

Fernwood Village Hall Terms and Conditions of Hire

1. A non-refundable deposit of 50% of the total booking cost is payable upon making your booking to hire Fernwood Village Hall. The balance is payable no later than 2 weeks prior to the event. If the balance is not paid in full by the agreed date, Fernwood Parish Council has the right to cancel the booking. At least 2 weeks' notice must be given if you wish to cancel your booking; after this date the balance must still be paid.
2. A £100.00 bond (cash or cheque payable to 'Fernwood Parish Council') must be paid by all hirers at the time of paying the balance for the booking. It can then be collected or shredded (if paid by cheque) after the hire period provided there is no damage to the hall, grounds and equipment. A £40 cleaning bond is also required which will be returned once it has been confirmed that the hall was left as it was found. Cleaning can be arranged and paid for prior to the booking, in which case no cleaning bond is required
3. Activities which cause damage to the floor coverings will incur an additional £50 charge (For example: dragging chairs across the floor). This will be taken out of your bond. **Where damage is evident a deduction will be taken out of the bond to cover any reasonable costs for repair.**
4. The hirer is liable for the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents during their booking.
5. All party providers need to be arranged to arrive and depart within your booking period (For example: bouncy castles, DJs). Should your providers request to arrive or depart outside of your booking period, the additional usage will be payable by the hirer.
6. The hirers confirms that they have read and understood the licence for Fernwood Village Hall ([see page 5](#)) and will abide by the terms of the licence. Under no circumstances will the hirer or their guests sell alcohol during their booking. Hirers can bring alcohol if it is not sold, and the bar has not been booked. If the hirer books the bar, an additional bar terms agreement must be signed and adhered to.
7. The hirer must ensure that to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:
 - a. no one attending the event consumes excessive amounts of alcohol
 - b. no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We may ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.
8. The hirer must ensure compliance with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We may ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.
9. The hirer must ensure that
 - a. no **Flame** or **Smoke** is allowed into the premises as this will set off the fire alarm system
 - b. highly flammable substances are not brought into, or used in any part of the premises
 - c. no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without consent from Fernwood Parish Council.

10. The hirer must report to us as soon as possible any failure of our equipment or equipment brought in by you. The hirer must report all accidents involving injury to the public to us as soon as possible and complete our accident form (file in kitchen) . You must report certain types of accident or injury on a special form to the Incident Contact Centre. Fernwood Parish Council staff will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
11. You agree not to exceed the maximum permitted number of people per room including the organisers/performers:
Main Hall: 150 Small Hall:56
12. The hirer understands that the kitchen is a shared facility unless they have paid for exclusive use of the village hall. The hirer must ensure that no children are allowed in the kitchen at any time.
13. The hirer must make sure that any electrical equipment, including gang sockets and extension cables brought into the hall are covered by a **Portable Appliance Test Certificate (PAT CERT)**. Fernwood Parish Council has every right to check these certificates for authenticity and can cancel the booking at any time if these have not been provided. **Hirers are therefore strongly advised to make sure that these are available upon paying the balance 2 weeks prior to the event.**
14. No notice or decoration shall be fixed to the walls; they can be fixed to the picture rail that runs around the top of the wall. Party cannons and party poppers with foil contents are strictly forbidden.
15. The hirer will make sure all lights are switched off (except the toilets and foyer which have automatic lights) and all heaters are left on (if they were on when the hall was opened).
16. The hirer will ensure all windows and doors are closed before leaving.
17. The hirer is aware that CCTV is operated inside and outside the premises. Fernwood Parish Council may use this to detect misuse of the hall. For example, if the hall is not left in a clean state (when cleaning has not been paid for) or if any damage is found following the hire period.
18. The release and sale of sky lanterns and helium balloons from Fernwood Village Hall grounds is prohibited. The hirer agrees that they will not release or sell sky lanterns or helium balloons in the village hall or it's grounds.
19. Parties for 12 year olds and teenagers (from 12-19 years) are not permitted at Fernwood Village Hall. If it comes to the attention of the Parish Council that a party for 12-19 year olds is being arranged at the hall, we reserve the right to cancel the event and retain all payments including bonds.
- ~~20. Set up and take down of the stage can be requested for a £25 charge.~~
21. Fernwood Parish Council requires 2 SIA registered Doormen to be provided for some evening events and for all 21st birthday parties and this will be discussed at the time of the booking. This is to safeguard both guests and property. The expense of hiring the doormen will be met by the hirer and a copy of the SIA licence will be provided to the Parish Council no later than 2 weeks prior to the booking. If it comes to the attention of Fernwood Parish Council that a 21st birthday party has been arranged but the hirer has not informed the hall then we reserve the right to cancel the event. Fernwood Parish Council can arrange a SIA registered Doormen, if requested at the time of booking. This will be subject to an arrangement fee of 20% of the security company's charge, both of which are payable 1 month before the event.
22. Fernwood Parish Council reserves the right to cancel any booking where the hirer has withheld or given false information on the event to take place. Further, if such facts come to light whilst the booking is in progress, the staff reserve the right to close the booking and request that all guests vacate the premises.
23. Fernwood Parish Council will use the information you provide for booking the hall for that purpose and financial audit only. Your personal data will be held in accordance with the Council's Personal Data Retention Schedule. You have the right to withdraw consent for Fernwood Parish Council holding your information at any time.

24. The hirer agrees to be present during the booking and to comply fully with this Agreement.
25. The hirer understands that Fernwood Village Hall staff will not be present during the booking (*other than opening and closing the hall at either end of the booking*) so it is their responsibility to evacuate the hall in an emergency and contact the relevant agencies. **See page 4 for further details.**
26. This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the hirer.

Cleaning agreement (please choose your preferred option):

The hirer will pay for cleaning - £40 <input type="checkbox"/>	The hirer will not pay for cleaning <input type="checkbox"/>
<p>I will pay for cleaning but understand it is my responsibility to:</p> <ul style="list-style-type: none"> a. Bring bin bags so I can discard of any unused food/rubbish. Put these in the outside bin (located through double doors at the back of the hall). b. Wash and stack all used crockery neatly on the shelves after use. c. Place the cutlery in the correct containers. d. Report all breakages to the key holder when they arrive to lock up. 	<p>I will do the cleaning myself. I understand that a cleaning bond of £40 must be made to Fernwood Parish Council two weeks before the booking (this will be shredded or refunded after the event if the hall is left as found).</p> <p>I agree to undertake the following:</p> <ul style="list-style-type: none"> a. Bring bin bags so I can discard of any unused food/rubbish. Put these in the outside bin (located through double doors at the back of the hall). b. Wash and stack all used crockery neatly on the shelves after use. c. Place the cutlery in the correct containers. d. Wipe out the microwave and oven and clean the hob (if used). e. Switch off all power sockets that have been switched on by the hirer. f. Wipe down all surfaces. g. Sweep and mop the floor of kitchen and hall. h. Report all breakages to the key holder when they arrive to lock up. i. Wipe and clean all tables. j. Return tables and chairs to where they were found. k. Leave the Village Hall shall be left in the same condition as it was at the commencement of hire. <p>Should any of points a to k not be actioned, I understand Fernwood Parish Council will keep some or all of my cleaning bond.</p>

DECLARATION

I accept the Terms and Conditions as set out above and agree to abide by them when making the booking and whilst using Fernwood Village Hall. I understand my responsibility if there is a fire during my booking and will arrive 5 minutes early for the caretaker to show me the fire exits and sign to say I understand the fire procedure on the day of my booking.

Signature: _____

Print Name: _____ Date: _____

Please sign and return this copy to confirm that you have read, understood and accept these conditions, with your deposit for the hire.

FERNWOOD VILLAGE HALL: FIRE / EMERGENCY INSTRUCTIONS FOR HIRERS

Introduction

In the event of a fire or other emergency, Council staff, if present, will lead and coordinate all required actions. Hirers and all present must follow instructions from Council staff. However, when no staff are present, the hirer (or hirer's nominated event/activity coordinator) will be responsible for taking the necessary actions. The following guidelines – written in relation to fires, but applicable to other emergencies - are to be followed.

Initial Actions

If the fire alarm sounds, or a fire is detected, the hirer should:

1. Immediately activate the evacuation plan: Sound the alarm (if it hasn't already been sounded). Special care must be taken to ensure that any disabled persons, or others in need of assistance, are helped or guided out of the building.
2. If possible, note the location and scale of the fire. If the fire is small and suitable equipment is to hand, an attempt may be made to extinguish the fire. No risks are to be taken in so doing, and if the attempt is not quickly effective, the individual(s) should cease and evacuate the building. If you are not trained, do not attempt to fight a fire.
3. If the fire cannot be easily extinguished, call the emergency services (Fire Brigade) on any phone, by dialling 999. The location is to be reported as: Fernwood Village Hall, Ruby's Avenue, Fernwood, NG24 3RS. Be prepared to advise on where exactly the fire is (if you know) and whether anyone is still inside the building.

Follow-up Actions

1. If possible, without endangering life, check the building to ensure no-one is still inside.
2. Help (or arrange help for) anyone who is injured or in difficulty.
3. Control the evacuees in the assembly areas, ensuring they remain clear of the building and are also safe from any other hazards (e.g. smoke, traffic, etc.).
4. Contact a representative of Fernwood Parish Council.
5. Be prepared to brief the fire service, when they arrive, on what has happened; to respond to any questions; and to assist in controlling the evacuees if required, while the Brigade tackles the fire.

Incident End

You should contact a representative of Fernwood Parish Council to explain what has happened. If the Fire Brigade has attended, you must wait until the fire service manager gives the all-clear, before allowing anyone to re-enter the building.

Castle House, Great North Road, Newark, NG24 1BY
Premises licence summary

Premises licence number	001381
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Premises details

Postal address of premises, or if none, ordnance survey map reference or description Fernwood Village Hall, Ruby's Avenue, Fernwood	
Post town Newark	Post code NG24 3RS
Telephone number 01636 613024	

Where the licence is time limited the dates Not Applicable
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Licensable Activities authorised by the licence	
1. Regulated Entertainment	
a. The performance of plays	g. Performances of dance
b. The exhibition of film	h. Anything of a similar description to that falling within (e), (f) or (g)
c. Indoor sporting events	i. The provision of facilities for making music
d. Boxing or wrestling entertainment	j. The provision of facilities for dancing
e. The provision of live music	k. Entertainment of a similar description to that falling within (i) or (j)
f. The provision of recorded music	
2. Late night refreshment	3. The supply of alcohol

The times the licence authorises the carrying out of licensable activities
A Standard Times Regulated Entertainment, Categories (a) to (d) – Monday to Sunday – 08:00 to 23:00 Categories (e) to (k) and the supply of alcohol – Sunday to Thursday – 08:00 to 23:00 Friday & Saturday – 08:00 to 01:00 the following day Late night refreshment – Friday & Saturday – 23:00 to 02:00 the following day
B Non Standard Times – All licensable activities permitted by this licence 24 th & 31 st December (when not on Friday or Saturday) – 08:00 to 01:30 the following day

The opening hours of the premises
A Standard Times Sunday to Thursday – 08:00 to 00:00 Friday & Saturday – 08:00 to 02:00 the following day
B Non Standard Times 24 th & 31 st December (when not on Friday or Saturday) – 08:00 to 01:30 the following day

Where the licence authorises supplies of alcohol whether these are on and/or off supplies On the premises only
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Name, (registered) address of holder of premises licence The Clerk, Fernwood Parish Council, Fernwood Village Hall, Ruby's Avenue, Fernwood, Newark on Trent, Notts NG24 3RS

Registered number of holder, for example company or charity number (where applicable) Not applicable
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Name of designated premises supervisor where the premises licence authorises the supply of alcohol Martyn Peter Cox

State whether access to the premises by children is restricted or prohibited Access to the premises by children is neither restricted or prohibited
