Coates Village Hall : Booking Information and Conditions of Hire

1. TARIFF

Tariffs are reviewed from time to time. Current tariffs can be seen on the Village Hall website www.coatesvillagehall.co.uk - special rates may be agreed for regular or block/session bookings. On rare occasions the Village Hall Management Committee may need to cancel one or more regular bookings, in which case as much notice as possible will be given and payment refunded or credited.

The 'local/charity' tariff applies to all residents of Coates and Tarlton as well as neighbouring residents where Coates Village Hall is the nearest village hall, or where the hirer is a charity. The commercial tariff applies to any other event and any event where profits are generated and retained by the hirer.

Note that the Charity Commission requires that a commercial tariff is charged for any event at which alcohol is sold irrespective of the tariff categories (see also section 6 below).

2. BOOKING:

Contact the booking officer to check availability, tariffs and to make a provisional booking:
Telephone 07818 192587 or email enquiries@coatesvillagehall.co.uk

To make a provisional booking, please download and complete the Booking Request Form available on the website and send it to the booking officer.

The booking officer will then advise you of the hire charge; to confirm your booking payment is requested within 7 days.

Cancellations: Please notify the booking officer as soon as possible to free the hall for other users. Bookings cancelled without giving notice, will not be refunded. Where an event is cancelled with less than 7 days' notice, a 50% charge will be made.

3. DATA PROTECTION

Coates Village Hall uses personal data for the purposes of managing the hall, its bookings, finances, running and marketing events at the hall and fundraising activities. By signing the booking request form, you are giving your consent for us to hold the personal data that you provide to us and share your details with other groups or organisation that we engage to manage the hall. Data may be retained for up to 7 years for accounts purposes and for longer if required by the hall's insurers and other contracted partners. If you would like to find out more about how we use your personal data or want to see a copy of the information about you that we hold, please contact the booking officer.

4. PAYMENT

Unless otherwise agreed with the booking officer, bookings must be paid for within 7 days of being advised of the hire charge. An invoice may be requested for any booking.

Cheques should be made payable to 'Coates Village Hall Committee'. Payment by BACS may be sent to: Coates Village Hall Committee, 00072344, 30 92 06. Please use your name as the payment reference and notify the booking officer when payment is made.

5. EVENT ORGANISER/ PRINCIPAL

The Event Organiser is the individual who has made the booking whether on behalf of an organisation, a business or in their personal capacity. This person may or may not be the Event Principal.

The Event Principal is the responsible person at the event and must be over 18. They must be present for the entire duration of the event and are responsible for health, safety, the conduct of users and the condition of the hall facilities after the event. Where the Event Organiser is not the Event Principal, the organiser must ensure that the Principal is provided and complies with these conditions of hire.

The Principal is responsible for compliance with the Hall's premises licence, health, safety and fire regulations, security and for any damage resulting from misuse. However, the Principal should not put themselves in danger. If necessary, the event should be closed and/or police assistance obtained. The Organiser accepts all costs resulting from misuse of the premises or its equipment.

6. ALCOHOL SALE OR SUPPLY

Alcohol may be sold, supplied/served at an event provided that prior to the event this is specified on the Booking Form and has been authorised by booking officer.

Adults (aged over 18) who are not members of the Village Club may be sold, supplied/served, or given alcohol under the terms of the Village Club licence providing that they have been signed in by a paid-up member of the Club.

Alcohol must not be sold, supplied, or given to under 18-year-olds at any time or at any event in the building and outside areas including Victory Green. This includes all private parties held under a Club certificate or Temporary event notice.

Note that alcohol may be given away at events or meetings but the Charity Commission specify that advertised ticket prices must **not** include reference to the alcohol being inclusive in the price.

7. LICENSABLE ACTIVITIES

The Organiser (or Principal if appropriate) is responsible for ensuring that the booked event accords with the following licence conditions:

Premises Licence Part A Annex 1-Mandatory Condition1: *The Event shall not exceed the following number of persons (excluding Event organisers, performers and staff*):

	Main Hall	Meeting Room
Non Seated	100	30
Or Seated at tables	60	30

Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities (Coates Village Hall Premises Licence No: 12/00942/PRMDPS):

	Monday to Friday	Saturday	Sunday
	09.00 -00	09.00 -23.45	12.30-00
Supply, by retail of alcohol	√	√	√
Performance of Dance	√	√	√
Provision of Facilities for Dancing	√	√	√
Films	√	√	√
Provision of Facilities for making music	√	√	√
Indoor sporting events	√	√	√
Live Music	√	√	√
Recorded Music	√	√	√
Similar Facilities for Entertainment	√	√	√
Similar Live recorded music and Dance	√	√	√
Plays	√	√	√

If your event falls outside of the licence, you must apply to Cotswold District Council for a Temporary Event Notice (TEN).

8. ACCESS TO THE HALL

Access to the hall should be arranged with the booking officer. Keys / access codes are issued to regular users at the discretion of the booking officer.

9. HOUSEKEEPING

The Principal/Event Organiser will be made aware of the Hirer's Exit Checklist when they are given access to the hall.

Decorations, Posters and Signage: Hooks form part of the hall's fixtures for the purpose of fixing decorations. Fixing of interior decorative or other materials to walls, ceilings, doors, or windows is not permitted. No other medium such as blutac, sellotape or drawing pins are allowed. The Principal will ensure the safe fixing and removal of all decorative materials. The Event Organiser accepts and will pay all costs associated with making good damaged surfaces that may arise in consequence. The Management Committee reserve the right to request a refundable deposit.

At the end of every event the Principal will return all items to their respective storage areas, clean tables and chairs and sweep floors as necessary. The blinds must be raised and curtains drawn back. All areas including toilets and car park should also be checked prior to departure.

Refuse/Waste Removal: Removal of all refuse is the responsibility of the Principal who will remove all waste from the hall upon departure. The Event Organiser accepts the cost of any necessary cleaning or refuse removal when this and/or the housekeeping conditions are not followed.

Lost or Damaged Property: The Management Committee is not liable for any damage or loss to any items or property brought into the building. Items left in the building, car park or at Victory Green will become the property of and disposed of at the discretion of the Committee. Cars are parked at owner's risk.

Heating: In cooler weather please follow the instructions in the toilet lobby to operate the heating. At the end of your event please ensure that you return all heating controls back to their original settings.

Lighting: All lights must be switched off on departure. Meeting room and hall switches are in the respective rooms. Front porch and outside street light switches are in the hall to the left of the door leading to the street lobby. Main toilet and car park switches are in the toilet lobby.

Locking: All external doors and windows must be closed and the door exiting the car park must be locked.

10. HEALTH, SAFETY AND SECURITY

Electrical Equipment: The Principal will ensure that all portable electrical equipment brought into the hall complies with national standards and regulations and has a current PAT certificate where more than one year old. Non-compliant electrical equipment is not permitted in any part of the building including outside areas and Victory Green. The Principal is responsible for ensuring the safe use of all electrical equipment.

Fire Precautions/Smoking: Prior to the event the Principal will become familiar with the location and use of all fire- fighting equipment, emergency exits and the fire evacuation notice. The Principal will ensure that attendees are aware of the exits and assembly point and that the emergency door exits are operational. The main (car park) door must remain unlocked whilst the building is occupied. Where possible the Organiser (Principal) should maintain a register of attendees.

Smoking: Smoking is not permitted, by law, in any part of the building. Dead cigarettes must be disposed of in the outside ashbin at the top of the stairs by the car park entrance.

The Principal will ensure that the emergency exits are kept clear at all times. Illuminated exit signs are over the hall and meeting room doors. Emergency lighting is installed over exit doors and is activated automatically if power is lost.

Icy weather: salt or grit are available adjacent to the car park entrance. The Principal is responsible for inspecting both entrances, including stairs and paths prior to the event and to put down additional salt and grit as necessary.

First Aid Box: The First Aid Box and Accident Book are located in the car park entrance lobby.

Reporting: The Principal will report any health and safety issues or incidents to a Trustee as soon as possible and complete the accident book. Any items for maintenance or repair should also be reported.

11. SAFEGUARDING CHILDREN, YOUNG PEOPLE, AND ADULTS AT RISK

The Event Organiser/Principal must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, the Event Organiser/Principal must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Services (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.