



HAYES VILLAGE HALL

Management Committee

Housekeeping

Please note that the lights for the Main Hall can be found on the stage; they are on the right-hand side if approached from the rear staircase.

We would like to request that you assist us to keep this hall in a good state for everyone who wishes to use it by following the few following rules:

During hire:

- Use mats when putting hot food on tables (these are in kitchen drawers)
- Open windows if rooms become too hot; controls operate more than one room
- Remember to shut these windows
- DO NOT USE ANY FORM OF ADHESIVE ON THE PAINTWORK. THIS INCLUDES BLU OR WHITE TAC

Please clean up after your hire, including:

- Empty, unplug and leave kettle open
- Put furniture away, in correct area/rooms
- Take foodstuffs away with you
- Sweep if necessary
- Take rubbish with you, including recycling

LOCK DOORS, WINDOWS, FIRE ESCAPES

Check all rooms are vacated before you leave. If not, say goodbye so people know you are going.

Let us know if anything needs attention:

- Use Incident Book for non-personal incidents
- Use Accident Book for personal incidents/accidents
- Call us (Pam 07891 705094 / Lesley 07979 817494)

Thank you for your cooperation



HAYES VILLAGE HALL MANAGEMENT COMMITTEE

<https://www.hayesvillagehall.org.uk>

Hall Manager: Pam Anderson 020 8141 8294
Bookings Officer: Lesley Vistuer 07979 817494
Treasurer: Alan Stevens

HAYES VILLAGE HALL

Health and Safety

The hirer as the responsible person must ensure they take responsibility for the evacuation of their group should the alarm sound.

The hirer must draw their member's attention to the fire evacuation plan at the beginning of each meeting.

Where possible a register should be maintained of each group attending the hall in case of an emergency.

The hirer is responsible for carrying out a risk assessment before the hire agreement is accepted and should send it to us. Regular hirers should review it annually.

All accidents and incidents must be recorded in the accident/incident book, stored in the Green Room kitchen

Lone working is permitted only if monitored and in receipt of two-way communication.

Electrical equipment which has not been PAT tested should not be used on the premises.

No more than 180 should occupy the halls at any time

Remove all rubbish and place in the bins in the bin store.

Asbestos has been identified in the radiator shelves and stage facings therefore any damage to those areas of the annexe kitchen door or hall gents toilet door needs to be reported immediately to the hall manager.

HAYES VILLAGE HALL

CONDITIONS AND RULES OF HIRE (Revised June 2018)

The Hall belongs to the People of Hayes. It is held in Trust for them by the Official Custodian of Charities through the Hayes Community Council who in turn have delegated their powers of management to the Hayes Village Hall Management Committee ("the Committee"). The Charity registration no. is 302956.

ARRANGEMENTS FOR HIRING THE HALL

1 Application for the use of the halls (that is, the Large Hall, the Annexe and the Green Room) must be made to the Bookings Manager and confirmed by the applicant in writing. The person signing the confirmation shall be deemed to be the hirer. From beginning of 2019 all hirers, historical and new, will have their contracts reviewed and re-issued on an annual basis on or around 1st January.

2 Fees for hiring must be paid in advance. Cheques must be payable to "Hayes Village Hall". Fees shall be as from time to time decided by the Committee and shall be deemed to represent the proper cost of the use and maintenance of the Hall. The hirer will have 14 days to submit their payment after which time the booking will be null and void. Refunds for cancellations will only be made in exceptional circumstances.

RIGHTS OF THE COMMITTEE

3 The Committee reserve to themselves the right to cancel any engagement or hire without assigning any reason therefor and shall not be responsible for any loss or damage which the hirer may sustain in consequence of such cancellation. In the event of such cancellation the fee paid for the hire will be returned to the hirer.

4 The right of entry to the halls at all times is reserved to the officers of the Community Council and the Committee.

5 The halls shall not be sub-let by the hirer.

FACILITIES AND AMENITIES HIRED

6 (a) Hire of the Large Hall includes use of the Green Room kitchen and its equipment and adjacent lavatories; hire of the Annexe includes the use of the adjacent lavatories; hire of the Green Room includes the use of the Green Room kitchen and its equipment and the adjacent lavatories. Other than the foregoing, the hire of one hall does not confer any right to the amenities attaching to the other halls. The hire of the Large Hall does **NOT** permit the use of the Annexe kitchen unless the appropriate Annexe hire fee has been paid. Notices to this effect will be put up by the HVHMC and letters will be sent to all current hirers. In instances where all the halls are required there may be a discount, but this will be at the discretion of the Booking Manager.

(b) The part of the building known as the Hayes Players Sound Control Room may be used by recognised organisations, subject to prior arrangements approved by the Hayes Players in conjunction with the Hall Management Committee. A separate charge may be levied in connection with the use

7 Hire of any part of the Halls does NOT permit or imply permission for the storage in the premises, at any time, of goods or property brought into the premises in connection with the hire or with other activities of the hirer. (See also rule 9).

8 (a) The periods of hire are: morning, 9.00 am to 1.00 pm; afternoon, 2.00 pm to 5.00 pm; evening, 6.00 pm to 11.00 pm. Periods of hire which include part of a morning and the succeeding afternoon, or part of an afternoon and the succeeding evening, are charged for as two whole periods.

Exceptionally, the evening period may be extended, (but not after 11 pm for music and dancing or socials etc, and in any case not after midnight) by arrangement at the time of booking and may be subject to an extra charge.

(b) All clearance and cleaning work required under rule 15 must be completed by the end of the period of hire. Periods of hire which overrun the booked time will be charged for.

DISCLAIMER

9 The Community Council or the Committee will not accept responsibility for any loss, theft or damage to any goods or property of the hirer or any other person which may be brought to deposited in or left upon the premises or left or deposited with any officer or servant of the Community Council or the Committee. The hirer shall indemnify and keep indemnified the Community Council and the Committee from and against all claims in respect thereof.

SECURITY OF THE BUILDING AND CARE OF THE PREMISES

10 (a) The hirer shall during the period of the hire take all proper and reasonable precautions to prevent damage to the buildings goods chattels apparatus appliances trees shrubs plants and forecourt amenities of the Community Council and to prevent the death of or injury or loss to all persons attending the Hall.

(b) No addition or alteration may be made to the electrical installation, nor to any other equipment or property of the Community Council or the Management Committee.

11 The use of adhesive tape, drawing pins or other materials to secure decorations, notices, etc to any painted surfaces is not permitted because of the damage which they cause to paint and wood.

12 The hirer shall not do or suffer to be done anything which may invalidate or cause the cancellation of any licence appertaining to the halls or to invalidate the policy of insurance held by or on behalf of the Management Committee in respect of the halls or which may cause an increased premium to be payable in respect thereof.

13 The hirer shall defray the cost of making good all damage to such buildings goods etc sustained during the period of the hiring, and the hirer shall indemnify and keep indemnified the Community Council and the Management Committee from and against all actions costs and claims and demands arising out of or in connection with such damage, death, injury, nuisance or annoyance.

14 The hirer shall if called upon to do so effect an insurance in respect of the hiring and produce the policy to the Honorary Secretary to the Management Committee prior to the commencement of the hiring. The hirer is responsible for effecting or arranging such insurance as may be necessary to protect the hirer's interest.

15 (a) The halls, outbuildings, forecourt and open ground within the curtilage of the building shall be returned to the Management Committee at the expiry of each period of hire in a clean and tidy condition. Refuse must be placed in the bins and/or rubbish sacks provided, or in rubbish sacks which should be provided by the hirer and which must be secured closed. Wrapping materials, bulk containers and packing cases, and containers and unsold items at jumble sales, etc, must be removed from the premises by the hirer at the expiry of the period of hire.

(b) Clearance and cleaning work must be completed by the end of the hire period and must NOT be left until the following day. Periods of hire which overrun the booked time will be charged for. A charge will be made for clearance and cleaning which is not completed within the hire period by the hirer.

16 The hirer will be responsible for ensuring that the premises are correctly and properly closed at the end of the hire, that all lights are extinguished (except the installed automatic safety and courtesy lighting), that all windows are closed, and all external doors are securely locked/bolted.

STATUTORY AND LICENSING REQUIREMENTS

17 Use of the premises for public music and dancing after midnight and on Sunday is prohibited by the terms of the entertainments licence granted by the London Borough of Bromley and must in any case cease by the times set out in rule 8 above.

18 (a) Under the terms of the Hall's music and dancing licence, music and dancing events (including socials, etc.) for which any form of admission charge is made, may be organised and run only by local voluntary organisations for charitable, educational or like purposes, or for the benefit of the Hayes community. Such events may not be organised or run for private profit or for commercial purposes. Discos of any kind are not permitted.

(b) When any hall is hired for dances or similar events, admission shall be by ticket only; tickets shall not be sold at the door but shall be sold only in advance. Any publicity shall make it clear that no tickets will be sold at the door.

19 (a) The Hall is not licensed for the supply of alcoholic drink, and under the terms of the Hall Trust Deed, its supply therein is not permitted. A personal licence held under the Licensing Act 2003 has no legal validity in the Hall.

(b) Under the Licensing Act 2003, the Hall is licensed for weekday public music and dancing, and the performance of stage plays. Hirers undertaking activities which fall within the Hall's licence must ensure that the four objectives set out in the Act and in Guidance issued by the London Borough of Bromley, are met.

(c) The Hall is not accepted by the Borough Council as a place where food can be prepared. Food supplied in the Hall must be prepared and cooked elsewhere; the use of the Hall kitchen facilities is limited to preparing hot drinks and reheating previously prepared food.

(d) In accordance with Statute, smoking is not permitted anywhere in the building, except during the licensed performance of a stage play in which smoking is necessary for the dramatic purposes of the play; such exception being permitted in accordance with the statute, on the stage only.

20 (a) The hirer shall not do or permit to be done anything to cause a nuisance or annoyance to the neighbourhood.

(b) Any form of amplification of sound shall be so controlled by the hirer as to prevent nuisance or annoyance being caused by noise.

PUBLIC SAFETY AND THE PROTECTION OF CHILDREN

21 No flammable decorations are allowed. Candles, whether for decorative purposes or as emergency lighting, are not permitted at any time under any circumstances.

22 Persons attending the halls must not stand or sit in the gangways. All gangways and exit doors must be kept free of obstructions.

23 (a) Seating for stage plays, concerts, etc., in the large hall must be generally in accordance with the plan approved by the entertainments licensing authority, in rows with side aisles but with no central gangway and with not more than 13 seats in a row, and with chairs secured in accordance with the local authority's requirements. The number of seats provided for audiences must not exceed 208, in 16 rows of 13 chairs.

(b) The number of performers appearing during a performance must not exceed 30 and the number of any orchestra must not exceed 10. The number of persons attending for dancing or socials must not exceed 150.

(c) Children under the age of 14 must not be allowed to enter the kitchens when hot drinks are being prepared or food is being heated