

NETHER WALLOP PARISH COUNCIL

To consider amendments to the Village Hall Terms and Conditions.

Items for council to consider:	Suggested re-wording for consideration:	
1. If free time for hall set up and clear up should be removed. i.e. People book for the entire time they need.	Remove current paragraph – The Management Team permits the Hirer to occupy the premises 30 minutes before and 30 minutes after the booked times for the purpose of setting up and cleaning. Any extra time is charged at the hourly rate.	
2. To decide if the minimum charging period should be in multiples of 1 hour or 30 minutes. (Users would be charged in units rounded up to the next whole unit. E.G with 30 mins as the minimum, 2 hrs 45 mins charged as 3 hours)	Minimum charge of 1 hour to be stated on Pricing Table. Used time to be charged in increments of 30 minutes.	
3. If the occupation of the hall overruns the booked time, at what point should an extra charge be made?	Councillors please consider: (a) the rounding method. 1410 hrs is less than 1415 hrs so the time is charged as a 2pm finish. Finish 1415-1430 and it is charged as 1430 (30 mins extra). That gives 15 mins free to the smart so the other option (b) is the full half hour is charged and booking manager has authority exercise discretion for just overrunning a few minutes.	
4. Should the hourly rate be increased? See attached T&Cs for the rate charges with the base at £8 p/h for village residents. Other hall charge rates attached as a comparison.	Councillors to discuss.	
5. Should the discounted rate apply to <i>PARISH</i> residents rather than <i>VILLAGE</i> residents? (Note: Historically it was felt that there is the Wallops Parish Hall available for those in the Parish but outside the village)	Councillors to discuss. Consider Village / Parish / Wallops.	
6. To recommend that the web site pages related to the NNVH are reviewed and amended as required including the booking form and T&Cs	Is there a historical reason to have a separate booking site? Suggest Clerk moves pages as is possible.	
7. Is it still acceptable to have the £100 deposit as a cheque following the NWPC recent audit? Should it be by bank transfer, which increases the workload to refund the deposit from the NWPC bank account.	Bookings from non-residents are subject to £100 deposits which must be paid by bank transfer or by Zettle for the booking to be held. Councillors to consider if the risk of damage is less or greater than the extra admin burden of repaying deposits?	
8. If extra facilities (Sound/Screen) are subject to extra conditions in that members of the VHWG must be in attendance for the service to be available, how should this be documented.	Councillors to discuss.	
9. Garden addition due to H&S, insurance and being a good neighbour.	Hirers are not permitted to use any equipment or erect gazebos or tents in the garden, or erect any inflatable equipment of any sort on the premises.	
10. Amend clause D.	Ensuring that at all times during the hire period that cars belonging to anyone in connection with the hall event are parked considerately and do not obstruct of The Square, Church Lane, the High Street and other nearby public roads. Particular care should be taken to ensure that Emergency Vehicles may pass through The Square unimpeded throughout the Hire Period.	

The latest version of the T&Cs are on the next page.

NETHER WALLOP PARISH COUNCIL

NETHER WALLOP VILLAGE HALL

GENERAL INFORMATION AND TERMS AND CONDITIONS OF HIRE

INFORMATION ABOUT HIRING THE HALL

Background

The Nether Wallop Parish Hall is owned by the Nether Wallop New Village Hall Trust (NWNVHT) and is a recently rebuilt community facility run by the Nether Wallop Parish Council (NWPC) under the terms of a Memorandum of Understanding between NWPC and NWNVHT for the benefit of the residents of the parish. NWPC is tasked to make the Hall available for hire at reasonable rates that cover the costs of running, maintaining and improving the Hall as necessary.

The building contains a main hall, a kitchen, toilets and storage facilities. It has modern support facilities, including disabled access and parking, Satellite TV, Wi-Fi and an audio visual system and screen.

Use of the Hall

The premises are licensed by Test Valley Borough Council for indoor sporting events, live music, recorded music, dancing and the provision of entertainment events. These activities are licensed to take place between 10.00 am and midnight each day. A copy of the full licence is displayed in the foyer of the Hall. The Hall is also licensed for the sale of alcohol.

The Hall can also be used by individuals, community groups, clubs, businesses and schools for meetings, presentations, conferences, private parties, children's parties and outreach services. The Hall may also be hired by parishioners of neighbouring parishes with the agreement of the NWPC. The Hall cannot be hired by persons under the age of 21.

The number of people permitted on the premises at any one time is not to exceed in the Hall:

- Dances: 90 persons.
- Closely seated: 85 persons.

Facilities included:

- Use of the kitchen, toilets, stores, heating and lighting, chairs and tables.
- Sound and screen facilities on request.
- Alcohol Licence on request

Charges for Hiring the Hall

A list of the current charges is set out below. Residents of the parish of Nether Wallop qualify for lower charges than residents of other organisations, parishes and villages.

How to Book the Hall

Telephone or email the Hall Bookings' Manager to see if the Hall is available on the date that you want or check the Calendar on the Website (see below), read the Terms and Conditions of Hire set out on the next two pages and then submit a completed booking form together with the appropriate fee to the Hall Bookings' Manager.

The Management Team representing NWPC oversees the booking arrangements and has the right to refuse bookings where it is thought to be necessary.

Address of the Hall Bookings' Manager

NW Hall Bookings
The Trout, Heathman Street
Nether Wallop
Stockbridge
Hampshire SO20 8EW

Telephone: **01264 781072**
Email:
nwpc.village.hall@gmail.com

Booking Forms are available from the Hall Bookings' Manager or can be downloaded from the NWPC website:
www.netherwallopparishcouncil.uk

NETHER WALLOP PARISH COUNCIL

NETHER WALLOP VILLAGE HALL
TERMS AND CONDITIONS OF HIRE

(Revised 12 October 2018)

For the purposes of these conditions the term 'Hirer' shall mean an individual hirer, or where the Hirer is an organisation, its authorised representative.

General Conditions of Hire

The Hall cannot be hired by persons under the age of 21.

The Hall is licensed for the sale of alcohol and a fee of £10 to help cover the costs of the annual licence fee is charged. Alcohol provided by the Hirer may be consumed if not sold. Alcohol is not to be consumed on the premises by persons under 18 years of age. If alcohol is sold the Hirer must comply with the Licensing Act 2003 as outlined in the summary of responsibilities form attached to the booking agreement.

No smoking is allowed in the building. No fireworks are allowed in the building or its immediate surroundings. The use of decorative glitter is not permitted and the use of party poppers or confetti is discouraged due to the difficulties in cleaning up after the event.

Booking the Hall

Bookings and arrangements for the collection of keys must be made by filling in the booking form provided and returning it to the Hall Bookings' Manager within 14 days of a first enquiry. Bookings are confirmed on receipt of the booking fee and the deposit 14 days before the date of the event.

Full payment of the booking fee and the deposit must accompany the booking form when it is returned.

If the Hirer wishes to cancel their booking within the 14 days before the date of their event, the question of repayment of the hiring fee and the deposit is at the discretion of the Hall Management Team.

All block bookings will be subject to an initial three month trial period and will be reviewed on a regular basis by the Hall Management Team.

Main Responsibilities of the Hirer

The Hirer, during the period of hiring, will be responsible for:

- a. The supervision of the premises,
- b. The fabric and contents of the Hall,
- c. The care, safety and behaviour of all persons using the premises, whatever their capacity, and
- d. Car-parking arrangements so as to avoid obstruction of The Square, Church Lane, the High Street and other nearby public roads. Particular care should be taken to ensure that Emergency Vehicles may pass through, they need a 6ft 6in gap between vehicle. In particular, The Square should be unimpeded throughout the Hire Period.

Supervision of the Premises

The Hirer shall only use the premises for the stated purpose of hiring during the agreed period of hiring.

The Hirer must not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything that may endanger the premises or those using the premises, or invalidate the premises licence or any relevant insurance policies.

The Hirer shall ensure nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

The Hirer shall ensure that any electrical appliances brought in to the premises shall be used properly, be safe, in good working order and comply with current regulations.

NETHER WALLOP PARISH COUNCIL

NETHER WALLOP VILLAGE HALL
TERMS AND CONDITIONS OF HIRE

(Revised 12 October 2018)

The Management Team permits the Hirer to occupy the premises 30 minutes before and 30 minutes after the booked times for the purpose of setting-up and cleaning. Any extra time is charged at the hourly rate.

Fabric and Contents of the Hall

The Hirer is responsible for leaving the premises and surrounds in a clean and tidy condition. Also any contents temporarily removed from their usual positions should be properly replaced; otherwise the Hall Management Team shall be at liberty to make an additional charge. Full instructions on cleaning are listed on the notice board in the corridor.

The Hirer shall leave the premises properly locked and secured. Keys are to be collected from and returned to the Hall Bookings' Manager.

The Hirer is responsible for any damage or loss however caused to any part of the premises, the furnishings, fixtures, fittings and contents covered by this agreement.

The Hirer agrees to reimburse all costs arising from such damage or loss and to insure his or her own personal effects.

The Hirer shall pay a Deposit of £100.00 in case of damage to the premises or the furniture, fixtures or fittings and in case extra cleaning is required. The sum required by this clause shall not be the limit of liability of the Hirer to the Hall Management Team in the event of damage to or misuse of the premises or the furniture and fittings. The deposit should be paid by a separate cheque although a cash deposit can be accepted. When a deposit has been paid by cheque and it is due to be returned, the cheque will be shredded within the 14 day period.

The Hall Management Team will return the Deposit within 14 days after the period of hire has expired providing:

- a. No damage was done to the property, the fittings or furnishings during the event,
- b. The Hall and surrounding area are left in a clean, tidy condition with tables and chairs stacked as found, making it possible for one person to prepare the Hall for the next event within the space of one hour.
- c. The keys are returned in accordance with the arrangements made.

An inspection of the premises by the Hall Management Team's representative will be made if necessary after a booking has been completed to ascertain the state of the premises.

Care, Safety and Behaviour of all Persons using the Premises

The Hirer shall comply with the terms of the Hall Licence which is displayed in the Hall lobby.

The Hirer must conduct his own fire risk assessment and appoint a fire warden who will be in the Hall during the Hire Period. The Hirer shall ensure that he or she is aware of the location and use of fire equipment, the escape routes, their proper operation and the need to keep escape routes and doors clear.

The Hirer shall, if preparing, serving and/or selling food, observe all relevant food, health and hygiene legislation and regulations. If the Hirer arranges sub-contracts for the supply of food and drink, he or she shall ensure that the sub-contractor complies with these regulations.

If the Hirer has booked the premises for public entertainment there must be adult supervising staff in attendance in case of fire or other emergency. The appropriate number is 3 for adult functions. For children's functions the Hirer must ensure that adequate parental supervision is provided in accordance with current legislation.

No shoes with metal studs or tap dancing shoes are to be worn in the Hall. Dogs (except assistance dogs) are not allowed in the Hall. The Hirer shall ensure that the minimum of noise is made on

NETHER WALLOP PARISH COUNCIL

NETHER WALLOP VILLAGE HALL
TERMS AND CONDITIONS OF HIRE

(Revised 12 October 2018)

arrival and departure.

NETHER WALLOP VILLAGE HALL - HIRE CHARGES

(Applicable from 12 October 2018)

	Rate per Hour	Up to 7 hours
<u>Hall & Kitchen</u> (including chairs & tables) Village Resident General Public (outside village)	£8.00 £12.00	The rate includes 30 minutes to prepare the room(s) beforehand and 30 minutes after use to clean and handover the room(s)
<u>Sound System and Screen</u> Village Resident General Public (outside village)	£1.00 £2.00	additional to hourly hire charges
	Day Rate	Any 8 Hours
<u>Hall & Kitchen</u> (including chairs & tables) Village Resident General Public (outside village)	£60.00 £90.00	For example: 10.00 am to 6.00 pm or 2.00 pm to 10.00 pm
<u>Sound System and Screen</u> Village Resident General Public (outside village)	£8.00 £16.00	additional to hourly hire charges
	Overnight Rate	24 Hours
<u>Hall including Kitchen</u> Village Resident General Public (outside village)	£110.00 £160.00	Normally this is: 2pm on the first day to 2 pm on the second day
<u>Sound System and Screen</u> (in addition to above hire charges) Village Resident General Public (outside village)	£10.00 £16.00	
	Weekend Rate	48 Hours
<u>Hall including Kitchen</u> Village Resident General Public (outside village)	£160.00 £260.00	Not before 2 pm on Friday to 2 pm on Sunday
<u>Sound System and Screen</u> Village Resident General Public (outside village)	£15.00 £20.00	additional to hourly hire charges
	Flat Rate	
<u>For all Events where Alcohol will be sold</u> (including those where alcohol is included in the price of a ticket)	£10.00	

Deposit

A Deposit of £100 is required for all bookings. See the Terms and Conditions of Hire for more details.

Block Bookings and Large Events

These should be discussed with the Hall Bookings' Manager or the Hall Management Committee before a booking is made.