



Stannington Village Hall, Charity number: 522140, Main Street, Stannington Morpeth Northumberland NE61 6EL
Email: chair@stanningtonvillagehall.org, Website: stanningtonvillagehall.org

Stannington Village Hall Booking Form

We use an online booking system which you can access through stanningtonvillagehall.org/booking. You'll find information on how to book and a calendar showing other bookings and availability. This is where you can enter your booking request.

If you want to talk to someone first or visit the hall and see the facilities, don't hesitate to contact booking@stanningtonvillagehall.org.

Stannington Village Hall Standard Conditions of Hire

1. The Hirer shall take good care of and shall not cause any damage or permit or suffer any damage to the building or to any part or parts thereof or to any fittings, equipment or other property therein and shall pay for any damage thereto (including accidental damage) caused by any act or neglect of himself/herself, his/her servants, agents or any person resorting to the building by reason of the use of the hired premises by him/her. (Note: It is suggested that in the Hirer's own interests he/she arrange private insurance to cover all such damage).
 2. Stannington Village Hall does not accept any responsibility whatsoever attributable to any damage or loss by fire, theft or from any other cause to any articles or other belongings brought into the building for sale, exhibition or for any other purpose.
 3. Any equipment (including bouncy castles and soft play equipment) brought into and used at the Hall is done so at the owner's/hirer's risk. Any injury to persons or damage to the Hall caused by the equipment will be the responsibility of the Hirer. It is strongly recommended that appropriate insurance for any such equipment is in place prior to the hire.
 4. The Hirer must report all accidents involving injury to the public to the Bookings Secretary as soon as possible and complete the relevant section in the Hall's accident book (located on the kitchen notice board). Any failure of equipment belonging to the Hall or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Bookings Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
 5. The Hirer shall ensure that any activities for children, young people and other vulnerable groups shall only be provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, the Hirer shall provide a copy of their Safeguarding Policy and confirmation that relevant checks have been carried out through the Disclosure and Barring Service (DBS).
 6. Stannington Village Hall shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or Act of God which may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.
 7. The Hirer shall, at the expiration of the period of the hiring leave the premises in a clean and orderly state, **properly locked and secured**. In the event of a breach of this clause the Hirer shall pay to the Hall any expenses incurred by it in cleaning and tidying the premises. Any Hall keys must be returned to the Bookings Secretary.
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8. Stannington Village Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed. The Hall may, in its discretion in any of the following circumstances, namely,
 - (a) in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended,
 - (b) in respect of any other property brought on to the premises for the purposes of the hiring, failure by the Hirer to remove the same within 7 days after the hiring, dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.
9. The premises must be used only for the purpose for which they are hired. The Hirer may not sub-let or assign any portion of the building to any other person and must vacate the premises upon expiry of the period of hiring otherwise an extra charge of £15.00 per hour or part of an hour will be made, or £25.00 per hour or part of an hour if after midnight.
10. No alterations or additions may be made to the premises, nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Bookings Secretary. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Hall remain in the premises at the end of the hiring. It will become the property of the Hall unless removed by the hirer who must make good to the satisfaction of the Hall or, if any damage caused to the premises by such removal.
11. The Hirer will be responsible for providing adequate staff for the supervision, running and security of the function, including the car park. The Hirer is responsible for ensuring such staff have familiarised themselves with the location and operation of fire extinguishers and fire exits.
12. The hirer shall ensure that highly flammable substances are not brought into, or used in any part of the premises and that no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Bookings Secretary. No decorations are to be put up near light fittings or heaters.
13. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.
14. Legislation requires all food handlers at the Hall to be supervised and instructed and/or trained in food hygiene matters commensurate with their work. This is the responsibility of the person or organisation providing the catering or running a food business.

For those regularly engaged or employed in catering the general minimum standard of training is the Basic Food Hygiene Certificate.

Organisations using the Hall to prepare food on an occasional basis should be aware of and take into account the following points:

- Take all necessary precautions to prevent food becoming contaminated.
- Identify the potential hazards (things that may go wrong e.g. contamination, conditions which would allow food poisoning bacteria to grow etc) and what are the critical steps in the food activity.
- Introduce and maintain adequate food safety controls (e.g. adequate refrigeration, separation from cleaning chemicals, use of good suppliers etc.).
- Review them, as necessary.
- Keep work clothes and utensils as clean as possible.
- Wear a clean, washable light-coloured apron or overall.
- Cover wounds, cuts or abrasions with a waterproof dressing, preferably a coloured one.
- Refrain from spitting.
- Do not smoke in food areas.
- Do not handle food if suffering from skin, nose, throat or bowel infections.
- Screen or protect open food awaiting preparation, serving or sale, from any risk of contamination.

- Observe temperature control requirements for certain food.

A notice is displayed in the Hall kitchen, outlining good kitchen practice.

15. Activities will take place in the Hall where the food is prepared off the premises and brought to the Hall for sale and consumption. This is not recommended as good practice by environmental health officers and should be avoided or kept to a minimum. Hirers, external caterers and any contractors that use the Hall will be made aware of the list of points at 14 for maintaining good hygiene standards and are compliant with the requirements established in the Food Hygiene (England) Regulations 2006.
16. The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.
17. The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. Naked flames are prohibited in the Hall.
18. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the Hall's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.
 - a) The Hirer acknowledges that they have received instruction in the following matters:
 - The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
 - The location and use of fire equipment.
 - Escape routes and the need to keep them clear.
 - Method of operation of escape door fastenings.
 - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
 - (b) In advance of an entertainment or play, the Hirer shall check the following items:
 - That all fire exits are unlocked and panic bolts in good working order.
 - That all escape routes are free of obstruction and can be safely used.
 - That any fire doors are not wedged open.
 - That exit signs are illuminated.
 - That there are no obvious fire hazards on the premises.
19. The Hirer shall be liable for and shall indemnify the Hall in respect of any loss, damage or injury which may be incurred by or be done or happen to the Hirer or any person or persons in his employ or any of his sub-contractors or by or to any other person or persons resorting to the premises by reason of the use of the hired premises by the Hirer.
20. Stannington Village Hall retains the right, at its discretion, to refuse to let the premises, or part, to any person or body.
21. All applications for the hire of rooms must be in writing, using the Stannington Village Hall Booking Form. The person by whom the application form is signed shall be considered the Hirer. Where a promoting organisation is named on the application form, that organisation also shall be considered the Hirer and shall be jointly and severally liable hereon with the person who signs the form.
22. The application must be accompanied by the relevant deposit, which will be refunded after the function if the premises are left in a satisfactory condition and these T&Cs have been substantially complied with. Any breakages or additional cleaning costs incurred will be deducted from this refund. The Hirer shall, nevertheless, be liable for all such costs in excess of the sum deposited. The full hire charge must be paid at least 28 days before the date of the function. If cancellation is made between 3 and 7 days before the hire date, the Hirer will lose their full deposit, but the hire charge will be returned. If cancellation is made 48 hours before the hire date, the full deposit and 50% of the hire charge will be retained. If cancellation is made 24 hours before the hire date, the full deposit and hire charge will be retained. All these terms are subject to the discretion of the Hall Committee.
23. The Hall will be licensed by Stannington Village Hall for Music and Dancing. The maximum number of persons who may be accommodated is as follows: Main Hall - seated theatre style 200; seated/dancing 150 (oblong

tables), seated/dancing 120 (round tables). Small Hall - seated, 50. Under no circumstances may these limitations be exceeded.

24. The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.
25. It is a general policy of Stannington Village Hall that a hirer must be aged 25 or over.
26. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting, and lotteries.
27. Any person hiring the Hall must be fully aware of the Licensing Act 2003 and must comply with these regulations throughout the period of hire. Please read carefully and abide at all times with the premises licence conditions in relation to all the licensing activities.
28. Where our bar is booked for an event, it is a condition that all drinks consumed during the event must be purchased from the bar or brought in under a corkage agreement – as agreed and evidenced in writing.
29. The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.
30. The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Hall. No animals whatsoever are to enter the kitchen at any time.
31. The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified the Hall's Booking Secretary accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.
32. Performances involving danger to the public or of a sexually explicit nature shall not be given.
33. Rubbish – our facility for waste disposal is limited, so event Hirers are asked to take their waste away with them and dispose of responsibly.
34. Any person hiring the Hall is responsible for being aware of and complying with any legislation applicable to the activity for which they are hiring the Hall.
35. The booking of the Hall by any Hirer indicates acceptance of all these Standard Conditions of Hire. These conditions may not be varied in any way unless the Hirer receives written approval for such from the Bookings Secretary following sanction by a meeting of the Stannington Village Hall Committee.