

**REGULATIONS GOVERNING THE HIRING OF CALDECOTE VILLAGE HALL**

**HEALTH & SAFETY**

All users of Caldecote Village Hall are reminded of their own responsibilities under the current Health & Safety Laws. These state that all employers, managers, users and the like must take all steps which are reasonably practicable towards ensuring the health and safety of all persons using the premises. Whilst the Caldecote Village Institute Ltd Directors will endeavour to provide as safe an environment as reasonably practicable, users are required to comply with all and every safety directive, whether or not issued by the Directors

Hirers / Users will not, without the consent of the Booking Officer, introduce equipment, alter fixed installations, alter or remove fire and other safety equipment or notices, or otherwise take any action which may create hazards for persons using the premises

**ELECTRICITY AND ELECTRICAL EQUIPMENT REGULATIONS**

It is the responsibility of the Hirer to make sure all and any equipment brought onto the premises, meets current safety regulations. The Directors cannot be held responsible for any event or injury to property or persons that involves any equipment that the Hirer or their Agent have brought onto the premises.

The Hirer must inform the Booking Officer beforehand of any equipment they intend to bring onto the premises.

**GENERAL CONDITIONS**

- 1 Applications for the hiring of the hall premises shall be made to the Booking Officer, designated by the Directors, who can accept such hiring on behalf of the Caldecote Village Institute Ltd
- 2 Persons hiring the premises will be held liable for any damage to buildings, furniture or other property that is caused as a result of that hiring; the Directors will make a claim to recover the costs of repair or replacement of all such damage from the Hiree
- 3 Event organisers are responsible for the setting up and putting away, on completion of their hire, all hall equipment and furniture, correctly stored and in good order
- 4 If any exceptional cleaning becomes necessary in consequence of the use of the premises, the Hirer will be charged the expense of such cleaning.
- 5 The Directors can accept no responsibility for any loss, damage or accident during the hiring of the premises, and particular attention is drawn to the Safety Regulations, eg Fire Exits must not be locked or access obstructed in any way. NB : The serving hatch roller shutter should be left clear to close, as in the event of a fire in the kitchen, the shutter between the Kitchen and the Main Hall will self - close automatically.
- 6 The Directors do not seek in item 5 above, to absolve themselves from their own responsibilities, but in view of the indemnity given to the Hirer, the Hirer should consider the advisability of obtaining " third party " insurance cover.
- 7 Caldecote Village Institute Ltd is fully licensed for music entertainment and the sale of alcohol; the Hirer should nonetheless ensure they are compliant with the License requirements, as set out on the notice board in the entrance foyer.
- 8 Windows and doors are to remain closed during any event with live music. You are required to turn down music and suchlike after 11.00 pm. **STRICTLY NO MUSIC IS PERMITTED AFTER MIDNIGHT.**
- 9 Caldecote Village Institute Ltd will not provide or sell alcohol for consumption on the premises or elsewhere. The Hirer for events under the Public Licence is reminded that fully licensed stewards will be required.
- 10 No children under the age of 16 years are permitted at any time in the bar / kitchen
- 11 **PLEASE RESPECT THE NEEDS OF LOCAL RESIDENTS AND LEAVE THE HALL AND CAR PARK QUIETLY AND QUICKLY.**