

INFORMATION ESSENTIAL FOR HIRERS OF TARSET VILLAGE HALL (TVH) AND STANDARD CONDITIONS OF HIRE

1. LICENCE CONDITIONS (ALCOHOL, MUSIC AND PERFORMING RIGHTS)

Activity	Times for which the activity is licensed
a. The performance of plays	Noon – 11:00pm
b. The exhibition of films	6.00pm – 11:00pm
c. Indoor sporting events	9:00am – 11:00pm
d. The performance of live music	Mon – Thur: Noon – Midnight Fri and Sat: Noon – 1:00am Sunday: Noon – 11:00pm
e. The playing of recorded music	Mon – Thur: 9:00am – Midnight Fri and Sat: 9:00am – 1:00am Sunday: 9:00am – 11:00pm
f. The performance of dance	Mon – Thur: 9:00am – Midnight Fri and Sat: 9:00am – 1:00am Sunday: 9:00am – 11:00pm
g. Entertainment similar to d, e or f	Mon – Thur: 9:00am – Midnight Fri and Sat: 9:00am – 1:00am Sunday: 9:00am – 11:00pm
h. Entertainment facilities for making music	Mon – Thur: 9:00am – Midnight Fri and Sat: 9:00am – 1:00am Sunday: 9:00am – 11:00pm
i. Entertainment facilities for dancing	Mon – Thur: 9:00am – Midnight Fri and Sat: 9:00am – 1:00am Sunday: 9:00am – 11:00pm
j. Entertainment similar to h - i	Mon – Thur: 9:00am – Midnight Fri and Sat: 9:00am – 1:00am Sunday: 9:00am – 11:00pm
k. The sale of alcohol *	Mon – Thur: 9:00am – 11:30pm Fri – Sat: 9:00am – 1:00am Sunday: 9:00am – 11:00pm
Premises opening hours (for the purposes of entertainment as listed above)	Monday – Thursday: 9.00am – Midnight Friday and Saturday: 9.00am – 1.30am Sunday: 9.00am - Midnight

2. USING THE BAR FACILITIES AT THE HALL

There are two ways of using the bar facility at TVH

- You can ask the village hall to run a bar for your event at time of booking, free of charge. TVH can provide special drinks (e.g. champagne) by special arrangement.
- If you want to provide your own bar, then you must obtain permission from TVH at time of booking. You will also need to provide a valid copy of your own alcohol license or obtain, and show to TVH that you have obtained, a licence from Northumberland County Council, called a Temporary Event Notice. This must also be displayed at the bar during the event. The fee for providing your own bar is £20, which is payable in addition to your standard rental fee.

TVH does **NOT** permit any additional alcohol to be brought into the hall by hirers or hall users **without specific prior agreement**, which must be sought **at time of booking**. Please note that a corkage charge of £2/bottle will be made if hirers wish (with TVH agreement) to bring their own wine to any event in order to provide their guests with a free glass of wine.

The retail sale of alcohol in TVH is permitted for consumption **on the premises** only.

3. ARRANGING ACCESS TO THE HALL

Key collection needs to be arranged by phoning one of the named key holders below *in advance of your event*. Key(s) must be returned immediately after your event

Sarah Hallberg The Old Chapel, Lanehead, Tarsset Tel: 01434 240767

4. STANDARD CONDITIONS OF HIRE

RIGHTS: The Tarsset Village Hall Committee reserves the right to terminate or refuse a booking, at any time and for any reason.

HEALTH AND SAFETY:

- The Hirer **must** be present during their hire of the Hall and comply fully with this Hire Agreement.
- The Health and Safety of those using TVH is the responsibility of the Hirer.
- The Village Hall has a strict 'No Smoking' policy within the building.
- If you are moving equipment etc., please be careful to avoid injury.
- A First Aid box with Accident Report book is located in the kitchen

LOCATION OF FIRE EQUIPMENT AND FIRE EXITS: The location of exits and different types of fire equipment are clearly marked in the Hall. Hirers should familiarise themselves with position of the fire exits and the different types of fire extinguishers before TVH is used. Methods of opening the fire doors should be noted and escape routes must be kept clear of obstructions at all times.

In the event of a fire, the hall must be evacuated in an orderly way using the appropriate exits. The Fire Brigade must be called immediately (there is an emergency telephone attached to the wall cabinets in the small meeting room). ***Hirers of the hall are also advised to bring their own fully charged mobile phone for use in an emergency (Orange network).***

HEATING: Heating is controlled by thermostatic controls which are located on the walls of the main hall and the small meeting room. You can adjust the temperature in the hall using these. But ***please do not touch the boiler controls in the kitchen.***

TELEPHONE: TVH has broadband access but no general public telephone. There is a telephone on the premises which is programmed to make emergency calls only, and this is attached to the wall cabinets in the small meeting room. Mobile reception is poor to non-existent inside the building, but may be available in the TVH car park.

FILM AND SOUND EQUIPMENT: Use of film and/or sound equipment is possible by prior arrangement. This equipment must not be used by hirers unless by prior arrangement or with specific permission for its use by TVH. A small additional charge will be made for use of the sound and video equipment.

BROADBAND: Hirers of the VH are welcome to use the VH's high-speed wireless broadband whilst they are in the hall. The broadband network is **TNCAP75E556** and the Wireless Key is **6715DFA1C3**

CAR PARKING: The TVH car park has space for about 12 cars if they are parked sensibly. if there are too many cars to fit onto the TVH car park, **the hirer will need to inform their guests** that they will be able to park along the road, but that they should park on one side of the road only (to avoid obstructing road traffic), avoid parking on the verges outside neighbours' properties and avoid using neighbours' gateways for reversing/turning.

OUTSIDE LIGHTING: External safety lighting is operated from the square timer switch in the hall porch, and ***must be switched on when people are accessing and leaving the building.***

CONSIDERATION FOR OTHERS: Please ask TVH users to leave quietly at the end of your event. Car doors banging and loud talk in the car park can be disturbing to local residents, especially late at night.

NOTICES, DECORATIONS, ETC.: You may post notices on the notice board provided outside the building, but please do not remove or obscure existing notices. If you need to put up notices or decorations inside, *please ask first.*

CLEANING: It's essential that TVH is left clean after your event otherwise a cleaning charge may be made. This means floors vacuumed (and washed if necessary); toilets cleaned and bins emptied; kitchen and bar counters cleaned, sinks cleaned, and all glasses and crockery put away. Please put rubbish in the bins in bags, and please don't leave any food anywhere. ***Please note: that the hall will be checked after each event and an additional cleaning charge (min £30) may be made if extra cleaning is necessary.***

FAULTS/DAMAGE REPORTING AND COMMENTS: Please record any faults or damage in the maintenance book located on the stage in the main hall, so that any issues can be fixed quickly. The TVH Committee welcomes constructive comments or observations as well as any complaints or positive feedback you may have about your experience of hiring the Hall.

None of the provisions of this agreement is intended to, or will operate to, confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named a party to this agreement.