

**Langar cum Barnstone Community Hall
Main Road
Barnstone
NG13 9JP**

Hirer's Contract

- 1 The Hirer is deemed to have read and accepted the following Terms and Conditions.
- 2 At the time of booking, the Hirer shall confirm the times required for the unlocking and locking of the hall, allowing adequate time to set up and clear away.
Charges for the hiring will be calculated accordingly, part hours being rounded up to the nearest whole hour.

Regular User	£15 per session (up to 3 hours) then £5 per hour thereafter
Non-Regular User	£45 per session (up to 3 hours) then £15 per hour thereafter
Charity event	£5 per hour

The Hirer will receive a Hirer's Contract and Booking Form from the Booking Clerk. The Booking Form to be returned to the Booking Clerk.
Hire fees are payable in full on receipt of an invoice.
- 3 On arrival at the premises, it is the responsibility of the hirer to check the following:
 - a) Position of emergency exits (making sure they are unlocked),
 - b) Siting of fire appliances,
 - c) That all exit doors and passages are clear of obstruction,
 - d) That the emergency lighting is in order and that Exit signs are clearly visible.
- 4 Naked lights are not permitted other than tea lights in a suitable container.
- 5 A food hygiene certificate is recommended for the hirers for all events open to the public for which food is prepared.
- 6 The use of indoor fireworks, French Chalk, and bubble machines is prohibited.
- 7 Hirers are responsible for First Aid provision for their event. The First Aid Box and Accident Report book are located on righthand side worktop as you go through kitchen door.
- 8 Please ensure that, in the case of seated audiences, adequate gangways not less than 1 metre in width are provided and left free and unobstructed and so far as possible arranged opposite exit doors.
- 9 The maximum occupancy figure for the hall is 100 seated or 200 standing.
- 10 It is the responsibility of the Hirer to ensure that the maximum occupancy is not exceeded. Hirers who require a specific layout of hall furniture should inform the Booking Clerk at the time of booking or as soon as possible thereafter. Any furniture moved by the Hirer shall be returned to the normal position in the hall unless other arrangements are made with the Booking Clerk.

- 11 The Hirer shall be responsible for the conduct of all persons and for the supervision by adults of children under 18 during the hire period.
- 12 The Hirer shall ensure that no intoxicating drinks are sold within the hall without prior notice to the Booking Clerk. The Hirer will be responsible for ensuring that the appropriate Event Licence is in place prior to the event by contacting Rushcliffe Borough Council Licencing Department.
- 13 Smoking and Vaping are banned in all areas of the Community Hall building and its curtilage.
- 14 The Hirer will report any damage or breakages to the Caretaker immediately and undertake to make good any damage/loss to the hall's furniture, fixtures, equipment etc caused by virtue of the hire. Caretaker's details are given at the bottom of this page.
- 15 Under No circumstances should anything be affixed to the Community Hall internal wall, using adhesive tape, Blu tack-type reusable adhesive, pins or anything similar. However, freestanding decorations are permissible.
- 16 Sound levels shall be kept to a reasonable level as laid out in the Noise Management Policy shown in the Appendix.
- 17 The Hirer shall not use the hall for any purpose other than described on the Booking Form.
- 18 At the end of the hiring, the Hirer shall be responsible for leaving the premises in a clean, tidy, and secure condition, i.e.
 - a) the floor should be swept,
 - b) washing up done and crockery/cutlery cleared away,
 - c) the outer doors are locked.
- 19 All rubbish created as a result of the hiring is the responsibility of the Hirer and must be cleared and taken away by the Hirer.
- 20 24 hours' notice is required for cancellation. Failure to notify the Booking Clerk will result in Hirer paying the full charge apart from in extenuating circumstances at the discretion of the Community Hall User's Group.
- 21 The Trustees accept no responsibility for injury caused to any person using the hall during the period of the hire.
- 22 The Trustees accept no responsibility for the loss of, or damage to, any property of the Hirer or other persons whose property is left within the hall.
- 23 The dishwasher is available by request only, at the time of booking, when operating instructions will be provided.

All applications and communication in respect of the hire of Langar cum Barnstone Community Hall are to be made to the Booking Clerk, Sharon Ellis, at E: lcbcommunityhall@gmail.com T: 07984 075016

Caretaker: David Matthews, at E: lcbhallcaretaker@gmail.com , T: 07803 610169

Privacy notice

Langar cum Barnstone Community Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Booking Clerk.

APPENDIX: SOUND MANAGEMENT POLICY

1. Building Operational Hours

- a) The building will operate from 07:00 hours until 24:00 hours. No operation of the building is permitted outside of these hours, except for special occasions such as setting up for polling days and New Year's Eve events. All requests for such "special occasions" must be approved by the Users Committee.
- b) External areas are only permitted to be used between 07:00 hours and 22:00 hours.
- c) There shall be no emptying of bins and handling of glass bottles outside between 21:00 hours and 07:00 hours.

2. Responsibilities of Users of The Hall

- a) All users will receive a copy of this policy in the "Hirer's Contract" which they are required to sign, and all users will be informed that it is their responsibility to enforce this policy when hiring The Hall.
- b) Live and recorded music is only allowed up to 23.00 hours.
- c) Hirers are asked to be aware of people living locally and be proactive about controlling noise from the premises, particularly at the end of the evening and with regard to opening external doors and windows.
- d) Hirers will be informed that external use of sound systems is not permitted except where permission has been granted by the Users Committee.

3. Signage

- a) Signage is to be located adjacent to external doors internally to inform visitors to leave quietly and respect the residential nature of the local area.

4. Noise Complaints

- a) Should local residents wish to make a complaint about excess noise arising from an activity associated with use of The Hall, they should address their complaints to the Parish Clerk (details below):
Email: langarbarnstoneclerk@gmail.com
Telephone: 07984 075016
Write: The Parish Clerk, Langar cum Barnstone PC, Langar cum Barnstone Community Hall, Main Road, Barnstone NG3 9JP
- b) The complainant will need to provide full contact details and details of the date/time and nature of the alleged infringement.
- c) Should such a complaint be received, the Clerk will forward the complaint to the Users Committee for consideration and remedial action if so required.