

Information for Hirers

HIRING WYASTON VILLAGE HALL - Post Code DE6 2DR

To hire the hall and kitchen in the Village Hall please follow these steps.

1. Read through the information and conditions set out below to confirm the hall meets your requirements.
2. Complete the booking form accessed from the link at the foot of this page or on the Wyaston Village Hall website www.wyastonvillagehall.com
3. Make payment by internet banking, cheque or cash following the instructions given below.
4. Note. Sarah Powlson, Booking Agent, can be contacted to discuss your booking if you wish either by email, wyastonvillagehall@gmail.com or telephone **07733 250336**
5. The Booking Agent may request a deposit from hirers who are considered as "not regular" users of WVH.

Hire Charges for main Hall: (April 2023)

£15.00 per hour (i.e., 1.5 hours = £30)

£17.50 per hour for use of cooker to prepare meals*

* Serving hot drinks and cold refreshments does not incur a charge.

Use of the cooker for heating soup or cooking food does incur the charge.

Use of the kitchen is by agreement for provision of light, uncooked refreshments but if the kitchen is to be used for the preparation, cooking and serving of food, then the hirer / caterer must hold a current food hygiene certificate.

Payment

Payment can be made by internet banking, cheque or cash.

Internet Banking (preferred option)

Account Name	Edlaston and Wyaston Village Hall Committee
Sort Code	30-54-66
Account Number	39573968

Booking References created follow instructions below

Booking reference*

*The booking reference is the day and month of the required booking in the format of DDMM followed by surname of person making the booking, it is essential that this is inserted into the internet banking transaction so the payment can be identified and booking confirmed. Otherwise, your payment may be lost and the booking invalid.

Cheques

Cheques should be made out to **Edlaston and Wyaston Village Hall Committee**. It is essential that the booking reference as described above is written on the back of the cheque so that the booking can be confirmed. Otherwise, your payment may be lost and the booking invalid. Cheques should be posted to:

Sarah Powlson, The Cottage Wyaston, Ashbourne, Derbyshire, DE6 2DR

Invoices and receipts will be issued on request. Please indicate these requirements when completing the online booking form.

To gain access to the Hall

You will be contacted before your first use of the hall to discuss access

Please note the following Terms and Conditions

1. In these terms and conditions, the following terms shall have the following meaning: "WVH" shall mean Wyaston Village Hall - DE6 2DR "The Premises" shall mean the Village Hall "The Hirer" shall mean any person who has made an application for a booking. "The Agent" shall mean anyone authorised by the WVH to deal with bookings for the Premises. "The Event" shall mean the event which occurs in the Premises on the day and time covered by the booking.
2. The use of the Premises is permitted only on the conditions which follow. The WVH reserves the right to alter or modify these conditions or to impose other conditions in any particular case. The booking of the Premises shall constitute an acceptance of the conditions of letting. The Hirer shall ensure that all legislation relating to the use of the Premises for the event and the duty to obtain any licence or approval from any person or authority is complied with.

3. A provisional booking will be made when the Hirer establishes from the Agent that the proposed date and time period is available. This provisional booking will be held for 7 days giving the Hirer time to complete and return by post or email the necessary booking form. The booking will be confirmed once an authorised booking form has been received. Applications will be voided for persons applying on behalf of other persons, unless this is declared and agreed to at the time of the application. The purpose of the hiring must be stated at the time of the booking, and the Hirer must use the Premises for that purpose only. The Agent reserves the right to refuse any application or to cancel bookings at any time.
4. The main hall can accommodate comfortably 100 seated around tables and 150 seated theatre style. These figures can be increased but Hirers are recommended to visit the Premises to ensure that all aspects of their hiring can be carried out together in the space available. There are 150 chairs immediately available. If more are needed, please contact the Agent.
5. As much notice as possible on either side must be given to cancel a booking.
6. All hire rates are payable in advance. The total hire charge must be paid by 7 days prior to the date of hire and no booking will be considered binding on the WVH under these terms and conditions until full payment has been received. The WVH at any time prior to the day of hire reserve the right to request a deposit for the booking.
7. The person whose signature is on the booking form, who must not be a person under 18 years of age, will be held responsible for the care of the Premises, for the maintenance of good behaviour inside and outside, and for tidying up afterwards. As directed by the WVH, the Hirer shall make good or pay for all damage (including accidental damage) to the Premises or to the fixtures, fittings or contents and for loss of contents.
8. There is no access to the Premises before the agreed stated start time of the Event and the Premises must be fully vacated by the stated finish time. The setting up of the Premises, with tables and chairs etc. for an Event and putting away afterwards is the responsibility of the Hirer. Putting chairs etc. away and clearing up must be completed inside the Event period.
9. Entry to, and exit from, the Premises (except in case of emergencies) by the hirers and public must be always by the main door.

NOTE: Fire exits, which are visually defined MUST be used in the case of Emergency. These doors can also be used to gain access to outside spaces. A wheelchair ramp / Fire Exit is located on the RHS of the main hall.

10. The Premises must not be left unattended during a booked period.

11. The right of entry during any hiring to the Premises is reserved to the Agent and to any other person or persons authorised by him/her, or by the WVH.
12. Tea towels and preparation knives can be provided. Please note that used Tea towels should be taken home, thoroughly washed and dried, then returned within 48 hours to the Booking agent.
13. Fridge and freezer facilities can be provided.
14. The Hirer shall be responsible for the conduct of all who are using the Premises throughout the period of hire and will provide stewards when considered appropriate by the Agent.
15. The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the Premises, other than for a special event agreed to by the WVH. No animals whatsoever are to enter the kitchen at any time.
16. The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night.
17. The Hirer shall be responsible for leaving the Premises and surrounding area in a clean and tidy condition. All items used must be returned to the appropriate cupboards, properly locked and secured (unless directed otherwise). All tables and chairs must be restored to their "as found" positions. **ALL RUBBISH MUST BE TAKEN AWAY.** Otherwise, the WVH shall be at liberty to make an additional charge.
18. Kitchen - Where food has been prepared and/or served during the Event, the floors of the Premises (the kitchen) are to be properly swept and, if necessary, wiped over at the end of the hire period. All working services in the kitchen are to be cleaned and equipment left switched off. If ovens / cookers have been used, they must be thoroughly cleaned and left in a usable condition.
19. Cleaning equipment provided in the kitchen should only be used in the kitchen. This is in the interests of hygiene.
20. The Hirer at the end of the hire period shall ensure, (a) that the facilities being hired are clean and undamaged, (b) that all rubbish is removed from the Premises and car park area. (c) Any electrical items, especially fan heaters are switched off.
21. All equipment and other property which has been brought onto the Premises in connection with the event must be removed at the end of each Event, unless the Hirer has entered into an agreement with the WVH to store equipment or property in the Premises. The WVH accepts no responsibility for any stored equipment or other property brought to or left at the Premises and all liability for loss or damage is hereby excluded.
22. The WVH shall have the right to remove and discard anything left in the Premises after the hire period has ended. WVH may at its sole discretion

- store at the Hirer's risk any item that appears to be valuable. A charge determined by WVH may be incurred by the Hirer for such storage.
23. No children under the age of 12 shall be allowed in the kitchen unless under supervision.
 24. Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.
 25. The Hirer is respectfully reminded that under certain conditions where children and vulnerable adults are on the Premises, it may be necessary for the appropriate Disclosure and Barring Service (DBS) checks to have been carried out on other people present.
 26. The hirer should consider carrying out a **risk assessment** before or at the start of their hire period to cover all aspects of the activities of their own specific use of the Premises, which could pose a risk to Health, Safety and Fire Risk.
 27. The Hirer shall ensure that (a) Highly flammable substances are not brought into, or used in any part of, the Premises and that, (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected, (c) No decorations are to be put up near light fittings or heaters.
 28. The Hirer shall ensure that no unauthorised heating appliances shall be used on the Premises without the consent of the WVH. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.
 29. All means of exit from the Premises must be kept free from obstruction and immediately available for instant free public exit.
 30. The Hirer shall comply with all conditions and regulations made in respect of the Premises by the Fire Authority, Local Authority, or otherwise. The Hirer agrees that they will make themselves familiar with; (a) The action to be taken in event of fire, (this includes calling the Fire Brigade and evacuating the Premises), (b) The location and use of fire equipment, fire doors and escape routes and the need to keep access to them clear.
 31. The Fire Service shall be called to any outbreak of fire, however slight, and details thereof shall be given to the WVH's Agent as soon as possible.
 32. Accident Reporting Procedure – WVH. (See separate procedure for full content). The link can be found [here](#). The Hirer must report all accidents involving injury to the public to the WVH's Agent as soon as possible and complete an Accident Record Form for the WVH's "**accident book**". Blank "Accident Record Forms" can be found on the notice board in the Main Hall by the kitchen shutter. Any failure of equipment belonging to the WVH or brought in by the Hirer must also be reported as soon as possible. (The accident book is held securely and confidentially by the Booking Agent).

33. The Hirer shall in all respects comply with all conditions, which may be imposed by WVH's insurers in respect of any special or additional risks involved in the letting. The Hirer shall take out before the event and maintain during the hire period, insurance in respect of their liabilities under conditions 34 & 35.
34. The Hirer shall indemnify WVH against all damage which may be done to the Premises and all damage to, and loss of, any fixtures, fittings, furniture or other moveable effects thereon, arising through or during any hiring and against the making good, repairing, replacement thereof. Any mishaps or breakages should be reported, and payment must be made for any damage. The Hirer is responsible for the actions of any contractors or subcontractors and must ensure that they follow the requirements of these conditions. The Hirer will reimburse WVH for any damage caused.
35. The WVH shall not be responsible for any loss or damage whatsoever to any property arising out of the hiring, nor for any loss, damage, personal injury or death which occurs during the hiring suffered by any person or persons visiting the Premises in connection with the hiring, except to the extent that such loss, damage etc. is caused by the negligence of WVH, its staff or agents. The Hirer shall indemnify WVH against all claims arising out of such loss and damage or injury and shall be responsible for taking all necessary safety precautions.
36. The WVH shall not be liable for any loss or damage caused by any interruption in or failure to provide any facility where such failure is due to causes beyond its control. In this condition "causes beyond its control" includes, without prejudice to its generality, fire, flood, tempest, riot, civil commotion, national emergency, explosion of any kind, strike, lockout, labour difficulties, war, shortage of materials, interruption of transport, water, electricity, gas, communication links or other services, and the need to execute urgent repairs to the Premises.
37. The Hirer shall not sub-let the Premises or use the Premises or allow the Premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the Premises anything which may endanger the same or render invalid any insurance policies in respect thereof.
38. Performances involving danger to the public or of a sexually explicit nature shall not be given.
39. No decorations, flags, emblems, posters, placards, advertisements or notices shall be displayed upon the inside or outside the Premises without the previous express authority of the Agent. The Hirer shall use the Premises so that it is at all times maintained in a clean, tidy and safe condition. The Hirer shall ensure that no person fixes anything to the structure or contents of the

- Premises, marks, soils or damages the Premises or its contents in any way.
The Hirer shall ensure that no person leaves anything in, or in any way obstructs, an emergency exit or obstructs any notice of any emergency exit.
40. The WVH has responsibility for employees and volunteers who attend the Premises on WVH business. So that the WVH can meet its Health and Safety at Work responsibilities the Hirer and his/her agents shall comply in all aspects with the Health and Safety Act Work Act 1974 and all subsequent related legislation and regulations. Neither smoking nor the use of illegal substances is permitted anywhere within the site.
41. The Hirer shall ensure that any electrical appliances brought by them to the Premises and used there shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989. The Agent has the right to ask to see valid PAT certificate.
42. The Premises are not licensed for the sale of alcohol. The appropriate licence must be obtained and displayed at the event. See the footnote below** about how to obtain a license.
43. The Premises has an Entertainments Licence which permits the use of copyright music in any form, eg. record, compact disc, tapes, radio, television or by performers in person. If other licences are required in respect of any activity in the Premises, such as presenting films, the Hirer should ensure that they hold the relevant licence or that the WVH holds it.

Licensing Laws: With the implementation of the Licensing Act 2003 alcohol **cannot be sold or supplied free** at any event in the WVH **without a licence**. It cannot be sold direct to people or included in the price of the ticket. In both these situations an appropriate licence must be obtained and displayed in the hall at the event. Individuals may bring their own drinks for their own consumption without a licence.

From November 2005 the licensing authority is **Derbyshire Dales District Council**. For further information contact the Licensing and Administration Manager: telephone: 01629 761374.

Please retain or bookmark these requirements for future reference.

The booking form link that you are requested to fill in and complete is [here](#)