



Kirkburton and Highburton Community Association
Registered charity number 507813

Please reply to:
1a Moor Lane
Highburton
Huddersfield
HD8 0QS

01484-607467
07710-171746

Dear

Further to your booking on
please find enclosed the following:

1. Hire Agreement (KHCA copy to be completed and returned).
2. Hire Agreement (Hirer's copy to be retained).
3. Terms of Hire.
4. Rules governing use of the hall.

Please return with your cheques for the Hirer's fee of £... and £50 bond. The bond will be returned to you on receipt of the key and satisfactory inspection of the premises following your booking.

Contact me when you wish to pick up the key and security fob*.

Please return the key as soon as possible after the booking.

Yours faithfully,

Mike Greetham

**When you enter the building, the alarm should sound. Please swipe the fob across the alarm control which is on the right just inside the entrance door.*

Burton Village Hall – terms of hire

Thank you for booking your event at Burton Village Hall. We hope you find everything to your satisfaction. We have compiled a short list of things which are the terms of hire (1)

The hall is owned and run by Kirkburton & Highburton Community Association (KHCA). KHCA is a non-profit making charity and its members are all volunteers working to keep the hall open for the community and rely on you to leave the hall clean and tidy for our regular user-groups.

Please read the enclosed standard conditions of hire. Take particular note of clauses 7 and 20. These standard conditions of hire should be read in conjunction with the general rules (available in the folder in the foyer of Burton Village Hall).

BOND: KHCA applies a charge of £50 per booking. If any of the conditions given in para 2-8 are not met, KHCA will apply the bond as part of the booking fee. If all conditions are met, the hirer will receive the bond by return of post

1. **Bond:** The hirer must pay the full booking/bond fee on booking. The bond is for conditions given in para 2-8. Please make cheque payable to KHCA. **Fire extinguishers** are expensive and important. If a fire extinguisher is accidentally discharged, KHCA will make a charge of £50 and £75 for a replacement (yes, they do go missing and are dangerous if out on the streets)
2. There must be a responsible person over the age of 21 present **at all times** during a function. **Children under the age of 13 are not permitted in the kitchen area.**
3. **Sale of alcohol:** KHCA does not hold a liquor license **and it is unlawful to permit the sale of alcohol in Burton Village Hall.**
4. **Catering:** It is your responsibility to be available for any catering arrangements. **Waste and excess food must be removed from the premises before the end of your event** – there are bags available which should be tied securely and placed inside the refuse area situated outside the snug door. The Village Hall has no recycling facilities, it is a condition of hire that you must take away all recyclable materials such as glass/plastic bottles, cans, paper plates/table covers etc.
5. **Lighting failure:** You must evacuate the hall within 45 minutes of any main lighting failure or within one hour of an emergency lighting failure.
6. **Heating:** This is programmed for your comfort. You may turn the radiator knobs up or down to heat the hall to your liking. **Under no circumstances must you tamper with the wall thermostat in the main hall.** This facility is programmed and not accessible to hirers.
7. **Crockery, cutlery and glasses:** are available for your use. Please wash and return them clean for other people to use. Please report any accidental damages.
8. **Your event must finish at 11.30 pm prompt.** After your event, you must sweep up, return tables and chairs to the trolleys in the storage area. Make sure kitchen and toilets are clean and ready for use. Tables and chairs should be returned and stored in a safe manner. Switch off all lights, close windows and lock doors.

General rules governing the use of Burton Village Hall

Kirkburton & Highburton Community Association, whose powers and composition are defined in its constitution. You may receive a copy from the secretary. The constitution empowers the management committee to make rules or to withdraw or amend them.

1. **The village hall:** The use and hire of the village hall and its facilities is subject to the following rules and conditions of hire agreement
2. **Equal opportunities:** The village hall shall be open to all members of the community regardless of race, nationality, gender, sexual orientation, age, disability, religion, political beliefs or marital status
3. **Applying to use the village hall:**
 - 3.1 If you wish to use the hall, you should apply to the bookings' manager
 - 3.2 The bookings' manager reserves the right to refuse any application for the use of the hall and its facilities, provided the actions are reported to the next meeting of the management committee. The management committee may refuse an application to use the hall if an association or individual presents a risk of public disorder or of alienating the community association or its supporters. If in doubt, the bookings' manager shall not confirm the letting without the agreement of the management committee.
 - 3.3 The community association reserves the right to cancel the use of hall facilities when the premises are required for the use as a Polling Station or if the hall is being used as an emergency holding centre in the event of a disaster, or if the hall is rendered unfit for its intended use.
 - 3.4 The halls regular user-groups shall have priority for use of its facilities, but the community association will honour hiring arrangements with individuals except for 3.3 above
4. **Hours of opening:** Facilities in the village hall are available from 7.30 am until 11.30 pm, with the exception for use as a Polling Station, when the hall is available from 6 am. All events must cease at 11.30 pm to comply with our Licence Agreement.
5. **Hall capacity:** The village hall has a maximum capacity of 100 persons for normal hire or 150 persons for a public meeting (this figure includes helpers and performers). On no account should this number be exceeded.
6. **Safety:** All conditions attached to the hall's Public Entertainment Licence must be strictly observed. Nothing shall be done which would endanger the users of the hall or invalidate the policies of the insurance relating to the buildings and contents. In particular:
 - 6.1 All seating shall be arranged so that there is free access to all exits. Where chairs are closely seated, gangways shall be not less than 42" wide and no seat shall be more than 12" from a gangway. All gangways shall provide easy access to all exits. There should be a space of at least 12" between rows of seats
 - 6.2 All users are expected to co-operate in the fire drills, which are arranged at various times to familiarise users with evacuation procedures. The hall manager should be informed when a fire drill has been carried out
 - 6.3 The emergency lighting must be on during the whole time the premises are occupied and must illuminate all exit signs and routes
 - 6.4 Fire-fighting equipment should be kept in its proper place and only used for its intended purpose
 - 6.5 In the event of a fire, the hirer must call the Fire Brigade and inform the hall manager with full details about the incident
 - 6.6 Hirers must not bring highly flammable substances onto the premises. No internal decorations of a combustible nature shall be erected without the consent of the management committee.
 - 6.7 Hirers must not use unauthorised heating appliances on the premises
 - 6.8 The first aid box is located in the kitchen. Please inform the booking or hall manager about any accident or injury occurring on the premises
 - 6.9 All electrical equipment used in the hall must be PAT tested to comply with the Electricity at Work Regulations 1989. The management committee disclaims all responsibility for any claim or costs from the use of such equipment that does not comply
 - 6.9 No person(s) shall be admitted, or re-admitted, to the hall after 10 pm.
 - 6.10 All events must cease at 11.30 pm and the premises vacated by midnight
 - 6.11 The village hall cannot be used for the performance of hypnotism or anything which could reasonably be expected to cause offence to public feelings or which could cause a breach of the peace.
7. **Supervision:** The hirer or person in charge of the activity must be over the age of 21 year and must be on the premises for the entire period of hire or duration of the activity. The supervisor must not engage in any duties to prevent them from carrying out general supervision.
 - 7.1 When the village hall is used for the purpose of public entertainment, there must be a minimum of two persons who are over the age of 21 years on duty, when there are 100 persons attending an event. This number will increase to three when more than 100 persons are attending a public meeting.
 - 7.2 When the majority of persons present are less than 16 years of age and when many people with a disability attend, the numbers of adult supervisors will be increased

All persons acting as supervisors must read the evacuation procedures (given in the folder in the foyer) and familiarise themselves with the fire-fighting equipment.

8. Safety of vulnerable persons: Activities or groups involving either young children under the age of eight years or vulnerable adults will only be permitted on the premises with the written agreement of the management committee, who will require the relevant provisions of the Children Act 1989 and any conditions required by the relevant local authority service area are complied with before giving permission. In the case of user-groups, it is the responsibility of the organisers concerned to ensure that only fit and proper persons have access to young children and that such persons shall at all times be in attendance upon young children who are on the premises for the activities concerned. All persons in charge must familiarise themselves with the evacuation procedures of the premises and with the fire-fighting equipment.

9. Food and drink: The village hall is not registered as food premises. Only prepared food can be served - no food or drink shall be prepared on the premises. Non-alcoholic canned or bottled drinks are permitted. Hirers may prepare tea and coffee on the clear understanding that no milk is left in the hall after the event. All persons should observe the code of conduct in the kitchen. No person under the age of 13 is allowed in the kitchen.

10. Alcohol: The hall is not hold a licence to sell alcohol. However, a hirer may serve alcohol as long as no money is exchanged. No person in a state of intoxication is allowed to remain on the premises.

11. Music in the village hall: The premises are licensed with the Performing Right Society for the performance of copyright music. Hirers should advise the booking manager as to the frequency of musical performances during their activities. The association's licence with the Phonographic Performance Ltd (PPL) does cover the performance of recorded music by hirers of the village hall, who must tell the booking manager before making arrangements for the use of recorded music. It is the responsibility of individual user groups who use recorded music in its activities to check if it requires a licence from PPL and if so, obtain one. All activities in the hall must cease at 11.30 pm.

12. Betting, gaming and lotteries: No activity shall take place in the hall that contravenes the law relating to betting, gaming and lotteries. Persons hiring the hall must ensure that the requirements of the relevant legislation are strictly observed.

13. Storage: No equipment or goods must be stored or left in the village hall, except when authorised by the booking manager.

14. Loss of property: The community association cannot accept responsibility for damage to, loss or theft of property and effects belonging to hall hirers.

15. Car parking: Hirers may use the hall car parks, but must not obstruct the entrance or exits to and from the hall. If the hirer expects that the provision of car parking facilities is not sufficient, the hirer must contact the police and ensure that any conditions the police lay down in respect of parking on the road. In particular, hirers are asked to ensure that our neighbours drive entrances are not blocked (Moor Lane and Northfield Lane).

16. Nuisance:

16.1 Hirers must ensure that no litter is left in or around the village hall

16.2 No dogs are allowed in the hall with the exception of trained guide-dogs for the blind or in connection with organised activities for dog training or dog shows

16.3 Organisers of events at the village hall are responsible for ensuring that the noise level of their functions will not interfere with other activities in the building or cause inconvenience for the occupiers of nearby houses

17. Cleaning and security: The use of the village hall and its facilities is subject to the hirers accepting responsibility for returning furniture and equipment to their original position and for securing doors and windows of the premises. All hirers must leave the hall and surrounding areas in a clean and tidy condition and turn off the lights before leaving the hall. Cleaning materials are kept in the Cleaner's Cupboard, second on the right on the front corridor, turn right from the entrance lobby.

18. Waste and excess food: Any excess food must be removed from the village hall by the hirer.

19. Insurance: Only bookings related to Kirkburton & Highburton Community Association are covered by the association's insurance policy. The hirer should ensure that their event is adequately protected against claims which may arise from third parties. The hirer absolves Kirkburton & Highburton Community Association from all responsibility and claims for, and loss of, or damage to, property, except as it can be shown that the association is directly at fault. The hirer should take reasonable precautions to prevent loss and/or damage to the premises. The hirer will pay the hire fee plus a bond. Until the association has received the hire fee and bond, the hall will not be considered booked. The association will refund the bond, less the cost of making good any damage and loss caused by or resulting from the use of premises by the hirer. In the event that the bond is not sufficient for this, the hirer will be responsible for the outstanding amount.