

Liss Village Hall

Standard Conditions of Hire

April 2008



Liss Village Hall

1. Main hall – front of hall to front of stage 14m, width 7m, height to ceiling tie bars 4m approx, height to suspended ceiling 4m.
2. Stage – width 6m approx, depth 3m approx, height 0.9m approx.
3. Kitchen – Length 6.5m approx, width 3m approx.

Bookings

4. All applications for bookings must be made on the appropriate form, to be obtained from Liss Parish Council, The Council Room, Hill Brow Road.
5. Applications will not be accepted from persons less than 18 years of age.
6. The Nominated Responsible Person section must also be completed and returned to Liss Parish Council no later than 10 days before the hire date.

Payment

7. Regular users will be invoiced at the end of each month. Payment should be made within 14 days.
8. Other users should make payment at the time of booking or no later than 14 days before the hire date.
9. The Council reserves the right to retain the full hiring fee if cancellation is less than 14 days prior to the date of hire.
10. The Council reserves the right to review hire charges annually for implementation on 1 April each year.

Conditions of Hire

11. The Premises Licence for Liss Village Hall has been granted in the name of Liss Parish Council. In accordance with licence requirements, Hirers must nominate a Responsible Person, at least 18 years of age, to be in charge and present. Details of the Responsible Person must be given to Liss Parish Council at the time of booking.
12. The Hirer shall indemnify the Council for the cost of repair of any damage done to any part of the property, including the curtilage or the contents of the building, which may occur as a result of the hiring.
13. At the end of the hiring period, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition. Lighting and kitchen appliances must be switched off. Any contents temporarily removed from their usual positions must be properly replaced. Any equipment, properties etc brought into the hall must be removed immediately when the booking period has ended. All refuse must be removed and disposed of away from the premises immediately after the hire period.
14. The Council reserves the right to cancel a booking in the event that the hall is required as a Polling Station for a Parliamentary or Local Government election, by-election or use by Liss Parish Council, in which case the Hirer shall be entitled to a full refund.
15. The Council reserves the right to refuse or cancel a booking if fees due from previous bookings by the same Hirer remain unpaid.
16. The Council will not be responsible for loss or damage to property belonging to any person using the hall.
17. For all public events, Hirers are responsible for public liability insurance of all participants and for insuring all properties and equipment belonging to the Hirer. The minimum level of public liability required is £5,000,000. Proof of Public Liability insurance may be requested by the Council prior to the event.
18. In the event of the hall, or any part, being rendered unfit for use for which it has been hired, the Council shall not be liable to the Hirer for any resulting loss or damage whatsoever.
19. The Hirer will be responsible for the proper supervision of car parking arrangements so as to avoid obstruction of the highway. Please note that the Whistle Stop car park is a private car park and not for users of Liss Village Hall.
20. The Hirer shall not allow dogs, other than guide dogs, onto the premises.
21. Access to the hall should be made available to Liss Parish Council at any time during the period of hire, if so required.
22. No decorations of any description are to be affixed to the walls or woodwork except with the prior approval of the Council.

Intoxicating Liquors and Smoking

23. Hirers wishing to sell alcohol in the Village Hall must obtain a Temporary Events Notice from East Hampshire District Council and notify Liss Parish Council of their intentions.

24. The sale of alcohol in Liss Village Hall must be in accordance with the terms of the Premises Licence under the licensing Act 2003. This Act states that, to sell alcohol, the person must be over 18 years of age and that an application form must be completed and approved prior to the event. An application form is available from the Council Room.
25. It is an offence for the Hirer to sell alcohol to anyone under 18 or to a person over 18 on behalf of someone under 18. Nor shall alcohol be sold to anyone who is drunk or appears to be drunk. It is the responsibility of the Hirer to ensure that any alcohol sold is done in compliance with the terms of the Act.
26. During licensed performances it is the responsibility of Hirers to prevent crime and disorder, maintain public safety, prevent public nuisance and ensure the protection of children.
27. No smoking is permitted in any part of the building.

Building Security

28. The Caretaker will open the hall at the agreed time only for the Hirer or Nominated Responsible Person.
29. The Caretaker will return at the agreed time to lock and secure the hall. The Hirer or Nominated Responsible Person must stay in the premises until this time

Fire and Safety

30. The Caretaker will explain the fire regulations to the Hirer or Nominated Responsible Person when the hall is unlocked.
31. The Hirer or Nominated Responsible Person is responsible for ensuring that precautions are taken to prevent the outbreak of fire, such as the non-use of any substance that may create dangerous combustion.
32. The Hirer or Nominated Responsible Person should ensure that fire doors are kept closed at all times and under no circumstances should they be wedged open.
33. The Hirer or Nominated Responsible Person must ensure that, where seats are set out in rows, gangways should not be less than 1.05m wide. Gangways should be clear of any obstruction and no-one may sit or stand in the gangway. Where possible, a gangway should lead directly to an exit door.
34. The Hirer or Nominated Responsible Person and their attendants or assistants must make themselves familiar with all emergency exits and are responsible for ensuring that these are kept clear at all times.
35. The Hirer or Nominated Responsible Person must ensure all persons are aware of the location of fire exits, location of fire extinguishers and their operation and announce the emergency evacuation procedure prior to any meeting, performance or event.
36. The Hirer or Nominated Responsible Person and attendants are responsible for implementing safety procedures in the event of a fire or emergency. This includes calling the Fire Services and evacuating the premises. The nearest public telephone is situated at the Railway Station Level Crossing.
37. Paper decorations should not be used unless rendered and maintained flame resistant. Cotton wool should not be used, whether or not treated with flame-resistant solution.
38. No portable heaters should be used while the public are present, without the prior consent of Liss Parish Council.
39. The use of naked lights or flames should not be used during performances, without the prior consent of Liss Parish Council.

Health and Safety

40. The Hirer or Nominated Responsible Person is responsible for the safety of all persons in the building at all times.
41. The Hirer or Nominated Responsible Person should report any problems or accidents that occurred during the hire period to the Caretaker and complete an Accident Form where necessary. An Accident Form is available from the Caretaker.
42. Pyrotechnics, strobe lighting, smoke machines and special effect lasers are not permitted at any time without prior consent of Liss Parish Council.
43. Hirers should ensure that they have adequate accident insurance to cover anyone working in the hall within their booking.

Child Protection Act – requirements

44. The Hirer is responsible for ensuring that all of the current legislation requirements of the Children and Young Persons Act 1933 (or any statutory modifications) are met and adhered to.

The Council reserves the right to amend/alter these hiring regulations without notice.