



Conditions of Hire

Beckford Community Village Hall's Management Committee holds a Premises License, a copy of which is held by the Secretary. It covers provision of musical entertainment, stage plays, the showing of films, music and dancing.

The Hall facilities are hired on the agreement that the Hirer will comply with all the rules, regulations and conditions applicable including those under the Licensing Act 2003, the Equality Act 2010, and the Health and Safety at Work Act etc. 1974 and the Management of Health and Safety at Work Regulations 1999. These Conditions of Hire must be read together with all the documents included on <https://www.beckfordvillagehall.co.uk> Breach of the requirements of any acts or regulations will render the Hirer liable to the penalties so provided.

The Hirer must ensure that the hall premises are only used for the purposes as outlined during booking; that no illegal drugs or over indulgence of alcohol is permitted; that no flammable substances (including decorations) or portable heaters are brought into the premises without the consent of the booking clerk; that any accidents are recorded in the Accident Book (located in the kitchen and reported to the booking clerk; that animals other than guide dogs are not permitted unless advance permission has been granted; that no animals enter the kitchen.

The Management Committee accepts no responsibility for non- conformity by the Hirer to any rules or regulations applicable to the use of the hall by the Hirer. It is the responsibility of the Hirer to ensure compliance with these Conditions of Hire throughout the period of hire.

1. AGE OF HIRER: The Hirer, who must be over 21 years of age, agrees to be present throughout the period of the hiring session in order to ensure compliance with the Conditions of Hire.

2. CAPACITY: The main hall is licensed to accommodate a maximum of 90 seated or 130 unseated. The committee room can accommodate a maximum of 12 persons seated. These numbers must not be exceeded under any circumstances.

3. STEWARDS: The Hirer is responsible for the discipline and the maintenance of good order within the Hall and its environs. The Hirer must provide sufficient stewards, whether on payment or otherwise, and whose names are provided on request of the Committee, to perform this function. For parties or discos where the attendance is by children under the age of 18, the Hirer is responsible for ensuring that supervision is at least one adult for every eight children.

4. FIRE PRECAUTIONS: The Hirer is responsible for carrying out fire procedures during the period of hire. The Hirer, and any stewards, must familiarise themselves



with the location of the 5 fire extinguishers, the 3 emergency exits, and the 2 'Break Glass Alarms', and use of the fire-fighting equipment, alarm points and exit routes within the building. All exit signs must be illuminated if the Main Hall is in use. Fire exit doors and escape routes must not be locked or obstructed for the duration of any event. Designated stewards must ensure the passages at the sides of the stage are kept clear as escape routes in the event of an emergency. Steps to the stage are kept clear as escape routes in the event of an emergency. The use of candles is prohibited, but tea-lights may be used if placed in non-combustible containers.

IN THE EVENT OF A FIRE ANYWHERE IN THE BUILDING THE FIRE SERVICE MUST BE CONTACTED IMMEDIATELY.

In addition ring the Chair of the Management Committee, Dan Hughes, 07879623693, or Janna Gowthorpe, 01386 881350.

The assembly point is located on the grass to the left of the hall. The Hirer should determine if everyone at the event is accounted for, and await the arrival of the emergency services.

Fireworks are forbidden, either in the hall or on the fields.

5. EMERGENCY PHONE NUMBERS:

The first point of contact is the Chair Person of BCVH Ltd:

Dan Hughes 07879623693

If unavailable please try the following appropriate people:

Electrician	Paul Hopkins	01386 881528
Boiler	GLB Ltd	01386 871777
Plumber	Dave Allchurch	01386 881282
Outside drains	Cotswold Drainage	01386 882324
Dishwasher	Dishwashers direct	01159613720

6. SMOKING: Is not permitted anywhere inside the hall. Failure on the part of the Hirer to observe this will result in loss of deposit.

7. ALCOHOL: No persons under 18 years of age may be supplied with, or permitted to consume, intoxicating liquor on the premises. If your event will involve alcohol, you must advise this when booking.



You will not need to get a license if:

- the alcohol will be in bottles / cans that remain closed throughout the event and that are used as prizes alongside other non-alcoholic drinks;
- where alcohol is served to invited guests for no charge at a private function;
- where the event is organized by a club or society and the alcohol is genuinely free of charge, direct or indirect, to participants, having been donated, or brought in by individuals solely for their own consumption.

For other situations, alcohol may NOT be served UNLESS a license has been obtained at least one month prior to your event from Wychavon District Council, and confirmed with the booking clerk. Any bar must have a range of soft drinks available.

8. PROTECTION OF CHILDREN AND VULNERABLE ADULTS: In line with current Disclosure and Barring Service and legislation, where necessary Hirer's shall have a Safeguarding Policy and comply with all legislation. Hirer's need to familiarize themselves with BCVH's Safeguarding Policy, available on the website <https://www.beckfordvillagehall.co.uk>

9. FOOD: If food is to be prepared and/or sold on the premises, Hirers are responsible for ensuring that all stages of the preparation and serving meet the required health and hygiene standards. Food may be cooked on the premises, but the hall kitchen has only basic facilities; the hirer should determine its suitability. Excessive rubbish should be removed from the kitchen, and no food waste left behind.

10. FIRST AID: in the event of minor injury or accident a FIRST AID KIT is provided on the shelf above the boiler in the kitchen. Every accident should be recorded in the accident book provided in the rack next to the kit, and the booking clerk and Chair of Management informed.

11. HOURS OF USE: The Management Committee reserves the right to restrict the hours of use of the whole or any part of the building in particular circumstances. In no case may the use of the Hall or the playing of music be extended beyond 11.30pm.

12. TIME-KEEPING: It is the responsibility of the Hirer to ensure that the start and finish times of the hiring sessions are strictly observed, allowing a smooth handover to the next Hirer. The premises must be vacated at the end of the last booked session on each day. Booking times must include any setting up and packing away time.

13. TIDINESS AND USE: The Hirer must leave the facilities hired in a clean and tidy condition after use. Cleaning materials are kept in the store off the main hall and in



kitchen units. The hall floor must not get wet. Any of the Hirer's property or equipment in the hall is left at the owner's risk. All rubbish and litter must be removed from the premises and any tables and chairs used are to be cleaned and returned to the store. A charge will be made if the premises are not left clean and tidy. Alcohol must not be left on the premises unattended and must be removed at the end of the hire period. All heating, lighting and other electrical appliances must be switched off before leaving premises. A surcharge may be made if this is not complied with.

ANY DAMAGE MUST BE REPORTED WITHOUT DELAY.

The Hirer is responsible for any damage to the fabric or contents of the hall and field, and may have to surrender the booking deposit as payment for repairs / replacements / additional cleaning as required.

14. NUISANCE: Litter should not be left in or about the hall premises by the Hirer or other persons using the building. The Hirer will ensure that no dogs, other than assistance dogs, are brought into the building without the Committee's permission. The Hirer will not permit any obstruction or disturbance to neighbouring residential property. Noise must be kept to a level that does not cause annoyance to local residents. Movement of vehicles on the car park and surrounding roads should be kept to a minimum particularly in the late evening.

15. BETTING, GAMING AND LOTTERIES: Nothing shall be done on the premises, which contravenes the law relating to betting, gaming and lotteries.

16. LOSS OR DAMAGE: The Management Committee shall have no responsibility for any loss or damage to the Hirer's property placed in the Hall.

17. CANCELLATION OF HIRING: The Management Committee reserves the right to cancel the hiring at any time and will not be liable for any loss or inconvenience incurred by the Hirer. However, should the cancellation be needed due to Government Guidance and the booking fee already paid, this will be refunded. Cancellation by the Hirer at a time within 48 hours of a booking will be charged at the standard fee.

18. SUPERVISION: The Hirer will grant access to any Police, Fire or Local Government Officer and to the Designated Premises Supervisor or their deputy at any time during the hiring. Members of the Management Committee may enter the premises at any time to ensure its Standard Rules and Conditions are being kept.

19. PAYMENT: Payment terms are outlined when making the online booking.

20. ELECTRIC EQUIPMENT: Any electric equipment used in the premises, which is connected to the mains supply must show a valid PAT certificate.

21. INSURANCE: BCVH Ltd has third party and public liability insurance to cover its responsibility to provide a safe environment. Hirers are advised to hold insurance to



cover the risks associated with their use of the premises. Examples include: using bouncy castles, spillage of paint on clothing in an art class, food poisoning, collapses of hirer's display stand, accidental or malicious damage to the premises, breakages, loss of property or injury to persons.

If your booking is for a commercial venture, i.e. an organisation or activity trading for profit, the booking clerk will require a covering letter on your organisation's official stationery, confirming the purpose, date and period of hire for which you are applying, signed by an authorised signatory, together with a copy of a valid public liability insurance certificate.

22. SALE OF GOODS: If the event involves the sale of merchandise, the Hirer needs to comply with the provisions of the Fair Trading Laws. Prices for goods need to be prominently displayed together with the organiser's name and address. Any discount offers should be based on the manufacturer's recommended retail price.

BCVH Ltd reserves the right to change these conditions of hire at their discretion.



Information for Hirers

Location: The Hall is located in Main Street, next to the playing fields, a short walk away from the village towards Conderton. The Hall post code for satnavs is GL20 7AA.

Management: The Hall is a charity (registration number 1139894). Elected directors and representatives from village organisations, who form the Management Committee, govern the charity.

Bookings and payment: Please check availability via <https://www.beckfordvillagehall.co.uk> and follow the booking procedure there.

All regular long-term bookings are subject to the approval of the Management Committee.

Access: Keys to the front and side doors are available in the key safe adjacent to the kitchen door. A code will be issued to each hirer before their event. Hirers should not pass the code on to other people.

Licenses: When alcohol is consumed on the premises a license is required. Hirers are responsible for obtaining a TENS license from Wychavon District Council. The booking clerk will need to see evidence of this license.

Hall equipment: Male and female toilets and accessible toilet; approximately 100 chairs; folding tables (14 large and 20 small); water boilers and tea urn; dishwasher; generous amounts of crockery, cutlery, glasses; large teapots; first aid kit (Kitchen).

Hall facilities: Switches for the hall wall lights are to the right after entering the main hall through the double internal doors. Switches to the ceiling light are to the right of the stage next to the door to the committee room.

Lighting on the stage is adequate for most events at no extra charge.

Heating and lighting are available as part of your booking. All facilities are centrally heated apart from the toilets, at no extra charge. In addition, there are 2 electric heaters in the committee room.

Please ensure all heaters, water heaters and lights are switched off, and all doors and windows are securely closed when you lock up the premises. Close and lock the field gate on completion of the letting if used and return to the key holder.

A fresh water tap is available outside and under the kitchen window. An Elson flush point is available outside the hall adjacent to the tennis courts.

Kitchen: Use is free of charge and shared between the main hall and the committee room hirers.



Cleaning equipment: This is kept in the main hall storeroom, and in the kitchen.

WIFI: Is available at users' risk. The code will be available on booking.

Emergency exits: These must remain unobstructed at all times.

Facilities for persons with disabilities: BCVH's Management Committee is committed to a programme of improvement to enable disabled visitors the maximum reasonable access to all parts of the hall, and minimise all unnecessary restrictions to such visitors enjoying the Hall's facilities, including the following:

- **Car parking** A dedicated space is provided at the front entrance for setting down/picking up on level ground and parking spaces can be reserved on request in the car park.
- **Access to the main entrance** a firm ramp provides front door access for wheel chair users.
- **Toilet and washing facilities** A toilet suitable for disabled visitors is provided.
- **Aids to communication** An audio loop system is provided.

Dishwasher: This is available in the kitchen.

Wardens/Fire marshals: It is expected that all stewards appointed by the Hirer shall act as Wardens/Fire Marshals in the event of any emergency.

Health and safety policy statement: BCVH's Management Committee considers the promotion of the health and safety of its employees at work and those who use its premises, including contractors who may work there, to be of paramount importance. The Management Committee recognises that the effective prevention of accidents depends as much on a committed attitude of mind to safety as on the operation and maintenance of equipment and safe systems of work. To this end, it will seek to encourage cleaners, volunteers, committee members, hirers and users to engage in the establishment and observance of safe working practices.

It is the intention of BCVH's Management Committee to comply with all Health and Safety legislation and to act positively, where it can reasonably do so, to prevent injury, ill- health or any danger arising from its activities and operations.

Our policy is to:

- a) provide healthy and safe working conditions, equipment and systems of work;
- b) keep the hall and equipment in a safe condition;
- c) provide such training and information as is necessary; for staff, volunteers,



committee members, hirers and users.

Cleaners, volunteers, committee members, hirers and users are expected to recognise their duty to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement, and with safety notices on the premises, and to accept responsibility to do everything they can to prevent injury to themselves or to others.

It is the duty of all staff, volunteers, committee members, hirers and users to take care of themselves and others who may be affected by their activities and to co-operate with the Management Committee in keeping the premises safe and healthy, including the grounds.