

# LAKEVIEW VILLAGE HALL

## Terms of Hire

Lakeview Village Hall is run and maintained by Lake View Village Hall ("the Company"). These Terms of Hire apply to all hiring of the Village Hall or MUGA (Multi Use Games Area) ("the Premises"). The terminology used throughout these Terms of Hire will be explained to you by the Bookings Officer if you are in any doubt.

**1 Hours of Opening** Subject to availability, the Premises shall be available to hire at the following times:

Monday to Saturday	09.00 – 23.30
Sunday	09.00 – 22.00

Adequate provision shall be made by the Hirer for setting up and tidying up within these hours.

If a Hirer wishes to provide alcohol at their event, closing times will vary as below:

	<u>Bar provided by the Company</u>	<u>Hirer provides own alcohol</u>
Monday to Saturday	Music off by 23.00 / Event to finish by 23.30	Music off by 22.00 / Event to finish by 22.30
Sunday	Music off by 21.30 / Event to finish by 22.00	Music off by 21.30 / Event to finish by 22.00

Hirers are asked to ensure that the premises are cleaned, tidied and vacated before leaving, otherwise the security deposit will be retained.

The Premises entertainment licence is up to 23.30 Monday to Saturday, and 22.00 on Sundays. After these times, only those helping to clear up should be on the Premises. Failure to comply will result in the security deposit being retained.

**2 Alcohol** The Premises alcohol licence provides for the **sale** of alcohol through the Company's Designated Premises Supervisor (DPS). If a Hirer wishes to provide a bar service for their event, it must be provided through our DPS. A fixed fee will be charged for this service (see separate Charges sheet).

Hirers may provide alcohol themselves for **free** dispense, but as set out at 1 above, this will result in an earlier closing time.

No alcohol shall be consumed outside the Village Hall building.

The Hirer shall be responsible for obtaining all such other licences as may be needed for the event and for the observation of the same. All licences required by the Hirer must be exhibited to the Company at least seven days before the event. Failure to do so may lead to cancellation of the booking and forfeiture of the booking fee.

If you have any queries on licensing issues, please contact the Licensing Department of Bedford Borough Council on 01234 267422.

**3 Rates** The schedule of current rates can be downloaded from the Village Hall website. On booking, an invoice will be emailed to hirers. The full hire cost and the security deposit are payable within seven days of the invoice date. If payment is not received within **seven** days, the booking will be cancelled and the date will become available on the online calendar. The security deposit will be refunded within 14 days of the event assuming our Terms of Hire have been complied with.

**4 Capacity** The number of people on the Premises, as defined in the Premises licence, shall not exceed:

- Lakeview Suite (Main Hall) (206 m<sup>2</sup>) (240 standing, 200 seated in rows; 130 seated banquet style )
- Munson Room (First floor room) (78 m<sup>2</sup>) (60 standing, 60 seated)
- Swan Room (Ground floor small room) (41 m<sup>2</sup>) (40 standing, 40 seated)

**5 End of Hire** At the end of the Hiring Period the Hirer shall be responsible for leaving the Premises and surrounding area in a clean and tidy condition, and replacing any items temporarily removed from their usual positions, otherwise the Company shall be at liberty to make an additional charge. In particular, if damage is found to the curtain tracks in the Lakeview Suite after an event, the Hirer's deposit will be withheld. Litter shall not be left in or about the premises. The Hirer should also ensure that any heating, lighting and electrical equipment is turned off at the end of the Hiring Period. A dishwasher and glasswasher, together with tea towels are provided in the Lakeview Suite kitchen.

The Caretaker will unlock the Premises at the beginning of the Hiring Period and secure the Premises at the end of the Hiring Period. The Hirer shall ensure that the Premises are not unattended at any time during the Hiring Period or at the end

of the Hiring Period until the Caretaker takes charge. If using the MUGA, all sports equipment should be returned to the storage areas at the end of the Hiring Period.

**6 Cancellation** If a Hirer cancels a booking with less than seven days' notice, repayment of the hire fee and security deposit shall be at the discretion of the Company.

The Company reserves the right to cancel a hiring in the event of:

- (a) The Premises being required for use as a Polling Station for a Parliamentary, Local Government election or by election, or as a result of Council arbitration.
- (b) The Premises being used as an emergency shelter.
- (c) The Company reasonably considering that such hiring may lead to a breach of legal or statutory requirements, or the taking place of unlawful or unsuitable activities.
- (d) The Premises becomes unfit for the use intended by the Hirer.

In any such case the Hirer shall be entitled to a refund of any hire fee and security deposit already paid, but the Company shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

### **7 Additional Conditions of Hire for External Use**

- (a) If any external space is to be used for anything other than sporting activities, prior approval of the Company must be sought
- .b) If any external event or activity includes the use of amplified speech or music, that shall be restricted to the hours between 10.00 and 21.00.
- (c) In these circumstances the Hirer shall inform local residents of the use of amplified speech or music before the Hiring Period as a matter of courtesy.

**8 Nuisance** The Hirer shall ensure that noise is kept to a minimum on arrival and departure, particularly late at night and early in the morning, and shall also ensure that noise during the Hiring Period is such as not to cause annoyance to residents in the locality of the Premises or cause injury to any person.

It should be noted that the Lakeview Suite has been fitted with a noise limiter, which has been calibrated under guidance from the Local Authority Environmental Health Officer and set at 85 dBA. The noise limiter will cut out the electricity in the Premises should noise levels exceed the set limits. We advise any Hirers concerned about their noise levels to test prior to the Hiring Period.

The Premises are situated in a residential area and we have a responsibility to our neighbours to keep noise to a reasonable level. As a result, the Company will initiate the following actions in the event that the noise limiter is activated:

#### **First Activation/Reset**

The power supply will need to be reset by contacting the Caretaker. Activation of the noise limiter is a breach of the hire terms and the security deposit will be forfeited and not refunded.

#### **Second Activation**

The power supply will **not** be reset and you will be asked to stop the event and your guests will be asked to leave the premises. The hirer will still be expected to ensure that the premises are left in a clean and tidy condition.

Hirers must **not** connect any electrical equipment/speakers/DJ facilities to any electrical sockets except the ones notified by the Caretaker. If this occurs, you will forfeit the security deposit and will be asked to stop the event and your guests will be asked to leave the premises. The hirer will still be expected to ensure that the premises are left in a clean and tidy condition.

**9 Supervision** The Hirer must be present at all times during the event. The Hirer shall, during the Hiring Period, be responsible for: supervision of the Premises; care of the fabric of the Premises and the contents; the behaviour of all persons using the Premises whatever their capacity; and supervision of car parking arrangements.

**10 Children** Children must be supervised at all times. They should not be permitted to play on the stage. The Hirer shall be responsible for ensuring that any activities for children comply with the statutory provisions in force from time to time and that only fit and proper persons have access to children whilst children are on the Premises.

**11 Use of Premises** The Hirer shall not use the Premises for any purpose other than that for which the hire has been agreed and shall not sub-hire or allow the Premises to be used in any unlawful way or for any unlawful purpose. The Hirer shall not do anything, or bring onto the Premises anything, which may endanger or render invalid any insurance policies in respect of the Premises.

**12 Gaming, Betting and Lotteries** 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.

**13 Insurances** The Company has adequate Public Liability and Buildings and Contents insurance in place to cover its own responsibilities and liabilities. Please be aware that the Company or its insurance company may take steps to recover from the Hirer the cost of any malicious or accidental loss or damage caused. Public Liability cover is not extended to the Hirer's responsibilities and liabilities. The Hirer shall be responsible for making arrangements to take out adequate insurance to protect themselves and others against all claims arising as a result of their hire and use of the Premises.

**14 Liability** The Company will not accept liability for any loss (including any loss of revenue) or injury sustained by the Hirer or guests attending the function for which the Premises has been hired, unless and only if it is attributable to the Company's negligence or that of its officers or employees.

**15 Indemnity** The Hirer shall indemnify the Company against (a) the cost of repair of any damage done to any part of the Premises, including its immediate surroundings and the contents, which may occur during the Hiring Period as a result of the hiring and (b) all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the Premises by the Hirer.

**16 Accidents and Dangerous Occurrences** The Hirer must report all accidents involving injury to the public to a Caretaker or member of the Company's Management Committee **as soon as possible** and complete the relevant section in one of the Village Hall's accident books, one of which is kept in the kitchen in the drawer under the First Aid kit, and the other in the Munson Room kitchenette. Any failure of equipment situated in the Premises 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 Caretaker or a member of the Company's Management Committee will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

**17 Public Safety Compliance** The Hirer shall comply with all conditions and regulations made in respect of the Premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with an event which includes public dancing or music or other similar public entertainment or stage plays.

**18 Animals** No animals (including birds), except support dogs, are allowed on the Premises, other than for a special event agreed to by the Company. No animals are to enter the kitchen or kitchenette at any time.

**19 Hirer's Equipment** The Company accepts no responsibility for any equipment or other property brought onto or left at the Premises. Equipment must comply with current safety regulations and the Hirer shall ensure that any electrical appliances brought onto the Premises and used there are in safe and good working order, and used in a safe manner. Where a residual circuit breaker is provided the Hirer must make use of it in the interests of public safety. All property must be removed at the end of each Hiring Period. Fees will be charged by the Company for the storage of the equipment without adequate permission. After seven days the Company may, at its discretion, dispose of any such items as it thinks fit, and charge the Hirer any costs incurred.

**20 Alterations** 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 Company. If the Hirer wishes for an agreed alteration, fixture, fitting or attachment to remain in the Premises, this must be approved by the Company. As directed by the Company, the Hirer shall make good or pay for any alteration or damage (including accidental damage) to the Premises or to the fixtures, fittings or contents and for loss of contents.

#### **21 Fly Posting**

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisement for any event taking place at the Premises and shall indemnify the Company accordingly against all action, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the Local Authority.

**22 Hirer Acknowledgement** The Hirer acknowledges that they have received instructions in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the Premises
- The location and use of fire equipment
- Escape routes and the need to keep them clear
- Method of operation of escape door fastenings
- The importance of any fire doors being kept closed when not in use and NOT being wedged open

There shall be a minimum of two competent attendants on duty (three if event is for between 110 and 240 people) on the Premises to assist people entering and leaving, none of whom shall be less than 18 years of age. If most of the attendees are under 16, the number of attendants should be increased. All persons on duty shall have been instructed as to their essential responsibilities in the event of a fire or other emergencies, including attention to disabled persons, the location and use of the fire-fighting equipment available, how to call the fire brigade and evacuating procedure.

**23 Means of Escape** All means of exit from the Premises must be kept free from obstruction and immediately available for instant free public exit.

**24 Emergency Lighting** The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the Premises is occupied (if not operated by an automatic mains failure switching device).

**25 Fire Safety** In the event of a fire, the Premises should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999. **There is NO telephone on the Premises.**

The Fire Assembly point is next to the Village Hall, outside Lakeview School.

The exact location of the Fire Doors and Fire Extinguishers must be noted before the Premises are occupied and the manner of opening Fire Doors should be made known to your guests. (A plan showing these is shown at the end of these terms of hire).

If the Fire Brigade is called to any outbreak of fire, however slight, details thereof shall be given to the Company.

**26 Dangerous Performances** Performances involving danger to the public shall not be given.

**27 Explosives and Flammable Substances** Highly flammable substances shall not be brought into, or used in any portion of the Premises. All combustible decorations (for example sets and props) must be treated with a fire retardant and shall not be erected without the prior consent of the Company.

**28 Heating** No heating appliances shall be used on the Premises without the prior consent of the Company.

**29 Health and Hygiene** If preparing or serving food the Hirer shall observe all relevant food safety and health and safety legislation. Any bins should be emptied at the end of the hire and waste either deposited in the bulk storage bin at the rear of the Premises or taken home. Any drinks being consumed outside of the hall must be served in plastic glasses.

Please note that the dishwasher, refrigerator, freezer and cooker are of c o m m e r c i a l quality.

**30 Smoking** Smoking is not permitted in the Village Hall or MUGA. Smoking is only permitted outside, at least five metres away from any door to the Village Hall.

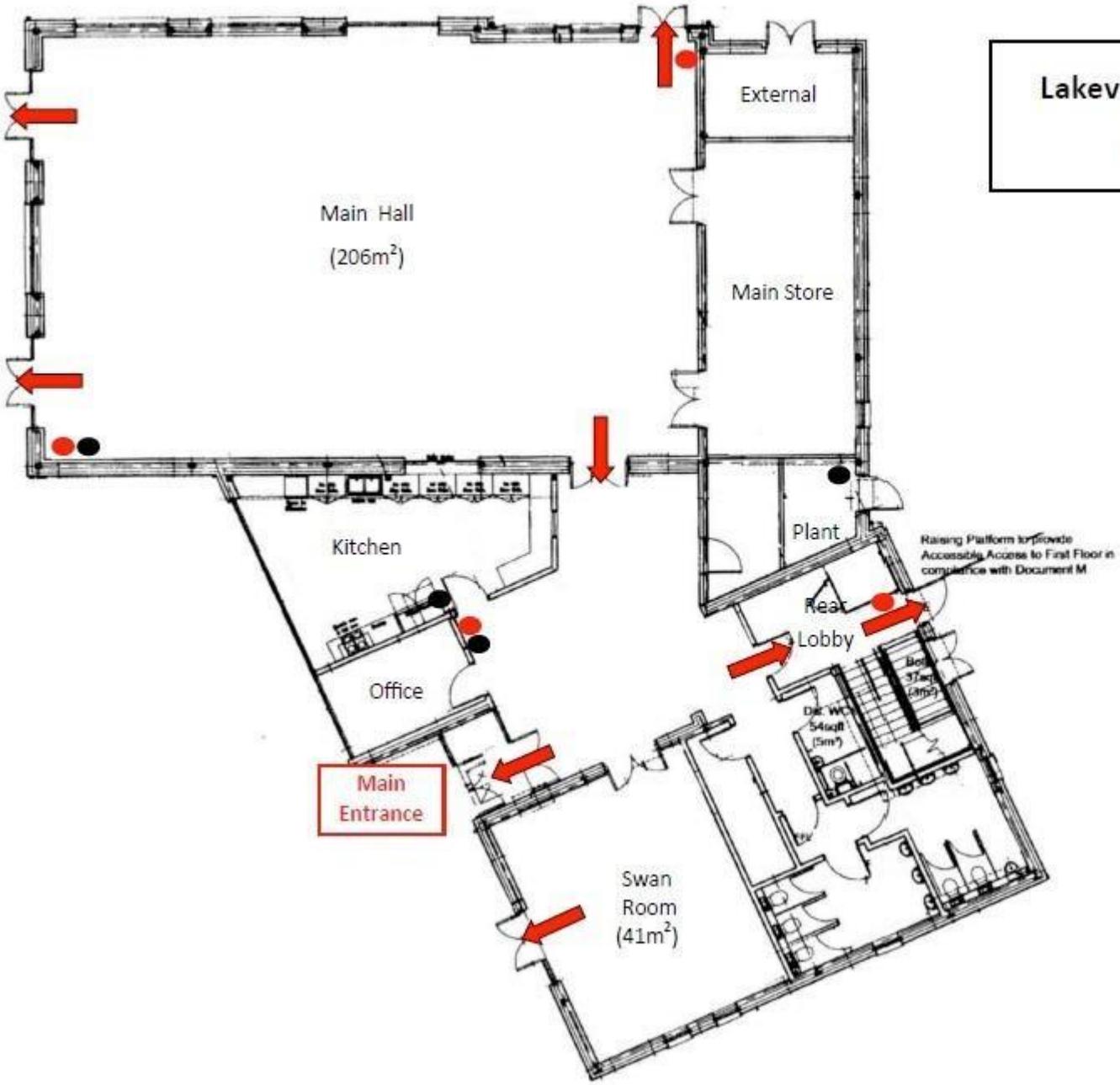
**31 Car Parking** The Premises is sited on a public road and this must not be obstructed. All visitors to the Premises are requested to park their vehicles in the Village Hall car park which is adjacent and has 23 allocated parking places, including two disabled parking places. If the car park is full, additional spaces are available in School Lane, adjacent to Lakeview School.

**32 Facilities for disabled** There is a platform lift to the first floor of the Village Hall. All areas of the Village Hall are accessible to people with disabilities, except for the stage.

**33 Sale of Goods** If the Hirer will be selling goods on the premises, the Hirer must ensure that they comply with Fair Trading regulations.

Any comment or observation that you may have regarding your hire should be addressed to the Bookings Officer by emailing [bookings@lakeviewillagehall.co.uk](mailto:bookings@lakeviewillagehall.co.uk)

**Lakeview Village Hall, Wixams**  
**Ground Floor Plan**



**Key**

- Fire Escape
- Fire extinguishers
- Water
- CO2

# Lakeview Village Hall

## First Floor Plan

