



Caldicot Male Voice Choir
Mill Lane
CALDICOT
NP26 5DD

Issue 2, May 2019

CONDITIONS OF HIRE AND INFORMATION FOR HIRERS

Caldicot Male Voice Choir, Choir hall, Mill Lane, CALDICOT, NP26 5DD

On-Line Hall Booking Form: http://www.caldicotmalevoicechoir.co.uk/?page_id=5547

Entertainment License Number: PRM 032, PRS 280356

Registered Charity Number: 512834

BY SIGNING THE BOOKING CONFIRMATION & INVOICE FORM, THE HIRER AGREES TO THE TERMS AND CONDITIONS AS FOLLOWS.

PLEASE BE AWARE THAT THE ENTIRE BUILDING IS A NON-SMOKING AREA.

BOOKINGS

The Hall may be booked for recurring or single lettings. Hall hire is charged by the hour or session (see separate sheet for charges). The specified rates cover use of the Hall and the toilets. There is a Back Room that can be set up for food/buffet etc.

Hirers must be aged 18 years or over. If the event is to involve persons under the age of 18 years, the Hirer must give assurances that children under 18 will be supervised by signing the relevant section on the Booking Agreement Form.

No responsibility whatsoever can be taken for any 'personal' items left on the premises or any damage caused by them to the premises or any misuse of them by others.

No charge is made for cleaning, provided that all facilities are left clean, tidy and in good repair, including the toilets. Any charges incurred due to breakages, damage, etc. will be passed on to the Hirer or deducted from the bond.

The Hall is bookable by the hour.

Access to the Hall will be available 1 hour before the hiring time, unless extra time is agreed by prior arrangement with the Hall Bookings Manager.

BONDS & CHARGES

For 'one-off' events a bond of £100 is required as security. This is in addition to the Hire charge.

The bond must be paid at the time of booking and sent to the Hall Bookings Manager with the completed and signed Confirmation & Invoice Form. The full hire fee is to be sent at least one week before the event.

The booking is not considered confirmed until the completed and signed Confirmation & Invoice, along with the bond has been received by the Hall Bookings Manager.

The bond will be refunded after the event subject to a satisfactory inspection and compliance with these Conditions of Hire.

CANCELLATIONS

If a Hirer cancels a booking with at least 14 days notice being given, the bond and any hiring charge already paid will be refunded.

Cancellations made with less than 14 days notice are liable to the payment of the whole hiring charge.

The Management Committee reserves the right to cancel any booking by giving notice in writing and returning the hiring charge and bond, should the purpose of hiring the Hall be in any way improper or unauthorised. The Choir Management Committee shall not be liable to pay to the Hirer any money/loss incurred by the cancellation.

GENERAL HIRING CONDITIONS

Responsibility for the premises rests with the Hirer during the period of access to the Hall. The hire period must include set-up and clear-up times. The premises must not be accessed outside of the agreed hire period and must be vacated promptly at the end of the hire.

No sub-letting of the hall is permitted. The hirer or a named representative must be present and responsible throughout the hire period.

Heating is provided in the winter and the controls should not be touched by anyone except a member of the Choir Management Committee.

The Choir Management Committee reserves the right to enter the Hall at any time during an event if it has reason to believe there may be a problem, and to impose further conditions on the spot or curtail the event as it considers necessary for the welfare of guests or the safety of the building or the impropriety of use.

The Choir Hall has no rubbish collection service. All food waste and rubbish must be taken away by the Hirer at the end of the event, or by 10:45 the following day. Failure to do this may result in a charge.

Helium balloons are not to be brought in the choir hall. If released they will rise to the ceiling and if left, set off the intruder alarm.

MUSIC & ENTERTAINMENT

The Choir holds the appropriate licenses for Public Entertainment. Music must be kept to a suitable level to avoid disturbance of neighbours. For commercial hires, Hirers should ensure that they have appropriate insurance for any equipment used in the Hall, to include any damage caused by them to the Hall and its users.

Responsibility for the use and safety of electrical equipment brought on to the premises by the Hirer rests entirely with the Hirer. Any such electrical equipment must have passed the necessary P.A.T. tests and certificates must be produced upon request.

The Hall holds a public entertainment license. The current capacity of the main Hall is as follows:

Closely seated 200 persons maximum including all speakers, entertainers etc. no tables.

Seated at tables 26 tables @ 6 to a table (comfortable), max 8 per table (less tables to make room for dance floor etc.) – 160 persons maximum with tables.

HEALTH & SAFETY

It is the responsibility of the individual Hirers to ensure that they are aware of the Health & Safety at Work Act 1974 and to take reasonable precautions to ensure that their activities are carried out in a responsible way.

Any accidents should be reported to the Hall Manager and an Accident Report Form completed.

FIRE PRECAUTIONS

Hirers must make themselves familiar with the location of the fire extinguishers and the instructions for use, 'break-glass' fire alarms, emergency exits and of the importance of access to fire doors. Hirers will be responsible for informing all those using the Hall of the position of the emergency exits. Hirers must also familiarise themselves with the instructions on what to do in case of fire.

Fireworks, party poppers and candles are not allowed, either for internal or external use with the exception of small birthday cake candles.

ACCESS FOR ALL

There is access into the building for wheelchair users into the building and a designated lavatory inside. Assistance dogs are welcome in the Village Hall.

ALCOHOL LICENCE

The choir has a licensed bar which may be booked by the Hirer in accordance with the Licensing Regulations. Bar extensions may be applied for at an additional charge. The bar staff will ask for identification and age verification if a person appears to be under age. Alcohol consumption by persons under age will not be permitted.

It is an offence to sell/serve alcohol to persons under 18 years of age. Young persons (16 – 17 year old) may consume wine, beer or cider at a table meal when accompanied by an adult at the meal.

Only drinks purchased on the premises may be consumed on the premises. No alcohol is to be brought into the hall and consumed unless with the written prior agreement of the Bar Manager.

FOOD SAFETY

Under the Food Safety Act 1990, it is the responsibility of persons providing food for any event held in the Hall to ensure that they are aware of and abide by the legal requirements. Caldicot Male Voice Choir is not responsible for any food brought into the Hall.

The hall has no facilities for food preparation, cooking or storage.

SUPERVISION

The Hirer is responsible for the adequate supervision of the premises and for use of the grounds by their own party during the period of hire and must ensure that fire exits and access to them are kept clear at all times.

Child Protection - It is the responsibility of the Hirer (under the Children Act 2004) to ensure the safety of all children at all times at any event. There is also a responsibility to safeguard vulnerable adults.

Hirers are responsible for the observance of the law regarding child protection, in particular that adults having continuing and close contact with children or vulnerable adults should have undergone a DBS (Disclosure & Barring Service) check.

Your bond will be forfeited if the Conditions of Hire have not been met.