

CONTENTS

- 1.0 GOVERNMENT RESTRICTIONS
- 2.0 HIRING
- 3.0 MAXIMUM CAPACITY
- 4.0 BEHAVIOUR
- 5.0 ALCOHOL
- 6.0 GAMING
- 7.0 THIRD PARTY LIABILITY
- 8.0 PROVISION OF FOOD
- 9.0 HIRE CHARGES
- 10.0 PAYMENT
- 11.0 CANCELLATION
- 12.0 TIMES OF HIRE
- 13.0 ACCESS AND OPENING ARRANGEMENTS
- 14.0 HOUSEKEEPING & DAMAGE
- 15.0 SIGN IN LOG
- 16.0 LOST PROPERTY
- 17.0 WI-FI
- 18.0 COMPLAINTS
- 19.0 FIRE SAFETY
- 20.0 FIRST AID
- 21.0 ACCIDENTS
- 22.0 ACCEPTANCE OF THESE HIRE CONDITIONS
- 23.0 WORKING GROUP MEMBERS

1.0 GOVERNMENT RESTRICTIONS

These conditions of hire are subject any government restrictions (such as Covid-19) that are in place at the time of booking. Any such government restrictions may modify or limit the use of the village hall and take priority over the conditions of hire outlined below.

2.0 HIRING

The Hirer shall be a responsible person over the age of 18 who must ensure that the conditions of hire outlined in this document are observed.

3.0 MAXIMUM CAPACITY

The Hirer shall ensure that the maximum occupancy of the premises as set out below is not exceeded:

Seated audience inside - 50

Standing, informal gatherings - 70 (including the outdoor space)

(These figures include bar staff, artistes etc.)

4.0 BEHAVIOUR

No person shall be allowed to enter or be upon the premises that are likely to behave in an unseemly or disorderly manner.

5.0 ALCOHOL

The sale of alcohol on the premises is prohibited. The consumption of alcohol for community or charitable events is allowed providing hirers who bring alcohol do so strictly for their own consumption.

6.0 GAMING

The Hirer shall be responsible for ensuring that any games played for money comply with the law.

7.0 THIRD PARTY LIABILITY

The Hirer agrees to indemnify the Committee against all legal responsibility in respect of damage caused to any person and third-party property on the premises during the period of letting, whether arising by accident or by any act of omission of the Hirer or the body or society on whose behalf the letting is made. Our Public Liability Policy (providing that the Committee has been advised of such activities taking place) covers non-profit making organisations.

8.0 PROVISION OF FOOD

The trustees of the Cutthorpe Village Institute accept no liability whatsoever for any food brought onto the premises by the hirer for consumption by the group during the hire period. Where agreed, the hirer may:

- Use the kitchen facilities for the preparation and serving of food,
- Must ensure that any persons consuming food on the premises, have been made aware in advance of any food content that may affect particular allergies.
- A food allergy notice is on display on the Institute notice board.

9.0 HIRE CHARGES

The following hire charges and conditions of hire will apply from 1st April 2024

	Hourly Charge	Daytime (Mon -Fri)	Evening (after 6pm)	Weekends (Sat/Sun)
Residents:	Regular or Ad-Hoc	£8.50	£8.50	£9
Non-Residents:	Regular Booking	£10.50	£11	£12
	Ad-Hoc Booking	£11	£12	£17

9.1) Conditions of Hire

- 1) Residents are defined as being within the Cutthorpe Village.
- 2) The minimum hire period is 2 hours (excluding setting up time)
- 3) Free 15 mins max setting up and packing down time (if more is required, an extra hour should be booked)
- 4) Hourly rate includes the use of:
 - The main hall and outside space
 - The kitchen and toilet facilities
 - Wi-Fi Access
- 5) A cash deposit of £20.00, payable at the time the booking is made, is required for occasional bookings. The deposit is returnable in full if the conditions of hire have been met. All or part of the deposit may be withheld, at the discretion of the Working Committee, if the conditions of hire have not been met.

10.0 PAYMENT

Payment by bank transfer only.

11.0 CANCELLATION

At least 48 hours' notice must be given of a cancellation, otherwise the hire charge will normally be payable. In the event of the booking's secretary having to give notice to a Hirer on behalf of the Village Institute, to cancel a booking, as much notice will be given as possible and any booking payment will be refunded in full. No further recompense will be given.

12.0 TIMES OF HIRE

Whenever possible access will be made available 15 minutes before the start of the hiring for setting up. A further 15 minutes is allowed after the end of the hiring for clearing away etc. After that time, occupation of the room will be chargeable at the normal hourly rate. In the interests of neighbourliness, no hiring shall continue beyond 11.45 pm.

13.0 ACCESS AND OPENING ARRANGEMENTS

To allow greater flexibility to the hirer, the following arrangements have been put in place:

- The outer door will be unlocked in the morning and locked at night by a member of the working group or trustee.
- The inner door is fitted with a keypad lock which can be opened by the hirer by entering a 4-digit code. This code will be provided to the hirer upon return of a signed copy of these conditions of hire.
- The alarm will have been disabled when the outer door is unlocked.
- When leaving, the hirer should ensure the inner door is closed and locked

13.1 Key for regular users

For those groups who become regular users it is possible to be issued with a key to the outer door. This should be returned when the booking is cancelled.

14.0 HOUSEKEEPING & DAMAGE

Hirers are required to ensure that: -

1. all tables and chairs are wiped clean and returned to their original position and that the floors are swept clean.
2. all crockery etc is put away, and that no items are left out on the windowsills or worktops.
3. all food/drinks are removed from the fridge.
4. all rubbish is placed in the black dustbin for general rubbish and the burgundy bin for tins/bottles/cardboard/paper or taken away at the end of the booking. Please ensure no food waste is put into the burgundy bin.
5. All lights are switched off before leaving

15.0 SIGN IN LOG

Hirers will be asked to sign in (time and date) and sign out when leaving. The log will include a checklist reminding hirers of the above requirements and space to note any problems or suggestions. Additionally, the Hirer shall record in the log any damage caused to the premises, furniture, crockery, or any equipment because of the booking.

The hirer shall take responsibility for making good such damage in a satisfactory manner.

16.0 LOST PROPERTY

Any personal items left for more than 7 days will be disposed of where the owner cannot be traced.

17.0 WI-FI

Wi-Fi is available for hirers to use and log in information is located on the router situated in the left-hand corner of the room as the building is entered. The network code is "institute"

18.0 COMPLAINTS

Any complaint shall be made in writing to the chairman of the working group.

19.0 FIRE SAFETY

Cutthorpe Village Institute is a no smoking establishment

In the event of fire –

- Instruct everyone to leave the building using the nearest exit and assemble by the Coronation tree, across the road
- Call the Fire Service using a mobile telephone number **112/999 (Close all doors on the way out)**.
- Ensure the building has been evacuated and that occupants do not re-enter the building to collect personal belongings.
- The Hirer should report to the Fire Service's Officer in Charge that everyone is safe or should inform him of their last known whereabouts.
- Only attempt to extinguish an outbreak of fire if you consider it safe to do so.

A foam extinguisher is in the hall for wood, fabric and paper fires. Two fire blankets are in the kitchen together with a powder extinguisher by the back door.

The fire exits in the kitchen and the main hall must be always kept clear

No naked flames (e.g. candles) or supplementary lighting via the mains is permitted without prior permission from the booking's secretary.

At the end of the hire, please check that the cooker and lighting is turned off, and chairs are stacked well clear of all heaters and that the internal doors are closed.

20.0 FIRST AID

A First Aid box is available on the wall in the lobby leading to the kitchen and toilets. Please tell the bookings secretary if you use any items so that the box can be replenished.

21.0 ACCIDENTS

Please report all personal injury accidents to the booking's secretary or a committee member.

22.0 ACCEPTANCE OF THESE HIRE CONDITIONS

All users who book the hall are required to download, complete, and sign a copy of the booking form record sheet to confirm acceptance of these hire conditions. A copy of the completed form should be handed in at your first attendance to the hall

A copy of these conditions along with the booking form record sheet is available at:

www.cuthorpevillagehall.com

23.0 WORKING GROUP MEMBERS

Mike Robotham (Chair)
Wendy Lawrie (Treasurer)
Liz Robotham (Secretary)
Jane Johnstone (Bookings)
Maureen Tropman