

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.coatesparish.org.uk/village-hall, or contact a booking trustee (see below). 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.

The 'local' tariff applies to all residents of Coates and residents of Tarlton as well as neighbouring residents where Coates Village Hall is the nearest village hall. The non-local/commercial tariff applies to any private but non-resident event and any event where profits are generated and retained by the hirer. A specific rate applies when the Hall is used as a Polling station.

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

Cancellations: Notify the booking trustee as soon as possible to free the hall for other users. Bookings cancelled without giving notice, will remain payable. Where an event is cancelled with less than 7 days notice, a 50% charge will be made.

2. BOOKING:

Contact a booking trustee as follows to check availability, tariffs and to make a provisional booking:

Howard Burr 07775 686302, Phil Griffiths 01285 771257, Lynn Vaughan 01285 770876

To confirm your booking, you must complete a booking form available from village hall noticeboards, the website or from a booking trustee. **Bookings must be paid for at least one week in advance of the event.** Bookings are not confirmed until payment is received.

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, volunteers and fundraising activities. By signing the booking request 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 hall secretary (see sec.11).

4. PAYMENT

The Treasurer is Mrs Diana Crane Tel: 01285 770 976. Unless invoicing has been agreed with the Treasurer, bookings must be paid for at least one week in advance of the event.

Payment, together with your booking form should be sent to the booking trustee who has made your provisional booking or as otherwise advised.

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PAYMENT (cont)

Cheques should be made payable to 'Coates Village Hall'. Payment direct to the village hall account may be sent to:

Bank: Lloyds Acct: Coates Village Hall Committee Acct no.00072344 Sort Code 30 92 06. Please use the event date as the payment reference. Please notify the Treasurer when payment is made at diana@dianacrane.co.uk.

Invoicing: Regular users/hirers may agree quarterly or annual invoicing arrangements with the Treasurer.

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. The Principal must be over 18.** In the case of the Village Club, the event Principal is the duty barman during opening hours.

The Principal must be present for the entire duration of the event and is 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 the conduct of all users during the event and is liable 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 a member of the Village Hall Management Committee. **The Charity Commission requires that a 'commercial' tariff is charged for any event at which alcohol is sold** (unless the purpose of the event is specifically to raise funds for the Village Hall).

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.

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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
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 trustee. Keys /access codes are issued to regular users only upon satisfactory completion of the Hall's Authorised Keyholder Agreement. Keys may be issued for single events upon payment of a refundable deposit of £20.

9. HOUSEKEEPING

The Principal/Event Organiser will be provided with a **Security and Housekeeping Checklist** which details the checks/actions required to be completed as part of the booking. The checklist forms part of the Booking conditions (see appendix 1).

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 blu-tac, sello-tape or drawing pins are allowed. The Principal will

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HOUSEKEEPING (cont)

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 require a refundable deposit.

At the end of every event the Principal will return all items to their respective storage areas, cleaning tables and chairs and sweeping flooring 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.

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 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.

Heating: In cold weather, upon request, the heating may be switched on before the scheduled hire time. At no time should any item be placed on any heater. The Principal will ensure that all heating is switched off at the end of the event; the six infra-red heater switches (in toilet lobby) must be positioned *down* for off; heating switches marked 'Main Hall' & 'Club Room' must be switched off whether or not illuminated.

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 ashtray 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 and grit are available just inside the car park porch. 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.

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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.

Alarm: The Principal will be supplied with details of the operation of the alarm and is responsible for compliance with these arrangements.

11. CONTACTS

Chairman: Howard Burr 07775 686302. **Secretary and Gardening Club** representative: Mrs Margaret Reynolds 01285 771354. **Treasurer and Lottery:** Mrs Diana Crane 01285 770976. **Bookings:** Mr Phil Griffiths 01285 771257 and Mrs Lynn Vaughan 01285 770876. **Hall Management and Lottery:** Ron Smith 01285 770423.

Representatives: Coates Parochial Church Council: Peter Bond. Village Club: Rob Hardwicke
Other- Secretary Village Club: Tara Davidson 07948 966957. Fund raiser: Jan Edmonds

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Appendix1

Security and Housekeeping Check List

Dear Customer

Thank you for booking Coates Village Hall for your event. Please complete and sign this form and return it together with your keys to the booking trustee. (The Village Hall Management Committee reserves the right to retain the key deposit, where charged, in the event that a key is lost or the Security and Housekeeping conditions are not met).

Main Hall	Enter v or N/A	Kitchen	Enter v or N/A
Windows closed?		Cooker off?	
Curtains open/blinds open?		Exit to Coates lane closed?	
Floor swept and mopped if necessary?		Fire alarm enabled?	
Surfaces wiped down?		Urn emptied and unplugged?	
All equipment returned to bar/kitchen?		Kettles emptied, unplugged, lids off?	
Hall tables and chairs wiped down, returned and secured?		Fridge/Freezer emptied and clean?	
Lights off?		Equipment and surfaces wiped down?	
Heating off: Ceiling and skirting?		All crockery/cutlery and equipment returned to cupboards and safely stacked?	
Exit to Coates lane closed?		Taps off?	
TV off?		Sink cleaned down?	
Fire doors closed?		Hot water heater off?	
Storage cupboard locked?			

Kitchen	Enter v or N/A		Enter v or N/A
Floor swept and mopped if necessary?		Did you use hall tea towels or tablecloths? If so please ensure these are washed and returned within 7 days.	
All equipment returned to bar/kitchen?			
Waste removed?			
Exiting premises			
Toilet lobby light/ heater switches off?		Car park exit door locked?	
Entrance lobby light off?			
Fire doors to meeting room/hall closed?			
Alarm enabled ?			
Meeting Room	Enter v or N/A	Main Toilets	Enter v or N/A

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Windows closed ?		Taps off?	
Curtains open/blinds open?		Lights off?	
Tables and chairs tidy?		Waste removed? ¹	
Surfaces wiped down?		Disabled toilet	
All equipment returned to bar/kitchen?		Taps off?	
Floors swept?		Lights off?	
Hall tables and chairs returned?		Windows closed?	
Lights off?		Waste removed?	
Heating off?		Bar/Meeting Room	
Television off?		Note that when the bar is booked in addition to the meeting room, the Principal is responsible for the Security and Housekeeping of the room.	
Waste removed? ²			
Issue/Breakages/Equipment not working?			
To be completed by customer *			
Date:		Name:	
Signature:			
Do you have any suggestions to improve the facilities or use of the building?			

*Where a key deposit has been paid, the deposit will be refunded on completion and return of this form together with the issued key(s).

¹ Includes nappies

² **No waste may be left at the premises. Customers are responsible for removal of all waste.**