

BISLEY VILLAGE HALL

School Close, Bisley, Surrey GU24 9EG

Chairman: Mr G. Davey
Secretary: Mr. R. Colvin
Treasurer: Mrs. C. Banton

ADHOC HALL TERMS & CONDITIONS

ADHOC USERS SCALE OF CHARGES (rates £ per hour as at 1st April 2020)

<i>NB: Time booked includes set up and clear up time</i>	Jubilee Room	Main Hall
Monday to Thursday (all day) and Friday to 6pm	£ 11.00	£ 14.00
Saturday and Sunday to 6pm	£ 19.50	£ 21.50
Friday and Saturday after 6pm	£ 23.50	£ 35.00
Kitchen Hire	£ 23.00 flat fee	
There is a minimum hire period of 3 hours		
Sunday - Children's Party Rate (under 10's) am/pm 3 hr. session includes hire of kitchen	£45 per session	£60 per session
Use of a Bouncy Castle in Main Hall	£20.00 flat fee	
Committee Room/Meeting Room	£10 per hour	
Booking on Monday – Saturday require hirers to have vacated the building by 11.59 p.m., Sunday bookings require hirers to have the building vacated by 6 p.m.		

Note: Rates will be reviewed annually and new rates applied on 1st April each year

The Bisley Village Hall will be closed for maintenance each Summer in August and Winter in late December. Exact closure dates will be notified separately.

What is included in the hire charge:

1. Use of the specific hall that has been hired (main hall includes use of the stage for use by entertainer(s) not for general use)
2. Use of the toilet facilities
3. Use of the hall's tables and chairs
4. An entertainment licence is held by the Bisley Village Hall that allows the hirer to play published music. The terms of the licence state that music volume "must be regulated so as not to cause any public nuisance".

What is excluded from the hire charge:

1. Use of theatre lighting and sound system (these can be hired and used through arrangement with the Committee)
2. Use of storage facilities that do not form part of prior agreements reached with the Committee
3. Use of the upstairs Committee/Meeting Room unless booked.
4. Use of the external play ground
5. Use of external Garage
6. Crockery and cutlery can be hired by agreement with the committee
7. If the Hirer is running a business then they need their own entertainment license (to play music) and cannot make use of the hall's license.

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Management of the Hall

The Committee of Management (the Committee) of Bisley Village Hall are responsible for ensuring the hall is maintained in a suitable and safe condition in accordance with the 1961 Conveyance and the rules and regulations of the Charities Commission to enable the hiring to proceed. All decisions of the Committee of Trustees are final. Any issues that arise that are likely to impact on the hiring of the hall should be notified to a member of the Committee as soon as possible by phone or email so that suitable resolution can be assessed, approved and actioned.

Please also note that the Car Park (owned by the Parish Council, not the Village Hall) has a Barrier at its entrance. If your event requires this to be opened then this must be stated on the booking form. The Booking Officer will then ascertain if anyone is available to open and close the Barrier for you. If nobody is available, your event will either have to be cancelled or continue without this requirement.

CONDITIONS OF HIRE

1. The Booking Period must include the setting up and clearing up time. Users must not arrive more than 15 minutes before their allotted time and clear up by the end of their session.
2. A Returnable Deposit of £100.00 is required for any booking. This is reduced to £50 for under 10's childrens' parties in the Jubilee Hall. The Deposit will be returned to the Hirer on return of the keys and once the hall has been checked following the booking.
3. Once a completed Booking Form is received, an invoice for the Deposit and hire fees will be issued. Receipt of full payment is required within one week of issue of the invoice to secure your booking. In the event of cancellation within 30 days of booked date, the hire fee is not refundable.
4. Music MUST stop at 11.45 p.m.
5. All hired rooms, kitchen, toilets and entrances to be swept and left tidy.
6. All rubbish must be placed in the bins located throughout the hall, outside or removed from the premises; rubbish for recycling, including food waste, should be placed in the appropriate bins.
7. All kitchen work surfaces, tables, sinks and cookers must be wiped clean.
8. Except for chairs left out in the Main Hall, all Chairs to be stacked to maximum of 10 high. Location of chairs and tables to be as follows: Main hall chair store= 40 x red + 60 x grey chairs + 10 x large tables and 1 x small table; Stage = 30 x grey chairs; 4 red chairs positioned around edge of main hall; 45 x red chairs in Jubilee Room; 8 x small tables and 4 large tables in Jubilee Room; Remaining 8 large tables in the foyer cupboard.
9. All lights and heating must be switched off after use. All windows and exits must be secured after use.
10. No decorations, notices etc., to be hung without prior approval.
11. Maximum capacity; Main Hall - 180, Jubilee Room - 60.
12. Do not use Pre-school outside play space.
13. There must be a named individual over the age of 18 responsible for the care and safety of vulnerable children and adults in attendance throughout the period of hire.
14. Smoking is not permitted within the village hall or entrance.
15. The organizer of the event must act as a temporary fire safety officer for the duration of the event.
16. If electrical equipment is used in the hall, it must be clearly labeled with an up to date PAT testing mark.
17. If Bouncy Castles are used in the hall, the user must ensure that they have the correct insurance cover and that the equipment has the correct tag marking with the generator correctly PAT tested.
18. If food is prepared in the hall the group responsible must register with Surrey Environmental Health.
19. If you are serving alcohol or having a licensable event, you may require a Temporary Event Notice from Surrey Heath Borough Council. Please advise or consult the Bookings Officer if a TEN is needed.

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- **FIRE EXITS must be kept clear at all times (inside and outside)**
- **FIRE DOORS must be closed before exiting the building**

If 'Hirers' fail to comply with the above conditions, or the areas hired are left dirty or untidy so additional cleaning is required, part or all of the Deposit will be retained to cover additional cleaning costs. Similarly, damage to any tables, equipment, fixture and fittings will be charged to the 'Hirer' for the cost of any replacement or repair required.

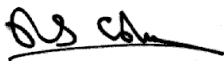
All Hirers need to be aware that the Hall is an Emergency Evacuation Location for the local School and Care Homes. In the very unlikely event that it is needed then the Hirer will be required to evacuate or cancel their booking at short notice.

IMPORTANT NOTE TO ALL USERS OF THE HALL

We are proud of our Village Hall, but the size of the building and the amount of use does mean that cleaning and maintenance are a constant problem. So, help us by leaving the Hall in a clean and tidy state. In particular, disposal of rubbish creates a problem with vermin if care is not taken. We would therefore ask you to observe the conditions of hire regarding rubbish.

Please have respect for all our neighbours and please do not, under any circumstances, block their driveways.

Signed on behalf of Bisley Village Hall:



R S Colvin
Secretary
Bisley Village Hall Management Committee of Trustees