

Welton Village Memorial Hall [Charity 1180894] [“The Memorial Hall”] Hall Hiring Terms & Conditions

The Hall

The Memorial Hall is managed and run by a group of **Trustees**. The Trustees normal representative with regard to Hirers is the **Caretaker**. Reference below to **The Hall** encompasses the **premises**, the Trustees and employees including the Caretaker. In the case of any dispute, the matter should be brought to the attention of one of the Trustees and, if necessary, the Chair of Trustees. Details are displayed in the premises. If disputes cannot be settled between these parties they shall be settled by Independent Arbitration, interpreting this agreement according to the law of England. The Memorial Hall is a separate organisation from Welton Memorial Club [“**The Club**”] that shares the site.

AGREEMENT

The Hirer, agrees to hire the Hall as set out above subject to all the Terms & Conditions set out in this document and in particular:

- i. I and everyone attending the event I am organising will comply with all Terms and Conditions set out by The Hall in this document, and any additional requirements added by The Hall or by central or local government, prior to the event. In the event that any changes made by The Hall makes the event impossible, no charge will be made and any deposit paid refunded.
- ii. I am aged 18 or older and will undertake a risk assessment of the Health & Safety of my event and ensure that appropriate actions are undertaken to keep all participants safe, noting the Hall’s own Health & Safety information.
- iii. I will ensure that all participants in my event do not cause any nuisance or danger to others in or around The Hall including the road and village green area outside The Hall. This includes any disorderly, violent or criminal behaviour. Care shall be taken to avoid excessive consumption of alcohol and any person thought or suspected to be drunk, under the influence of drugs, disorderly, violent or involved in criminal behaviour during the event shall be asked to leave or the event will be closed.
- iv. I will ensure that The Hall is left in a clean, tidy and safe state and that rubbish is removed from the premises,
- v. Payment for both hire and deposit will be made in full within one week of receiving an invoice from The Hall or, in the case of regular hirers who use the Hall every week, by the end of the month following the invoice.
- vi. The Hall may cancel any booking at any time including without notice if unavoidable. In such cases a refund of any unexpired hiring charges or deposit will be made but there can be no liability for any other costs incurred by the Hirer. Such circumstances may include if
 - a. the premises are required for emergency use or by the local authority, or
 - b. the premises become unfit for the use intended by the Hirer, or
 - c. the Trustees have reasonable belief that the hiring would lead to a breach of licensing conditions or other legal or statutory requirements or that unlawful or unsuitable activities will take place on the premises as a result of this hiring.
- vii. Either party may cancel this agreement with 60 days’ notice without penalty on either side. If the Hirer cancels in under 60 days then the Trustees may make a charge for any sessions reserved by this booking.
- viii. If the planned use of The Hall changes I will notify the Trustees or Caretaker accordingly.
- ix. Any accident, dangerous occurrence, damage to The Hall or its equipment or electrical failures must be reported to the Caretaker promptly. Any damage done during your hiring may be charged for.
- x. This hiring does not constitute any tenancy or other right of occupation on the Hirer.
- xi. I have reviewed the Terms & Conditions Checklist below and will ensure that the relevant requirements are complied with

Failure to meet these requirements may result in bookings being cancelled at short notice and additional charges being made to meet any additional costs incurred.

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TERMS & CONDITIONS CHECKLIST

Please read the questions below, ticking the boxes of those questions that you answer ‘YES’ **and** note the relevant requirements attached whatever your answer. The requirements set still apply even if you do not tick a box but subsequently do that activity.

Ref	Activity Questions	YES	Requirements
1	Are you going to make your participants aware of what to do in the event of an emergency, especially a fire?		This is essential. No booking will be accepted without this.
2	Are you aware of what to do to keep your participants safe especially in the case of any emergency, for example a fire?		<p>You must ensure that you know the following <u>AND</u> check them immediately before your event</p> <ul style="list-style-type: none"> • what to do in the event of fire i.e. activating the fire alarm (hitting the button), evacuating the building and telephoning the Fire Brigade; • the location and use of fire equipment; • escape routes and the need to keep them clear and ensure that they are illuminated; • the method of operation of emergency exit doors; • that nothing in The Hall or nothing that is brought to your event will block or impede exit; • that nothing that is brought to your event will create a fire hazard.
3	Are you insuring the event?		<p>The Hall will not be responsible for any problem with your event or if the Trustees have to cancel the booking due to force majeure events or other circumstances that they deem make the event inappropriate. While reasonable notice will be given, this may not always be possible. You may wish to take out insurance to cover such situations.</p> <p>The Hall does have Public Liability Insurance for users but this will not apply to commercial hirers so obtain your own insurance if you are unsure about this..</p> <p>You should also consider insurance for high risk activities and damage caused to the Hall [which you will be liable for] or check that any third party provider of equipment or an activity is suitably insured.</p> <p>This applies in particular to any commercial activity undertaken ie for which you make a charge.</p>
4	Are any children below the age of 18 or any vulnerable adults involved in the event?		<p>You must ensure that you comply with the Children Act 1989 and any other relevant legislation relating to children and vulnerable adults. Only fit and proper persons who have passed the appropriate Disclosure and Barring Service checks have access to the children. Checks may also apply where vulnerable adults are taking part in activities. The Hirer shall provide the Trustees with a copy of their DBS check and Child Protection Policy if requested to do so or comply with the Hall’s Safeguarding policies.</p>

**Welton Village Memorial Hall [Charity 1180894]
Terms & Conditions Checklist CONTINUED**

Ref	Activity Questions	YES	Requirements
5a	Will the public be admitted at any time? <i>ie do you personally know everyone attending?</i>		You must control access to ensure that The Hall is not overcrowded. The same applies to the surrounding area where people might be queuing, parking etc.
5b			You must keep a record for 28 days after each event of all people attending and their contact details while there is a local requirement for people to be socially distanced.
6	Will an admittance charge be made?		You are responsible for the safe collection of charges which should ideally be cashless to minimise contact. You should also insure that your activity is properly insured against any damage that might be caused to persons attending your event or to the Hall itself.
	What activities will take place?		
7a	The performance of plays		The Hall is licensed for this from 00:00-24:00
7b	The exhibition of films		The Hall is licensed for this from 00:00-24:00
7c	Indoor sporting events		The Hall is licensed for this from 00:00-24:00
7d	The performance of live music		The Hall is licensed for this from 00:00-24:00. The Hall holds a Community Use Licence from the Performing Rights Society and Phonographic Performance Ltd. This permits live music and recorded music at some events but Hirers wishing to have live or recorded music in any form must ensure that this licence applies to their use or obtain the relevant licence(s).
7e	The playing of recorded music		The Hall is licensed for this from 00:00-24:00. The Hall holds a Community Use Licence from the Performing Rights Society and Phonographic Performance Ltd. This permits live music and recorded music at some events but Hirers wishing to have live or recorded music in any form must ensure that this licence applies to their use or obtain the relevant licence(s).
7f	The performance of dance		The Hall is licensed for this from 00:00-24:00
7g	Making music		The Hall is licensed for this from 00:00-24:00
7h	Dancing		The Hall is licensed for this from 00:00-24:00
7i	Other activities and entertainment similar to 7a-7h		The Hall is licensed for this from 00:00-24:00
7j	Boxing or wrestling entertainment		The Hall is licensed for this from 00:00-24:00

Welton Village Memorial Hall [Charity 1180894]
Terms & Conditions Checklist CONTINUED

Ref	Activity Questions	YES	Requirements
7k	Sale of hot food		
7l	Sale of alcohol		<p>The Hall is licensed for the sale of alcohol <u>BUT YOU MUST OBTAIN WRITTEN APPROVAL IN ADVANCE</u> from the Trustees. The licence only applies to the Main Hall. This is still required when members of the Club purchase alcohol from the Club and bring it into an event in the Hall. At least six weeks' notice is required.</p> <p>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 and no alcohol shall be served to anyone under 18. Any person who appears to be under 18 must be asked, before being served, to produce photographic identification that includes their date of birth and has a holographic mark, such as a UK Driving License, passport or Proof of Age identification. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. 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 in accordance with the Licensing Act 2003.</p>
7m	Any activity that might involve danger to the public?		THE HALL CANNOT BE USED IN THESE CIRCUMSTANCES
7n	Any activity involving activities of an explicit sexual nature?		THE HALL CANNOT BE USED IN THESE CIRCUMSTANCES
7o	Any activities in contravention of the law relating to gaming, betting and lotteries?		THE HALL CANNOT BE USED IN THESE CIRCUMSTANCES unless income is under £20,000 [or £250,000 pa], prizes total less than £500 and expenses are under £100
7p	Are any explosive or highly flammable materials being used at your event?		THE HALL CANNOT BE USED IN THESE CIRCUMSTANCES
7q	Will there be any animals at your event?		EXCEPTING ASSISTANCE DOGS, ANIMALS ARE NOT ALLOWED IN THE HALL. Assistance dogs are not allowed in the kitchen or any other food preparation or serving area.
7r	Will there be a bouncy castle or other equipment bought in at your event?		You must ensure that the equipment is erected and operated safely and make sure that you are insured appropriately. You also need to ensure that the equipment is delivered and removed while you have the Hall booked so that other users are not impeded by the equipment
8	Do you wish to use the kitchen?		If preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. If you bring in a third party to do any of this you must check that they will also observe these requirements.

**Welton Village Memorial Hall [Charity 1180894]
Terms & Conditions Checklist CONTINUED**

Ref	Activity Questions	YES	Requirements
9	Will you put up any decorations?		<p>Great care must be taken not to place any decorations where they may catch fire or injure anyone in The Hall or where they might damage the fabric or décor of The Hall.</p> <p>Any decorations being placed at a height of more than 2 metres must be done using suitable ladders and over 3.3 metres requires a professional contractor.</p> <p>No permanent fixings or alterations may be made with the express agreement of the Hall Trustees.</p>
10	Are you advertising the event in the area?		The Hirer shall not carry out nor permit neither fly posting nor any other form of unauthorised advertisements for any event taking place at The Hall. Failure to observe this condition may lead to prosecution by the local authority
11	Are you selling any goods?		The Hirer shall comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.
12	Are you using any Hall equipment eg chairs, tables, kitchen equipment, stage facilities etc		These must all be cleaned [according to appropriate requirements at the time] after use and left in a tidy state if they cannot be left exactly as provided.
13	Are you bringing your own equipment to the Hall?		<p>Equipment cannot be stored at the Hall for any length of time except by express agreement with the Caretaker and then only if it can be stored safely and without prejudice to other users' requirements.</p> <p>Anything left is at the Hirer's risk and may be disposed of by The Hall if left without prior agreement.</p>
14	Will any of your participants wish to smoke?		No smoking is permitted in the Hall or on any part of its premises, including the car park.
15	Will any of your participants wear stilettos or other footwear liable to cause damage?		Such footwear is not allowed as it has been found to cause undue damage to the floor.
16	Taking the answers above into account, have you read the Hall's Health & Safety Information for Hirers document?		This is essential. No booking will be accepted without this.

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Application for a licensed bar

I hereby apply to the Trustees of Welton Village Memorial Hall for authorisation of the sale of alcohol in the Main Hall only under The Legislative Reform (Supervision of Alcohol Sales in Church & Village Halls) Order 2009 as detailed below

Date(s)

Time

Description of event

Persons to be authorised to sell alcohol in accordance with the Licensing Act 2003

I shall ensure that in order to avoid disturbing neighbours to the Memorial Hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol and no alcohol shall be served to anyone under the age of 18. Any person who appears to be under 18 must be asked, before being served, to produce photographic identification that includes their date of birth and has a holographic mark, such as a UK Driving License, passport or Proof of Age identification. I understand that no illegal drugs may be brought onto the premises, that drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity and that 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 in accordance with the Licensing Act 2003.

Signed by the person making the booking of the Hall (and duly authorised on behalf of the organisation they are booking for, where applicable):

Name [BLOCK LETTERS]

Signature

NOTE: This must be completed and returned to the Memorial Hall at least six weeks before the event.

I hereby authorise the persons named above to sell alcohol at the event described above, on the date(s), at the time(s) and in the location(s) specified above (delete as appropriate)

Signed on behalf of Welton Village Memorial Hall

Name

Signature

Welton Village Memorial Hall [Charity 1180894] [“The Memorial Hall”] Information for all Users

BASICS

Opening and closing the village hall

The Memorial Hall will usually be open for your booking unless prior arrangements have been made. If your event ends after 22:00 please ensure that the side and rear doors are locked and leave by the front entrance slipping the catch on the door.

You may prefer your group to arrive at the side door in the car park at the rear which has step-free access and toilets including a disabled toilet/baby-changing room.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period. There is a 15 minute buffer allowed between each hiring. Please ensure that you allow time when booking for any clearing up and do not encroach on this period.

Please telephone the Caretaker on 07452 822214 in case of difficulty.

Guests are expected to vacate the premises by the end of the period you have booked. Failure to comply with this may result in forfeiture of your deposit.

Please ensure that you have booked any equipment [chairs, tables, projector, PA] **before** your event.

Safety

You must comply with the [Hall Health & Safety Information for Hirers](#) and all social distancing rules required or recommended at the time of your event. See the Plan below for location of Fire Equipment etc

The village hall has a No Smoking Policy.

In the event of a fire, the village hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialing 999.

The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the village hall is occupied and the manner of opening Fire Doors should be made known to your guests. (A sketch plan showing these is shown on the following page).

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables in the storeroom in the manner shown on the notice.

The village hall's health and safety file is kept in the cupboard by the front door

A first aid box is located in the kitchen

Resuscitation equipment is attached to the wall of the Green Dragon pub

Hall telephone

The Memorial Hall I has no telephone and the nearest one is located at is at the bottom of Dale Road [turn left out of the front entrance for about 200 metres. Telephones may also be available at the Welton Memorial Club [adjacent to the Hall] or the Green Dragon pub [turn right out of the front entrance]. You are advised to bring a fully charge mobile telephone for use in case of emergency.

Consideration for others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Car parking

The lane leading to the village hall is a public road and this must not be obstructed. The village hall car park will accommodate a good number of cars if they are parked sensibly.

Welton Village Memorial Hall [Charity 1180894] ["The Memorial Hall"]

Information for all Users continued

GENERAL

Equipment

Generally speaking equipment you need should be available for you **if** you have booked it. If in doubt please check your booking and contact us at booking.weltonmemorialhall@gmail.com to make any changes.

Faults/ damage/ comments

Please report any faults or damage to the Caretaker as soon as possible so that they can be rectified quickly. The management committee welcome comments or observations that you may have about your hire of the village hall.

Decorations etc

Please do not use drawing pins, blu-tack or sellotape on the walls or other surfaces, use white-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Tidying Up

- Please leave the village hall clean and tidy and leave waste appropriately sorted in the bins outside or take it home. The Hall share bins with the Club and these are in the far corner of the Car park.
- In particular we ask you to ensure table tops are wiped clean before being stacked.
- DO NOT generally use water on the Hall floor as this can cause problems with the floor and can make it very slippery. Instead wipe the area carefully and ensure that it has dried off before letting anyone use that area.
- A broom should be available hanging up in the side entrance lobby

Welton Village Memorial Hall [Charity 1180894] ["The Memorial Hall"] Information for all Users continued

HEATING & LIGHTING

Heating

The Memorial Hall has a modern system designed to maintain an acceptable temperature. Please tell us when booking if you need the Village Hall to be particularly warm or cold. The Main Hall heating is operated by a Control panel just inside the Meeting Room behind the stage. You can set the required temperature using the LED panel and the arrow buttons. Below the panel is a switch and control for the fans in the Main Hall ceiling – turning the fans on will considerably speed up the time it takes to get to the right temperature. The heating controls also can be set to cool the Hall but otherwise please do not change any settings.

PLEASE TURN OFF THE HEATING WHEN YOUR EVENT IS FINISHED



HEATING DISPLAY

TEMPERATURE CONTROL

HEATING CONTROL [On/Off]

FAN CONTROL - Speed

FAN CONTROL - On/Off

There are similar separate control units for the Carpark Entrance Lobby and Kitchen [but without any separate fans] and the Meeting Room is heated with a separate wall-mounted heater.

Welton Village Memorial Hall [Charity 1180894] ["The Memorial Hall"] Information for all Users continued

AUDIOVISUAL EQUIPMENT

The Hall has the following equipment which is mostly found at the right hand side of the stage as you look at it:

- A **Yamaha amplifier** which is used with the Cinema projector and can be used to play music from a laptop, mobile phone etc
- An **Epson Projector** which is used to play from the Blu-ray player and can be used to show slide shows, powerpoints, etc from a laptop, for example.
- A **Sony Blu-ray** disc player
- A **Carlsbro Amp and speakers** which can be used for vocal microphones keyboards [at low volume] and electro acoustic guitars. ***Please do not use electric bass, drum machines or electric guitars as they may damage the speakers***
- A **Projection Screen** using an electric motor

YAMAHA Amplifier

Switch on at mains on the stage. I don't use the remote for this except maybe to adjust volumes when films are playing.

There are two HDMI ports available and HDMI 2 is connected to the Blu-ray player



The

When switched on the display should read UBP X200:2 [hdmi 2 in red]

If the display reads different press INPUT buttons < > until it reads as above.

The sound is set at 7 channel stereo.

This can be changed using the PROGRAM buttons < > but we have found this setting to be universal for film and music.

The Blu-ray and projector will play through this setting.

To play music through the Yamaha connect the short mini jack lead plugged into the aux input on the Yamaha to the headphone socket of phone or laptop.

Press INPUT buttons < > until AUX is displayed.

Adjust VOLUME accordingly it may be low at first. If the volume is very low, check volume settings on the source device being used. Remember to turn volume back down on the Yamaha when the AUX input is not being used.

SONY BLURAY

Switch on - green light will display

Press eject button on the player to load the disc press again to load.

Use the remote and press enter button when "Play Movie" is displayed and underlined or highlighted on the screen. The disc should now play.

To pause press !! button

To play again press play >

Remember to point the remote at the player not the screen.

EPSON PROJECTOR

The Projector is suspended from the ceiling. Th Epson remote works to switch on standing directly underneath but is reluctant to switch off. It will close down eventually because it is not receiving a signal.

CARLSBORO AMP

The amp can be used for vocal microphones keyboards [at low volume]and electro acoustic guitars.

If electric bass, drum machines or electric guitars are plugged in they may damage the speakers.

Switch on mains switch at the back of the amp next to where it plugs in.

Make sure volume and gain knobs are low at first and adjust accordingly.

The amp has Master volume on the right panel keep this around 4/5 if possible and use the gain on the input channel.

Switch off at the back mains switch after using.

SCREEN

The screen has an electric motor to lower and raise it. The control for this is on the left hand pillar [as you look at the stage] accessed from the stage itself. However there is a remote control that should be in a container attached to the same pillar but lower down, that is the easiest way to raise or lower the screen

Welton Village Memorial Hall [Charity 1180894] ["The Memorial Hall"] Information for all Users continued

KITCHEN

At the end of the hire can you please make sure that all equipment that has been used is turned off (and the glass washer is drained). Please also wash any tablecloths, tea cloths etc and return to the Hall as soon as possible. **Thank you**

Hot Water

To obtain hot water for washing up etc turn the thermostat up on the water heater under the sink. Please note that there is a separate sink for washing hands etc.

Tea/Coffee making

For small numbers use the kettle, or for larger numbers the hot water urn can be used - this needs filling with water and turning on approx 15mins before use.

Refrigerators

Back wall on the left - Press the on switch for approx 5 seconds.

Back wall on the right (fridge/ freezer) - Turn on at the socket (bottom right corner).

Bottle fridge near the door - Turn on at the socket behind the fridge (you may have to lift the shutter slightly to reach the socket).

Glass Washer

Please refer to the separate instruction sheet if you are using the Glass Washer - this is a fast washing facility and is only suitable for glass washing. For cutlery and crockery we recommend hand washing.

Please follow the drain down instructions when you have finished.

Ovens

We have both a microwave and a Turbo fan Oven (like a normal fan oven, but better), both are simple to use, but if needed the instructions are on the shelf above.

Table Cloths

There is a selection of table cloths in the bottom left drawer. If you use them, can we please ask that they are washed and returned to us afterwards.

Cleaning materials

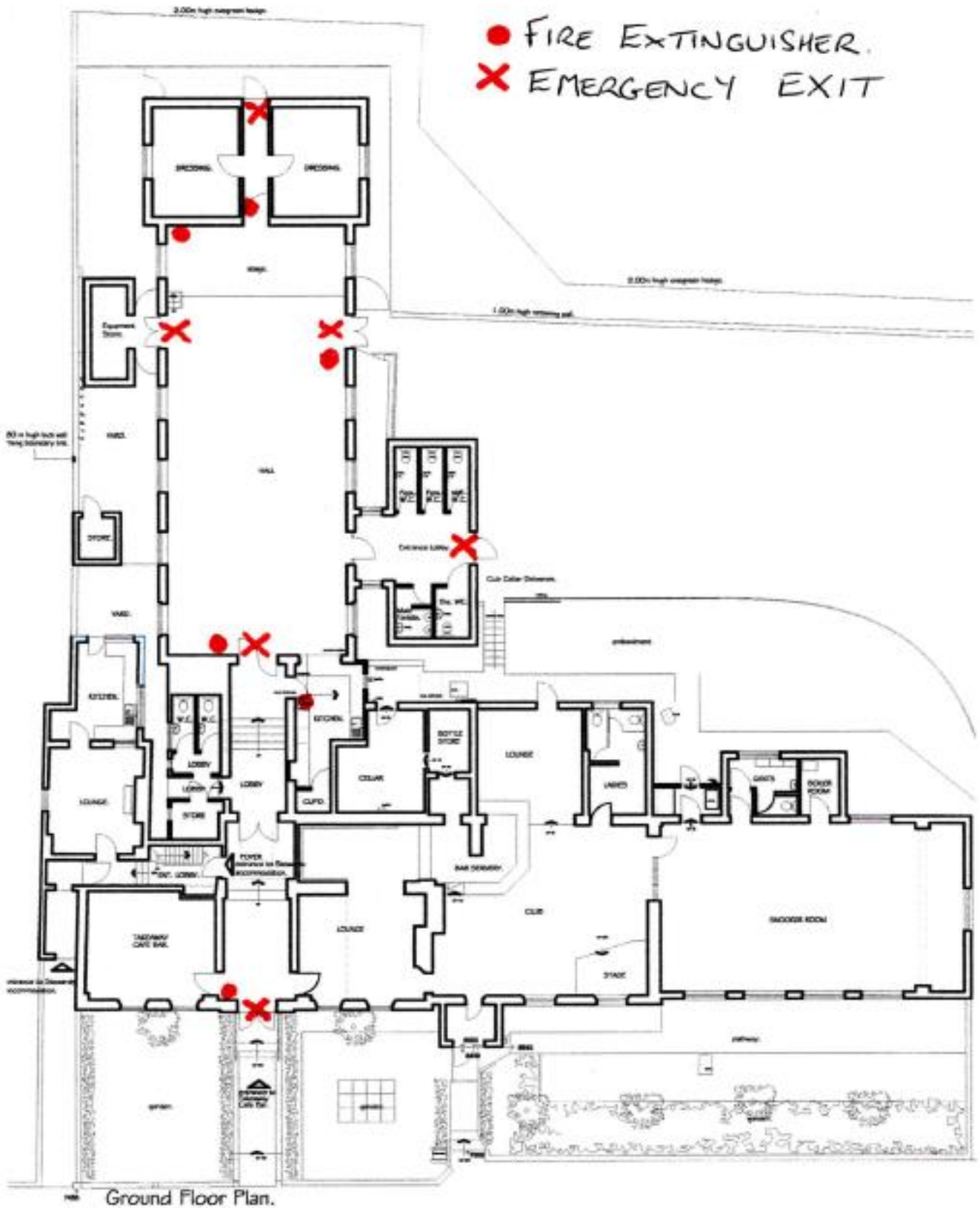
Please bring your own cleaning materials

Shutter

There is a shutter into the Main Hall which is usually closed but can easily be opened by turning the key switch in the kitchen near the top right hand corner of the shutter. The same key switch will close the shutter. If the fire alarm is set off for any reason the shutter should close automatically. The mechanism will usually need resetting following this and the key switch will not work. In this case, or if it fails at all, there is a mechanism at the top right hand side that may open or close the shutter. There is a crank handle stored on top of the kitchen units that will help do this.

Welton Village Memorial Hall [Charity 1180894] ["The Memorial Hall"] Information for all Users continued

HALL PLAN



Welton Memorial Hall, Cowgate, Welton

Welton Village Memorial Hall [Charity 1180894] [“The Memorial Hall”] Information for all Users

CONTACT NUMBERS

Caretaker 07452 822214

Booking Secretary - booking.weltonmemorialhall@gmail.com