



Othery Village Hall Committee
Othery Village Hall
Fore Street
Othery
Somerset
TA7 0QS

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TERMS AND CONDITIONS OF HIRE OF OTHERY VILLAGE HALL

OTHERY VILLAGE HALL REGISTERED CHARITY NO 304604

Othery Village Hall Management Committee shall be known as the 'Committee' for the purposes of this document.

1. Occupancy capacity
 - When used for a closely seated audience - 220
 - When used for dancing - 180
 - When used for dancing and seating is also provided at occasional tables - 150.
 - When seating is provided at tables - 125
2. The hirer shall be responsible for:
 - a) Ensuring that the conditions of hire are observed by those attending the function. (By booking the hirer will be deemed to have accepted and understood these.)
 - b) Only using the premises for the purpose as described in the hiring application and shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way and not to do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof. This includes **No candles (other than temporarily on a celebration cake). No Fireworks or Confetti Cannons inside or out.**
 - c) The cost of making good damage caused to the premises, furniture, fittings, table ware etc. Any damage shall be reported to the Treasurer.

d) Ensuring at the end of any hire the proper storage of tables and chairs in the assigned places, (Hall furniture must not be dragged across the floor), THE REMOVAL OF ALL RUBBISH, and leaving the Hall, including lavatories, kitchen and any other rooms, in a clean and tidy state and for turning off all lights and heating and returning the hall keys to the external key safe. Failure to do so may incur an additional charge at the discretion of the Committee. If during the period of the hire the hall is left unattended lights and heating must be turned off and the keys placed in the key safe so that access can be obtained in the case of an emergency.

NB IF HALL TEA TOWELS OR TABLE LINEN IS ACCESSED AND USED HIRERS MUST WASH THESE AND RETURN THEM TO THE HALL THE FOLLOWING DAY

- e) Ensuring that all persons on the premises act in a seemly and orderly manner.
- f) Ensuring that the terms of the occupancy of the premises as specified in the application are not exceeded.
- g) Ensuring that the fire evacuation procedures are made clear to people using the Hall and that these Procedures are adhered to in the event of a fire.
- h) Ensuring that all exits are kept clear, both inside and outside.
- i) Ensuring that those attending the function are made aware of the exits which should be used in the event of an emergency.
- j) Ensuring that no unauthorised persons are allowed to gain access to the premises
- k) Ensuring that no alcohol is consumed by persons under 18 years of age.
- l) Ensuring that no illegal substances are brought onto or consumed on the premises.
- m) Ensuring that nothing is done at or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
- n) Ensuring that any electrical appliances brought by the hirer and/or entertainer to the premises and used there shall be safe and in good working order, and used in a safe manner.
- o) Ensuring that if a licenced bar is in place whether provided by the Village Hall or by TENS, no unauthorised alcohol shall be brought onto or consumed on the premises.
- p) Ensuring that under no circumstances, shall the vehicular entrance to the Village Hall premises is blocked in such a way as to prevent egress from the premises.
- q) Ensuring that no dogs (except guide dogs and hearing

dogs) are brought into the Hall other than on the occasion of a dedicated dog training activity.

r) Observing all relevant food health and hygiene legislation and regulations if preparing, serving or selling food on the premises.

s) Obtaining such licenses as may be needed whether for sale or supply of intoxicating liquor. Sight of such licenses must be provided to the Village Hall Booking Clerk before the day of hiring.

t) Ensuring that any activities for children under eight years of age comply with the provisions of The Children's Act 1989 and that only fit and proper persons have access to the children.

u) Ensuring that the exit signs are illuminated at all times during occupation of the Village Hall.

v) Ensuring that boots or shoes with studs are not worn in the Hall.

3. The Village Hall may be hired during the following hours:

a) Monday to Saturday 8 am to midnight. Sunday 8 am to 11 pm.

The Hall must be vacated by the end of session time booked.

If setting up time is required for an event then the Hall must be booked to allow time for this.

Equally if a clearing up time is required then this should be included in the booking. If clearing up after an event in an evening cannot be completed by the end of the session then time the following morning should be booked.

It must not be assumed that the Hall will be vacant the following morning if not booked.

b) Monday-Saturday any bar and disco shall end at 11.30 pm and the premises must be vacated by midnight. On Sunday any bar and disco shall end at 10.30 pm and the premises must be vacated by 11 pm.

c) The Hall is not for hire on Christmas Day.

d) Any variation to the above times will require the express permission of the Committee and at least 28 days advance notice.

4. Failure to vacate the premises on time may result in an additional charge at the Committee's discretion.

5. Failure to clear the premises of any equipment at the conclusion of a letting may incur an additional charge at the discretion of the Committee.

6. If the Hirer wishes to cancel a booking before the date of the event 14 days' notice must be given to secure a full refund.
7. The Committee do not accept liability for loss or damage to clothing or ANY other articles left on the premises.
8. Adhesive tape or gum or drawing pins shall not be used when putting up notices or posters except on the notice board.
9. The Committee reserves the right to vary the hire charges and the conditions of hire at any time without notice.
10. In order that disruption to local residents is kept to a minimum, hirers are asked that those attending a function ensure that the minimum of noise is made on arrival and departure.
11. The Committee reserves the right to cancel a hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to a refund of any deposit or charge already paid.
12. The Committee reserves the right to refuse a booking unless adequate adult supervision of the hirer's event is provided. Details of such adult supervision shall be provided if requested by the Committee.
13. The Committee reserves the right a) to refuse a booking or b) cancel a booking in the case of an emergency or other such contingency forthwith otherwise upon giving seven days' notice to the hirer. The Hirer shall not be charged for the unused hire and shall be entitled to reimbursement in respect of any monies paid in advance. The Committee shall not be liable to make any further payment to the hirer.
14. Public liability insurance should be held by any Hirer using the Hall for commercial purposes
- 15. Sale of Alcohol.**

The terms of any licence authorising the sale of alcohol at the Village Hall shall be complied with by the licence holder. The Hirer shall read the terms of any Licence and adhere to the conditions stated therein. Those attending any event shall abide by the terms of the licence and respect the decisions of and abide by the directions of the licence holder or their designated representative in respect of the consumption of alcohol.

a) The Village Hall has a Premises licence. A bar can be provided by arrangement with The Booking Clerk of the Management Committee. The Committee can decline to provide a Bar. Any Bar will be serviced by volunteers. The Committee will have to decline to provide a bar if there are no volunteers available or the provision of a bar is uneconomical.

b) Hirers can elect to obtain their own licence (TENs). The named licensee must be present on the premises for the duration of the hire period. An additional fee of £25 will be payable. Please note The Village Hall is permitted to have a maximum of 12 "TENs" events per annum when the sale of alcohol is permitted. You must notify the Booking Clerk at the time of making a booking if you wish to run a bar yourself or have someone else to run it for you.

The system involves the giving of a Temporary Event Notice (TEN) to the licensing authority and copying this to the police. You must apply no later than 10 working days before the event is to start and give duplicate copies of the TEN to Sedgemoor District Council (the licensing authority) together with the current fee. A copy must also be given to the relevant Chief Officer of police (Avon and Somerset) no later than 10 working days before the start of the event. The application can be made online. Events covered by a TEN can last up to 96 hours (maximum aggregate duration of the periods covered by TENs of 15 days in any year) A maximum of 5 TENs per annum can be issued to the same person. A minimum period of 24 hours must elapse between each event covered by a TEN. The rules are mandatory, as such, you must obtain prior written consent of the committee before making an application for a TEN. The committee is not under any obligation to give such consent and in any event may not be able to do so if it has taken another booking with an associated TEN later in the year or it has already hosted 12 TEN events in the year.

NB The hall bar and its equipment is not available for use if a TENS licence is obtained and hirers must make their own arrangements for setting up and servicing a temporary bar

WARNING: IF YOU INTEND TO PROVIDE ALCOHOL FREE OF CHARGE AT AN EVENT WHERE GUESTS HAVE PAID FOR ENTRY YOU WILL NEED A LICENCE AS THE ALCOHOL IS DEEMED TO HAVE BEEN PAID FOR IN THE COST OF THE TICKET.

c) Where a TEN application has been successful a copy of the TEN and all permissions must be prominently displayed in the **temporary bar area in which the drinks are served** during the event.

16. A representative of the Committee shall have a right of entry to the hall during your hire and you agree to allow them entry.

INFORMATION

Any complaints relating to the hire of the Village Hall should be made in writing to the Secretary, Othery Village Hall, Fore Street, Othery, Somerset, TA7 0QU.

If the matter is not resolved, complaints should be made in writing to The Chairman, Village Hall Management Committee, Othery Village Hall, Fore Street, Othery, Somerset TA7 0QU

Booking applications and enquiries are to be made online via the OVH website: otheryvillagehall.org.uk or to the Booking Secretary: Othery Village Hall, Fore Street, Othery, Somerset, TA7 0QU Telephone: 07814754127.

Othery Village Hall complies with GDPR. We will keep your details securely for 7 years to comply with accountancy and insurance purposes. This data will not be used for other purposes. The data we will hold from the contract/invoice is your name, email address, address and given contact telephone number this is not available to the public and is kept secure. The Committee members with access to the details are the booking clerk, invoicing clerk, chairman and/or an a committee website administration officer if deemed necessary for support purposes and/or if bookings are made using the online system.

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