

THREE HOLES VILLAGE HALL (THVH) – CONDITIONS OF LETTING

Squires Drove, Three Holes, Wisbech, PE14 9JY
 Bookings & Secretary – 01354 610316

**Due to previous abuse of facilities,
RAVE-STYLE PARTIES, STAG AND HEN PARTIES BOOKINGS ARE NOT ACCEPTED
 and will be refused entry/closed if discovered.**

It is the responsibility of the Hirer to adhere to the following conditions of letting. Further guidance can be found in the Further Information for Hirers document and the THVH Premises Licence see <http://www.threeholesvillagehall00.org.uk/ONLINE-BOOKING/>

NO FIXTURES IN THE FACILITY MAY BE MOVED OR DISMANTLED BY ANYONE NOT AUTHORISED TO DO SO BY THE COMMITTEE

HALL CAPACITY

150 people (banqueting, conferencing, dances, weddings, parties etc. – ie: seated at tables and using the stage for performers).

200 people (theatre-style, shows, concerts etc. - without the use of tables and using the stage for performers).

THE HALL IS LICENSED FOR

The Hirer is responsible for ensuring that the conditions of the Premises Licence (a copy which is displayed in the Hall) are observed.

Activity	Description	Time From	Time To
Performance of play indoors	Monday to Sun New Years Eve	10am 10am	Midnight 1.00am
Exhibition of films indoors	Monday to Sun New Years Eve	10am 10am	Midnight 1.00am
Indoor sporting event	Monday to Sun New Years Eve	10am 10am	Midnight 1.00am
Playing of recorded music indoors	Monday to Sun New Years Eve	10am 10am	Midnight 1.00am
Performance of dance	Monday to Sun New Years Eve	10am 10am	Midnight 1.00am
Performance of Live Music indoors	Monday to Sun New Years Eve	10am 10am	Midnight 1.00am

SUPPLY OF ALCOHOL

Activity	Description	Time From	Time To
Supply of alcohol on the premises At functions where alcohol is to be sold hirers must make their own arrangements – see details below.	Monday to Sunday Christmas Eve New Years Eve	10am 10am 10am	Midnight 1.00am 1.00am

OPENING HOURS OF PREMISES

Activity	Description	Time From	Time To
	Monday - Saturday Sunday Christmas Eve New Years Eve	7am 8am 10am 10am	12.30am 12.30am 1.30am 1.30am

HIRE

Members of the VILLAGE HALL COMMITTEE reserve the right to:

- enter the Hall at any time during the hire period
- refuse any booking or to impose additional conditions

Evening events must finish at 23.45hrs to allow for take-down and cleaning. The hall to be vacated/closed at 00.30hrs as required by our premises licence.

The Hall is only available for hire to persons aged 18 years and over and the Hirer must be a responsible adult.

The Hall is not available for hire for events of the following nature: 18th birthday or 21st parties, boxing, wrestling, adult entertainment or ball games or other activities that may damage the ceiling-mounted projector and other fixtures and fittings.

By signing the booking form the Hirer confirms that nothing will be done within or in relation to the premises in contravention of the laws relating to betting, gaming and lotteries.

The Committee reserve the right to charge a substantial security for a booking which will be returned as long as there is no damage to the Hall.

Until the signed booking form and associated documents/payment has been received and acknowledged and an email of confirmation provided to you by THVH &PF your booking is not guaranteed and the Hall will remain available for letting to other Hirers.

UNLOCKING & LOCKING

When unlocking and locking up for your hire period we will inspect the hall with you, the Hirer, to see if any damage (see LOSS/DAMAGE below) or other failure to meet the terms and conditions of hire has taken place.

Arrangements for unlocking and locking of the premises should be agreed with the Secretary, Treasurer or another member of the Committee.

The fire exits MUST be unlocked whilst the Hall is in use and locked after use. Gangways and exits should be kept clear of obstructions AT ALL TIMES.

LOSS/DAMAGE

The Hirer will be responsible for any damage/loss to the Hall and its property, fixtures or fittings including any damage/loss not covered by the amount of the surety and will be invoiced by THVH&PF for the amount required to cover costs of making good.

COMMITTEE RIGHT TO REFUSE A BOOKING

The Committee reserves the right to:

- refuse a booking
- cancel a hire agreement at any time before or during the term of the agreement upon giving 7 days notice in writing to the Hirer (for example, in the event of fire or flood damage to the Hall).

The Hirer shall be entitled upon such notice to reimbursement of such monies as have been paid by the Hirer to the Committee, but the Committee shall not be liable to make any further payment to the Hirer.

Should the Hirer wish to cancel a booking, any refund made to the Hirer upon cancellation of a booking shall be at the discretion of the Committee.

ALCOHOL & LICENSING

Should a Hirer require to sell alcohol or wish to provide alcohol free-of-charge during the period of hire, this must be discussed at the time of booking. The Hirer will be provided with additional terms and conditions relevant to the Hirer's proposed provision of alcohol (see appendices A, B & C.) These must be completed/signed by the Hirer and returned to THVH&PF who will approve/acknowledge. Until this process has been completed your booking will not be secured. By signing the Hirer agrees to abide by the terms of THVH&PF's Age Verification Policy (copy displayed in the Hall or available from the THVH&PF website <http://www.threeholesvillagehall00.org.uk/ONLINE-BOOKING/>)

Under the terms of the premises licence the sale of alcohol is only authorised when specifically approved by the THVH&PF Committee. Such periods of hire must be conducted in such a way as to maintain good public order and not cause a nuisance to local residents. The THVH&PF Committee reserves the right to require a Hirer to obtain their own "temporary event licence" direct from Borough Council of King's Lynn & West Norfolk's licensing department. The terms of the licence must be strictly adhered to and the person booking the Hall will be held personally responsible for any breach of the licence.

FIRE & EMERGENCY INSTRUCTIONS

By signing this booking form the Hirer agrees to read the "Emergency Action Plan" displayed on the notice board on the wall inside the main hall (opposite end to stage) and undertakes to comply with its provisions, which form part of the Terms and Conditions of Letting. A copy of the Emergency Action Plan is also available for download from the THVH&PF website <http://www.threeholesvillagehall00.org.uk/ONLINE-BOOKING/>

At the start of your event, please inform all participants of the location of the fire exits and the assembly point which is in the Car Park at the Bus Stop.

As specified in the Terms & Conditions of Hire, the Hirer, who is designated as the 'Responsible Person' will familiarise themselves with the Emergency Action Plan.

In the event of fire the Hirer should implement the Emergency Action Plan. Do not attempt to re-enter the building for any reason.

The smoke detectors in the building, once activated, will sound the alarm. Individuals may also activate the red breakglass call points in the event of system failure (situated in the bar/food servery and kitchen areas). **PLEASE ENSURE NO PYROTECHNICS OR SMOKE EFFECTS ARE USED IN THE BUILDING (AS THESE WILL SET OFF THE ALARMS) OR OUTSIDE THE BUILDING UNLESS AGREED IN WRITING WHEN BOOKING. PLEASE HONOUR OUR NO SMOKING POLICY.**

There are various fire extinguishers positioned on the walls in the premises that can be used in the event of a small fire. Do not ever attempt to tackle a fire any larger than a waste-bin.

ELECTRICAL EQUIPMENT

All electrical equipment, owned by and made available at Three Holes Village Hall has undergone 'portable appliance testing' (PAT) in accordance with current regulations. Any electrical equipment brought in by the Hirer or third parties associated with the Hirer's event (e.g. bands, discos etc) must be PAT compliant as the Hirer will be responsible for any fault/damage caused by faulty, electrical equipment brought onto the premises.

AUDIO VISUAL EQUIPMENT (DIGITAL PROJECTOR, ELECTRIC SCREEN, MIXER UNIT & P.A. SYSTEM)

If you require use of any of this equipment during your booking please indicate this in the form below and arrangements should be discussed and agreed at the time of booking. THVH&PF has Wifi/Broadband, please ask for details at time of booking.

USE OF KITCHEN

The Hirer shall, if preparing, serving or selling food, observe all relevant food, health and hygiene legislation and associated regulations. Additional information regarding the kitchen facilities can be found in the Further Information for Hirers document. Please note, if required for your event, you will need to bring:

- Tea towels
- Rubber gloves, oven gloves
- Cooking pots, pans and ovenware

The kitchen is stocked with cutlery, plates (small & large), bowls (soup & dessert), cups & saucers (150 settings approx) There are a number of drinking glasses of various sizes in the bar/food servery area but hirers will need to provide additional glasses for large events.

OTHER CONDITIONS OF HIRE

The Hirer will, during the period of hire, be responsible for the supervision and care of the premises, the fabric and the contents. The Hirer must not remove any property, fixtures or fittings from the Hall or fix any items, decorations or posters to anywhere other than the notice boards provided.

During the period of hire, the Hirer is responsible for the behaviour of all persons using the THVH&PF property/premises in whatever capacity including ensuring all fire doors/ entrances to the building are kept clear of obstructions and car parking arrangements are properly supervised. Furthermore the Hirer should inform all persons using the THVH&PF property/premises that it is an offence to obstruct the adjacent highways.

The Hirer must not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring into the premises anything that may endanger either people or the fabric of the building. Smoking is prohibited in all parts of the Hall.

The Hirer must remove and take away all rubbish on the day of hire and leave the building in a clean and tidy state. Failure to do so will incur additional costs to the Hirer.

Unless agreed otherwise in writing by the Committee at the time of booking, the Hirer shall ensure that no animals (including birds and reptiles) except Guide Dogs are brought into the building. At no time shall animals be allowed to enter the kitchen.

The Committee will not be held responsible for any injury - including that resulting in death - damage or loss of property including motor vehicles left unattended in the car park.

CHILDREN & VULNERABLE ADULTS

In the light of best practice to ensure the safety of Children and Vulnerable Adults, the Committee reminds all Hirers of the THVH&PF property/premises and in charge of children/vulnerable adults, that they must comply with all legal and 'good practice' requirements. **The legal responsibility for Safeguarding Children and Vulnerable Adults at any event taking place in a hired venue rests with the Hirer.**

BOOKINGS & SECRETARY: Mrs H Hartley, The Old School, Lakes End, PE14 9QH. 01354 610316 TREASURER: Mr G Fox-Noble, Walnut Ctg, Bardyke Bank, Three Holes, PE14 9HH. 01945 352707 CHAIRPERSON: Mr R Killingworth, 3 Main Rd, Three Holes, PE14 9JS. 07748 910010
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DETAILS OF YOUR HIRE PERIOD

Hire date/s			
Description of your event and approx. number of people attending.			
Time/s Inc. set up/take down	From:		
	To:		
*Full name person aged 18+			
Telephone & mobile	<i>This must be provided to secure hire</i>		
Email			
Home Address	<i>This must be provided to secure hire</i>		
Alcohol	<p>Will alcohol be provided during your hire? YES () NO ()</p> <p>If YES, please tick which of the following best describes your function:</p> <p>A. Any Hire – alcohol to be provided free of charge</p> <p>B. Private Hire – alcohol to be sold</p> <p>C. Community Group/Club Hire – alcohol to be sold</p> <p><i>*If you have answered YES, and the person signing this form is not the person licensed to be responsible for the provision of alcohol please provide the full name, address and telephone of the person who will be responsible:-</i></p>		
Audio-visual equipment & broadband	<p>If you require use of any of the following please tick:</p> <p>Digital projector () PA system () Electric screen () Mixer unit () Broadband ()</p>		
<p>HIRER – by signing this form you confirm that the information given is accurate/true and you agree to adhere to all conditions of hire as outlined by in the ‘Conditions of Hire’ and have read documents ‘More Information for Hirers’ and ‘Emergency Action, Fire & Evacuation Plan’ – all available to download at http://www.threeholesvillagehall00.org.uk/ONLINE-BOOKING/</p> <p>SPECIFIC ARRANGEMENTS FOR BOOKINGS.</p> <p>As every enquiry to use our facilities is different, upon receipt of your completed, signed booking form we will review your requirements and respond listing any additional arrangements /terms and conditions that may be necessary for your specific needs.</p> <p>Once we have received your agreement to the above, to the appropriate fees and to the arrangements for payment we will acknowledge your booking as confirmed. Until then the Hall will remain available for letting to other hirers. IF YOU WOULD LIKE YOUR EVENT PROMOTED ON THE THVH&PF FACEBOOK PAGE contact Helen on 01945 352707 or trojanvixen@gmail.com</p>			
Hirer Signature		Date	
<p>TO BE COMPLETED BY THVH&PF</p> <p>Total Fee/s agreed = £ Date/method of payment</p>			
Special arrangements agreed by hirer/THVH&PF			

APPENDIX A

Provision of alcohol for all types of hire at which alcohol will be provided free-of-charge.

The Hirer, by completing and signing this form, agrees to abide by the Licensing Act 2003, the THVH&PF Age Verification Policy and understands that:

It is an offence for under 18s to consume alcohol regardless of whether the drink is purchased in the Village Hall or supplied free of charge. This does not apply to persons who are 16 or 17 provided the alcohol is beer, cider or wine and consumed with a substantial table meal with an over 18 also taking a table meal.

Please remember it is an offence to send a child to obtain alcohol for consumption by someone else.

Under the Licensing Act 2003, alcohol may be given away, but if it is sold in any form (i.e. by raffle tickets, donation or included in the price of a ticket, then a Licence / Temporary Event must be held. The Licence Holder will be required to produce a certificate/s to secure the booking and certificate/s MUST be available at the time of the event.

To be signed and dated by the person signing the main section of the Booking Form:

<i>Hirer Signature</i>		<i>Date</i>	
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APPENDIX B

Provision of alcohol for private hire functions requiring the sale of alcohol (e.g. weddings, birthday parties, anniversaries, corporate functions)

Hirers are required to make their own arrangement with a license provider.

Examples are:

Splitscreen Bar (Downham Market)
Sluice Rd, Downham Market PE38 OEG
Tel no 01366 399002 Email: info@splitcreenbar.co.uk

Twilight Bars (King's Lynn)
10 Wimpole Drive, King's Lynn
PE30 3UH
Tel no 01553 600058 Email: info@ruddevents.co.uk FAO Twilight Bars

Best at Bars (King's Lynn),
35 Ullswater Ave, King's Lynn PE30 3NJ
Tel no 07732 864232 Email: info@bestatbars.com

FOR YOUR BOOKING TO BE ACCEPTED YOUR LICENSED PROVIDER MUST BE APPROVED BY THVH&PF – PLEASE PROVIDE FULL CONTACT DETAILS IN WRITING

It is an offence for under 18s to consume alcohol regardless of whether the drink is purchased in the Village Hall or supplied free of charge. This does not apply to persons who are 16 or 17 provided the alcohol is beer, cider or wine and consumed with a substantial table meal with an over 18 also taking a table meal.

Please remember it is an offence to send a child to obtain alcohol for consumption by someone else.

It is an offence for an adult to purchase alcohol on behalf of an individual under 18 unless the individual is 16 or 17 provided the alcohol is beer, cider or wine and consumed with a substantial table meal with an over 18 also taking a table meal.

Alcoholic Drink must not be sold to persons who show signs of being drunk.

Under the Licensing Act 2003, alcohol may be given away, but if it is sold in any form (i.e. by raffle tickets, donation or included in the price of a ticket, then a Licence / Temporary Event must be held. The Licence Holder will be required to produce a certificate/s to secure the booking and certificate/s MUST be available at the time of the event.

To be signed and dated by the person signing the main section of the Booking Form:

<i>Hirer Signature</i>		<i>Date</i>	
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APPENDIX C

For constituted community group functions requiring the sale of alcohol (e.g. The THVH&PF Committee, The Bowls Club).

Hirers will be responsible for providing/selling alcohol YES/NO (*delete as required*)

Hirers will make arrangements with a licensed provider YES/NO (*delete as required*)

If you are making arrangements with a licensed provider the following companies may be able to help you.

Splitscreen Bar (Downham Market)
Sluice Rd, Downham Market PE38 0EG
Tel no 01366 399002 Email: info@splitcreenbar.co.uk

Twilight Bars (King's Lynn)
10 Wimpole Drive, King's Lynn
PE30 3UH
Tel no 01553 600058 Email: info@ruddevents.co.uk FAO Twilight Bars

Best at Bars (King's Lynn),
35 Ullswater Ave, King's Lynn PE30 3NJ
Tel no 07732 864232 Email: info@bestatbars.com

FOR YOUR BOOKING TO BE ACCEPTED YOUR LICENSED PROVIDER MUST BE APPROVED BY THVH&PF – PLEASE PROVIDE FULL CONTACT DETAILS IN WRITING

It is an offence for under 18s to consume alcohol regardless of whether the drink is purchased in the Village Hall or supplied free of charge. This does not apply to persons who are 16 or 17 provided the alcohol is beer, cider or wine and consumed with a substantial table meal with an over 18 also taking a table meal.

Please remember it is an offence to send a child to obtain alcohol for consumption by someone else.

It is an offence for an adult to purchase alcohol on behalf of an individual under 18 unless the individual is 16 or 17 provided the alcohol is beer, cider or wine and consumed with a substantial table meal with an over 18 also taking a table meal.

Alcoholic Drink must not be sold to persons who show signs of being drunk.

Under the Licensing Act 2003, alcohol may be given away, but if it is sold in any form (i.e. by raffle tickets, donation or included in the price of a ticket, then a Licence / Temporary Event must be held. The Licence Holder will be required to produce a certificate/s to secure the booking and certificate/s MUST be available at the time of the event.

To be signed and dated by the person signing the main section of the Booking Form:

<i>Hirer Signature</i>		<i>Date</i>	
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