

**Boston Spa Village Hall Charitable Incorporated Organisation
Registered Charity No 1194792**

Conditions of Hire

The 'Hirer' is the person or organisation signing the Booking Form and is classed as the Responsible person, unless Boston Spa Village Hall CIO (the Charity) is told otherwise. They shall not be under the age of 18 years.

Boston Spa Village Hall is let to the Hirer on the following conditions:

Capacity

Main Hall:	360 standing or 160 seated (with an additional 20 on the stage)
Lantern room:	100 standing or 60 seated
Jubilee room:	160 Standing or 60 seated
Committee room:	30 seated
Café:	30 seated

These numbers must not be exceeded.

Responsible Person

The Hirer shall appoint a Responsible Person, who shall be at least 18 years of age, to be responsible for:

- Being present during the period of hire.
- Keeping the door code confidential and not sharing it widely.
- Supervision of the premises, including the care and safety from damage of the fabric and contents.
- The behaviour of persons using the premises.
- Supervision of car parking arrangements to prevent obstruction of the highway.

You should appoint a nominated person(s) over 18 years of age to help keep the premises safe during your event/function. It is suggested at least **one Responsible Person** be nominated for up to 100 persons present, two for 101-250 persons and three for numbers over 251.

The Hirer cannot use the premises or facilities for any other purpose than that stated on the Booking Form (see Appendix 1).

The Hirer will be responsible for any damage to the Hall, missing contents, damage to 3rd party property.

In the event of any such damage or shortage, the Charity will be entitled to have the same, repaired or replaced and recover the costs from the Hirer or their organisation.

The Charity reserves the right to cancel any booking should the Hall become unfit for the purpose for which it was hired, or the premises being required for the use as a Polling Station or use in any emergency situation.

A representative of the Charity is entitled to enter the Hall any time to ensure that the 'Conditions of Hire' are met.

All Hirers are responsible for their own property and effects.

The Hall does not provide storage facilities unless by prior agreement. If storage is required a charge may be levied.

Kitchen/Catering

The Hirer may use a caterer of their choice.

The kitchen must be left clean and tidy according to the instructions displayed in the kitchen.

WiSE (Wetherby in Support of Elderly) kitchen equipment must not be used.

Bar/Alcohol

Alcohol may not be sold on the premises without prior agreement of the Charity.

If alcohol is to be sold a Temporary Events Notice (TEN) may be required, please discuss with the Charity. If required, it is the Hirers responsibility to apply for one.

The bar must be closed 30 minutes before the end of the booking period or 00.30hrs at the latest (11.30hrs on Sunday), whichever is applicable.

Betting, Gaming & Lotteries

The Hirer shall ensure nothing is done at the Hall in contravention of the law relating to betting, gaming and lotteries legislation.

Entertainment & Responsibility for Noise

Boston Spa Village Hall CIO 1194792 Conditions of Hire Version 1.0 September 2021

The Hirer is always responsible for ensuring that noise is kept to a reasonable level within the building, car park and the area around the Hall.

The Hirer shall reduce the volume of music or amplification if required to do so by a member of the Charity or their representative.

For evening bookings music or entertainment must cease at least 30 minutes before the end of the booking period or at the latest by 00.30hrs (11.30hrs on Sunday).

If you use, play or perform music a charge of £1 per session will be levied to cover the cost of the music licence.

Booking & Administration

Single booking:

Full payment is required at least 48 hours prior to the event to secure the booking.

Repeat booking:

Regular users of the Hall will be sent a monthly invoice, which is to be paid promptly.

Extended booking:

Where the Hall is booked for consecutive days or extended periods, discussion with the Booking Secretary is required regarding deposit and payment.

Bond:

A bond of £200 is required for any events where alcohol is to be sold/consumed. This may be increased according to the size of the event.

The bond will be returned within 14 days following the hire minus any deductions made for:

- Breakages, damages, losses or excess cleaning
- Infringement of the 'Conditions of Hire'.

Responsibility for Cleaning

Some bookings may be subject to a cleaning levy this will be confirmed on booking.

The Hirer is responsible for setting out of tables and chairs etc. and stacking them and returning them to their proper location.

The Hirer is responsible for leaving the kitchen clean and tidy. A list of kitchen responsibilities is displayed in the kitchen. Failure to comply will result in an extra charge to cover the cost of cleaning.

The Hirer is responsible for the removal and disposal of all materials and waste generated. Please note there are no facilities for recycling on site.

Safety

It is the Hirers responsibility to ensure that their Public Liability Insurance is current and that regular users of the Hall must provide a copy of their certificate annually via email to bsvhbookings@gmail.com.

The Hirer is responsible for ensuring any electrical equipment (including amplification, sound systems and musical instruments) brought in the Hall whether owned or hired, is safe to use.

The Hirer is responsible for familiarising themselves with the Fire and Safety Instructions as displayed in the Hall and displayed on the Village Hall website, and for ensuring compliance by all users of the Hall throughout the booking period.

There are First Aid Boxes around the Hall and an Accident book in the Kitchen. All accidents happening on the premises or the curtilage must be recorded in the Accident Book **and** reported to the Caretaker or via email to bsvhbookings@gmail.com or to any member of the Village Hall Committee.

Vacating the Premises

On leaving, the lights must be turned off and all windows and external doors must be checked that they are locked.

Appendix 1

**Boston Spa Village Hall Charitable Incorporated Organisation
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Name of hirer	
Address of hirer	
Telephone number	
Email	
Hire date/s	
Times	Start time End time
Nature of Event	
Estimated attendance	
Alcohol to be served/sold	Yes / No
Will you be playing music	Yes / No
Circle room/s to be booked	Main Hall Lantern Room Jubilee Room Meeting Room Cafe

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It is the Hirers responsibility to read the full terms and conditions of hire and the fire safety instructions at <http://www.bostonspavillagehall.co.uk> prior to booking.

Once a booking has been accepted you will be sent an invoice. A Bond may be required at the discretion of the Management Committee.

I accept the terms and conditions of hire as displayed in full at http://www.bostonspavillagehall.co.uk	
Signed _____	Date _____

Return signed form by email: bsvhbookings@gmail.com