



BURTON JOYCE & BULCOTE VILLAGE HALL CONDITIONS OF HIRE

1. A non-refundable deposit of 50% of the hire costs shall be paid at the time of the booking with a signed copy of the Acceptance of Terms form as confirmation of your event. An additional deposit of £150 to be paid as a holding fee in case of any damage caused. This will be refunded if facilities are left in a clean and tidy state and damage free.
2. Payment of the remaining 50% booking fee and £150 deposit, must be paid at least 14 days prior to the date of your event. If there is less than 14 days before your event date the whole amount is due.
3. Bookings for the Village Hall are taken on a first-come, first-served basis and bookings are not confirmed until the Acceptance of Terms is signed and returned and the deposit is paid.
4. The Hall is hired for a specific period and entrance to the premises is not permitted until the start time of the booking. The premises must be vacated no later than the end time of the booking. An overstay may result in some or all of the holding fee being retained. The hiring shall be strictly limited to the use for which the premises are booked and users shall not cause annoyance or inconvenience to occupiers of adjoining properties and others. The Hirer must be present during the period of hire.
5. The Hirer is responsible for setting out and putting away all the furniture required. **Tables to be wiped before putting away on the trolleys provided. Chairs to be stacked in sixes and stored at the sides of the hall away from the heaters.**
6. The Hirer will also be responsible for ensuring that no lights are left on (inside and out), the water heater is switched off and all windows and doors (including emergency exits) are secure and front and back doors are locked.
7. No nails, screws, drawing pins etc. shall be used for any purpose (except on the notice boards).
8. Rubbish must not be left on, or outside the premises, except in the Village Hall bin provided. Bottles must be taken away by the Hirer for recycling.
9. The Hirer shall be held responsible for the cost of any damage to the premises or its contents. Any damage costs will be deducted from the £150 holding deposit. Should it exceed this you will be charged accordingly.
10. The Committee and its officers and servants will not, in any circumstances, be responsible for injury to persons or damage, injury to, or loss of goods or property brought to the premises for exhibition, sale, or other purposes, or for goods or property left in the premises including the cloakrooms, by the Hirer or persons

attending any meeting or function thereto and the Hirer shall and hereby does indemnify the Committee and its officers and servants against any claims which may be made upon them in respect thereof.

11. Please note that all persons hiring a Bouncy Castle do so at their own risk. Inflatables should be no more than 10ft high and indoor use only. Bouncy Castle suppliers must have the appropriate Public Liability Insurance. The person/s or organization hiring this inflatable equipment will be responsible/liable for any damage or injury occurring from or as a result of misuse or reckless use.

These guidelines are for the safety of all people using this equipment, and it is the sole responsibility of the Hirer to ensure they are fully adhered to at all times. The Committee cannot accept any responsibility for any injury caused to anyone using this equipment.
12. The Committee reserves the right to refuse any application for hiring, and to cancel existing bookings should they deem this necessary for essential repairs / maintenance, or the hall is required for use as a Polling Station for a Parliamentary or Local Government election or by-election. All monies paid shall be refunded to those affected, but we will not be responsible for any consequential loss.
13. The stage area is not to be used or accessed unless otherwise agreed with the Booking Secretary or Trustees.
14. The sale of alcohol for consumption on the premises will not be allowed without the prior written consent of the Committee under the terms of their responsibilities as Licensees. An additional fee of £25 will be made for a grant of permission. It is the responsibility of the Hirer to comply with the Licensing Laws relating to the control and sale of alcohol and in particular no persons under 18 years of age shall be served or consume alcohol on the premises. No intoxicated person shall be admitted into the Hall.
15. The Hirer shall take all reasonable precautions to see that parties leave the premises in a quiet and orderly manner by the time agreed in the letting and during events ensure that noise levels are controlled so as to prevent nuisance to neighbouring properties.
16. All lettings to finish by no later than 11.30pm except by special arrangement. All music must finish by 11pm. Please note, times for the permitted sale of alcohol as displayed.
17. Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and the person or organization to whom the Hall is let shall be responsible for seeing that the requirements of Betting, Gaming and Lotteries Act 1976 are strictly observed.
18. At dances and social occasions, where admission is not by invitation, a responsible person(s) must man the door until finish time.
19. The Village Hall is licensed for music, entertainment and dancing issued by Gedling Borough Council. Organizers should, however, ensure that they have permission for performances of copyright dramatic productions. The address to which

applications should be made is usually shown on the script.

20. Adequate supervision must be provided for all juvenile events held in the Hall and steps taken by Hirers to ensure that regulations for the protection of children from harm are complied with.
21. After every function, the Hall and all rooms used, including the toilets, should be left in a fit and tidy state for the next user. If not, the £150 deposit, or part thereof, will be retained.
22. Fire Regulations. Maximum number of persons allowed: -

Main Hall	140 seated or 120 dancing
Small Hall	40 seated or 20 dancing

Furniture to be arranged to leave a clear route to all exits. Fire extinguishers are provided in the Hall for use in an emergency. Hirers will be held responsible for any damage to these appliances and the appropriate amount for cost or refilling or replacing these will be deducted from the additional deposit.

23. The use of fireworks is strictly forbidden. No naked flame or candles should be used.
24. There shall be no smoking on the premises. This is to include electronic cigarettes.
25. Because of the danger of overloading of the electrical circuit, no extra appliances must be brought in for use in the kitchen or for heating purposes. Any electrical equipment brought into the building for use at events must have current PAT certification.
26. Any equipment brought into the Hall for functions must be removed from the Hall the same evening, except by prior arrangement as in the case of Saturday Weddings or dramatic productions, when the Hall must be clean and clear by 12 noon on the Sunday.
27. Nothing shall be done or brought within the premises which, in the opinion of the Committee, will involve extra risk to the building or property of the Committee or increase the premium for fire insurance, unless specifically sanctioned by the Committee and then only on payment of such extra premium as may be required by the Insurers covering the risk.
28. All Hirers should ensure that they have adequate third-party insurance cover for the type of event being organized. The Committee may request evidence of this at the time of booking.

The Committee operates an Equal Opportunities Policy.

Completed booking forms, including an application for the sale of alcohol, if applicable, should be sent to: - bookings@bjvillagehall.org.uk

PRECAUTIONS AND PROCEDURES IN THE EVENT OF A FIRE

Owing to the increased fire and safety regulations we are now required to supply all Hirers with the following information.

This information is supplied to you to ensure that as a Hirer of Burton Joyce & Bulcote Village Hall you are aware of all fire precautions, fire extinguishers and evacuation procedures in place at present and that you will pass this information to those people taking part in your event. After reading this information you should sign the attached slip and return it to the Booking Secretary before the date of your booking or block of bookings. The Village Hall Management Committee cannot take responsibility for the safety of any hiring group in the event of a fire because, as with the insurance, they have no control over activities during any letting.

Equipment

Fire extinguishers are located near main doors.

In the event of a power failure caused by a fire, emergency lighting will come on in each of the three main rooms and all exits will remain illuminated. Emergency lights will remain on outside the exits.

Evacuation Procedure Copy notices in all Halls

Each group that hires any part of the Hall should have persons within the group who will act as stewards in the event of a fire. Action to be taken:

1. Raise the alarm but take care not to cause panic. Notify users in other rooms.
2. Open fire exit doors
3. Ensure that any elderly, ambulant disabled or people in wheelchairs are helped to leave the building safely. Everyone should move away from the building in case of breaking glass. Toilets should be checked to ensure they are vacant.
4. Dial 999 to request fire brigade at Burton Joyce & Bulcote Village Hall, Trent Lane, Burton Joyce NG14 5EY.
5. The assembly point is Trent Lane opposite the Village Hall.

ACCEPTANCE OF TERMS FORM (revised January 2025)

I have read all of the information regarding hiring, fire precautions and evacuation procedures and accept responsibility for the safety of the people present during my booking.

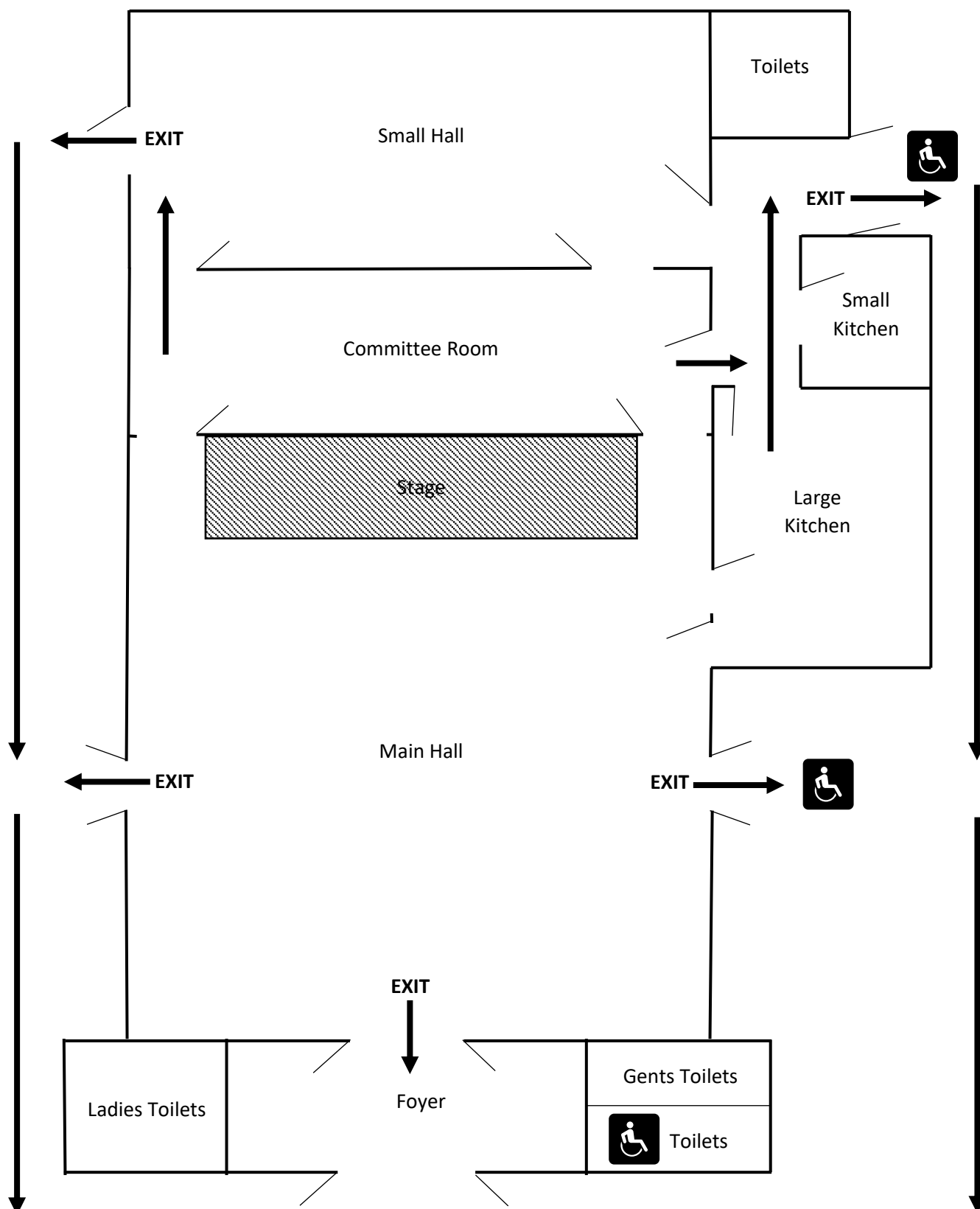
Booking date

Name (block capitals)

Signature

Date

BURTON JOYCE & BULCOTE VILLAGE HALL



TRENT LANE

Care should be taken not to block the exits by parking vehicles across the doorways at the front and sides of the building. Please observe the No Parking signs.