

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 (1st September 2021)

ADHOC USERS SCALE OF CHARGES (rates £ per hour as at 1st September 2021)

<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	£ 14.40	£ 16.00
Saturday and Sunday to 6pm	£ 20.40	£ 24.00
Friday and Saturday after 6pm	£ 25.00	£ 35.00
There is a minimum hire period of 3 hours		
Sat/Sun - Party Rate (in the Jubilee Hall only) am/pm up to 6pm 3 hr. session	£50 per session Deposit - £50	
Use of a Bouncy Castle in Main Hall	£40.00 flat fee	
Committee Room/Meeting Room	£11 per hour	
All Bookings require hirers to have vacated the building by 11.30 p.m.		

Note: Rates will be reviewed annually and new rates applied on 1st April each year. This year the review was postponed due to the pandemic.

The Bisley Village Hall will be closed for maintenance each Summer in August and Winter in late December. Requests for hire during these periods can be made to the Booking Officer for consideration.

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 kitchen facilities for the hall you are hiring.
3. Use of the toilet facilities
4. Use of the hall's tables and chairs in the area under hire.
5. An entertainment license is held by the Bisley Village Hall that allows the hirer to play published music. The terms of the license 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 enclosed outside area
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

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. The Committee aims to be as pragmatic and constructive as possible, taking Users views and needs into account as far as possible. However, decisions reached by the Committee, following communication with Users, are final.

CONDITIONS OF HIRE

1. The Booking Period must include the setting up and clearing up time. Users must not arrive before their allotted time and clear up by the end of their session.
2. A Returnable Deposit of £150.00 is required for any booking in the Main Hall and £100 in the Jubilee Hall. This is reduced to £50 for parties in the Jubilee Hall. The Deposit will be returned to the Hirer 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. All Parties are held at the discretion of the Trustees. We are unable to accept some parties including teenage parties and 21st. Birthday Parties.
5. Music MUST stop at 11.00 p.m.
6. All hired rooms, kitchen, toilets and entrances to be swept and left tidy.
7. All rubbish must be placed in the bins located throughout the hall with any excess taken home or placed in the correct recycle or general waste bins outside.
8. All kitchen work surfaces, tables, sinks and cookers must be wiped clean.
9. Except for chairs left out in the Main Hall, **all Chairs to be stacked to maximum of 10 high**. Chairs and Tables are stored in the Main Hall Cupboard, the Cupboard in the Foyer, and the Jubilee Hall **and should be returned as per the signs displayed.**
10. All lights and heating must be switched off after use. All windows and exits must be secured after use.
11. No decorations, notices etc., to be hung without prior approval.
12. No candles to be lit on the premises except for candles on Birthday cakes.
13. Maximum capacity; Main Hall - 180, Jubilee Room - 60.
14. 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.
15. Smoking is not permitted within the village hall or entrance.
16. The organizer of the event must act as a temporary fire safety officer for the duration of the event (see Fire Escape Instructions in Hall Information Folder)
17. If electrical equipment is used in the hall, it must be clearly labeled with an up-to-date PAT testing mark.
18. Permission for use of a Bouncy Castle will only be granted if the generator has been PAT tested and the correct insurance is in place. This means that either the supplier of the Bouncy Castle supervises its use and has his own insurance, or the Hirer's Home Insurance has public Liability Cover which includes cover for Bouncy Castles, or one-off Liability Cover is taken out. Copies of the correct insurance must be produced at the time of booking.
19. If food is prepared in the hall the group responsible must register with Surrey Environmental Health.
20. 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.

Registered Charity No. 304978

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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 these conditions, or the areas hired are left dirty, requiring the cleaner to carry out additionally cleaning before another user can use the facility, a deduction will be made from the deposit. Similarly, damage to any tables, equipment, fixture and fittings will be charged for the cost of any replacement or repair required.

In exceptional circumstances it may be necessary for the Trustees to issue special conditions of hire that supersede, amend or negate the conditions in this form. If so, you will be informed in writing or email and may be asked to acknowledge your acceptance of these special conditions.

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. In addition, please keep noise in the Car Park to a minimum especially late at night, and do not leave rubbish in the Car Park.

*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 **for high-sided vehicles** 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.*

Signed on behalf of Bisley Village Hall:



R S Colvin
Secretary
Bisley Village Hall Management Committee of Trustees