Hall's Premises Licence. The following regulated activities are **authorised** between the hours of 09:00 and 23:00 and not at any other time:

- The performance of plays
- Showing films
- Indoor sports events (excluding contact sports and martial arts)
- The performance of live music
- The playing of recorded music
- Dance performance shows
- Making music
- Dancing
- Sale or supply of alcohol

The Village Hall also holds the relevant Phonographic Performance Licence and Performing Rights Society licence permitting the performance of copyright music.

Alcohol and Unlicensed Activities

If you intend to sell or supply alcohol at your event, you must complete the relevant section in the Hiring Agreement, to obtain authorisation.

If you intend to hire the village hall for any unlicensed activities, which are not in the above list you must:

- (i) obtain the **prior consent in writing**, of the Village Hall Management Committee, and
- (ii) if such consent is received, you are required to submit your own Temporary Event Notice ("TEN") to the licensing authority for approval and then provide a copy of this to the Booking Secretary.

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How to Book

Anyone wishing to hire the Village Hall must be over 18 years of age and must first read the Hiring Agreement which sets out the Terms & Conditions of Hire governing any booking.

The Hirer must complete and sign Part 1 of the Agreement and give or send the document to the Bookings Secretary at the email address below, together with the required Hire Fee or Deposit. The Agreement will be binding when signed on behalf of the Village Hall Management Committee at Part 2 of the Agreement.

Hire Fee

The current rates for hiring the Village Hall are available on our website. Please contact the Booking Secretary for further details.

Deposit and special deposits

If the booking is for a wedding, or weekend event, or other large events, then the Hirer must pay a Deposit of one third of the Hire Fee, at the time of signing this Agreement and confirming your booking. The balance of the Hire Fee must be paid before the date of hire.

Cheques should be payable to 'Sicklinghall Village Hall', or payment can be made by BACs. Please contact the Booking Secretary for details.

Where indicated by the Booking Secretary, the Hirer may be required to provide a Special Deposit as security for any additional risks associated with the proposed booking. This deposit will be refunded within 28 days after the period of hire, provided that no damage or loss has been caused to the Village Hall and there has been no breach of the Hiring Agreement.

Cancellations

If the Hirer wishes to cancel the booking before the date of the event the Booking Secretary must be notified as soon as possible. Unless a replacement booking is taken for the same time and date, we reserve the right to withhold repayment of any Deposit and Hire Fee or May require a cancellation fee to be paid. The Village Hall Management Committee may cancel the booking in certain exceptional circumstances as set out in the Hiring Agreement.

Contact Details

Booking enquiries:

Janette Hobbs

Booking Secretary

Telephone 07761 207141

info@sicklinghallvillagehall.co.uk

www.sicklinghallvillagehall.co.uk

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Use of the Village Hall and Safety Information

The Hirer will be legally responsible for the safety of everyone using the Village Hall and the condition of the Village Hall during the period of hire. The following provisions must be read and complied with at all times.

Fire Safety and Health & Safety at the Village Hall

Our Fire Safety and Health & Safety information sheet, at Appendix 2, form part of the Hiring Agreement. Safety information sheets are posted on the Village Hall's notice board, next to fire exits and are available for download on our website at:

www.sicklinghallvillagehall.co.uk

Opening and closing the Village Hall

The Booking Secretary will inform you of the arrangements for keys.

Please ensure that any outside caterers, entertainers and bar staff are aware of the hiring times as they will not be able to enter before or leave after the hire period.

In case of difficulty please telephone the Caretaker on 07883 403093 (after 17:00 on weekdays) or the Booking Secretary on 07761 207141

For evening events, guests are expected to **vacate the premises within fifteen minutes after the end of a licensed period, which is 23:00**. After this time only those helping to clear up the Village Hall should be on the premises. Failure to comply will result in forfeiture of your deposit.

Telephone

The Village Hall has no telephone. You are advised to bring a fully charged mobile telephone for use in case of emergency.

Car parking

The Village Hall car park will accommodate **16 cars** if they are parked sensibly including on the grasscrete area. Vehicles are not allowed on the village hall's grassed areas.

Any overflow cars may park on Main Street, but remember that this is a narrow public road that must not be obstructed. Similarly, you must not obstruct the entrances or driveways of any local properties.

Using the Village Hall

The Hirer is responsible for setting out tables and chairs etc. and stacking them and returning them to their proper location at the end of the event, prior to leaving the premises. Please be aware of and comply with the safety precaution notices in relation to stacking heights. Please ensure tabletops are wiped clean before being stacked.

Please do not use drawing pins, sellotape, blu-tac or the like on the walls or other surfaces.

Please do not adjust the heating controls on the boiler or thermostat. If you adjust individual radiators please return them to their original settings to avoid the hall being too cold or hot for subsequent users.

On leaving the hall, all lights and electrical appliances must be turned off. All internal doors must be closed and all windows and external doors closed and locked.

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Noise

Please always ensure that noise is kept to a reasonable level within the building, car park and the area around the Hall. If doors and/or windows are open when music is being played, please ensure that the noise level outside the building will not cause disturbance to adjacent properties. Please reduce the volume of music if requested to do so by a neighbour, a member of the Village Hall Committee or someone acting with the Committee's authority. **The doors to the terrace must be kept closed after 21:00.**

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Cleaning

Please leave the Village Hall clean and tidy and remove and take away from the hall all your rubbish sacks, including bottles, cans, cardboard, food waste and general rubbish from the premises and grounds at the end of your hire.

Please wash and store any hall crockery, glasses and cutlery. (Failure to comply with these conditions may result in an extra charge being made to cover labour and cleaning costs incurred). Leave tablecloths and tea towels behind for the caretaker to wash.

Faults/ damage/ comments

Please report any faults or damage to the booking secretary as soon as possible so that they can be rectified quickly. The management committee welcomes comments or observations that you may have about your hire of the Village Hall.

Use of bouncy castles and temporary play equipment

The Village Hall is not insured for use of bouncy castles, other inflatables and play equipment, therefore:

If you are hiring a bouncy castle, inflatable or other play equipment with a supervisor, the supplier must have their own public liability insurance.

If you hire a castle or equipment without a supervisor you must ensure that you have public liability insurance and that an adult acts as supervisor at all times. You must provide a copy of your public liability insurance, which covers the activities you propose, to the bookings Secretary, 7 days before the date of your event.

Fireworks displays/bonfires/ beacons

These activities are not permitted.

Fetes and Galas

If you are planning to hire the hall for a fete or gala, do not arrange this activity until it has been discussed and agreed by the village hall committee.