



Terms & Conditions of Hire - Brancepeth Village Hall – 2024-25

1. Brancepeth Community Association (BCA) exists to manage and maintain the Village Hall for its members.
2. Hirers and users of the Village Hall (referred to hereafter as the 'Premises') shall comply with all relevant **BCA Policies** (which are available for review on the BCA website, on the internal notice board or via the bookings' secretary).
3. The BCA Management Committee reserves the right to refuse hire of the premises.
4. The premises is normally available for use between 8am and 11pm everyday except Christmas Day, where available. Large functions are limited to 11am to 11pm.
5. The premises is licensed for a maximum of 150 people. The main hall can accommodate a maximum of 120 people (or 100 when seated at tables).
6. All emergency exits must be kept free of obstruction.
7. Emergency lighting must remain on when the premises is in use.
8. Firefighting apparatus must be kept in its correct place and be always available.
9. The First Aid box is kept (visible) in the kitchen area and accidents should be recorded in the Accident book which is kept with the Fire Aid box.
10. All electrical equipment brought into the premises must comply with current regulations and must be submitted for PAT testing at the time the rest of the equipment held on the premises is due for testing.
11. The authorised hirer shall not be under the age of 18 years.
12. The hirer of the premises, in the case of an event involving children, shall abide by the BCA Children and Vulnerable Adult Safeguarding Policy and all other current regulations regarding minors. Two adults must be always present throughout the hire period when children or vulnerable adults are in the premises.
13. Where food is supplied you must observe the code of conduct displayed in the kitchen and familiarise yourself with the Durham County Council food hygiene advice documentation kept in the kitchen area.
14. No intoxicating liquor may be sold on the premises unless a Temporary Events Notice or personal Licence is in force.
15. The BCA cannot be held responsible for damage to, or the loss or theft of property.
16. Following the use of the premises, the hirer is responsible for sweeping-up and clearing of litter and rubbish inside or outside the premise and using the appropriate recycle bins. A returnable deposit of £25 may be required to cover cleaning costs. This will be forfeit if the premises is not properly cleaned after a hire.
17. All users of the premises must be responsible for returning furniture and equipment to their original location.
18. On leaving the premises the hirer must check that all windows and doors are secure, lights, other than emergency ones, and appliances are turned off, steps have been taken to eliminate any possibility of fire and sign the attendance book on the committee room table.
19. Any damage to the premises or contents will be charged for.
20. Hirers who arrange regular events should organise a fire drill from time to time.
21. If use of the chair lift is required, the hirer must receive instruction prior to use. The chair lift must be redocked after use to its original position.
22. Parking - As the premises is located in a residential area, please ensure that cars are not parked in such a way as to obstruct the two garages opposite the hall car park, or the lane behind the building. It is essential that access along this lane is not impeded for residents or for emergency vehicles.
23. Noise - Please ensure that disturbance is kept to a minimum when leaving the premises.
24. Hall Access - Key holders must sign the Key Holder Policy. Other hirers will be granted access by the BCA Bookings Secretary, possibly via the key safe. If given a key safe code, hirers must return the key to the box and lock it. Keys must not be kept, copied, or shared.

Licences : The BCA holds Local Authority Premises Licence, LAPREG/05/0031 permitting indoor sporting events, live music and dance, and entertainment or similar. We also have a 'Music Licence' (PRS/PPL) to play music. No music shall be played after 11 p.m. There is no continuing liquor licence and if it is planned that intoxicating liquor is to be consumed on the premises, the BCA Secretary must be consulted for advice.

Insurance: The BCA has full public liability cover for **BCA organised activities only**. As hirer, you must ensure that **any activities you undertake is covered for by public liability**. The BCA may require sight of a copy of the hirer's insurance.