

Glentworth Village Hall
Stoney Lane
Glentworth
Lincolnshire
DN21 5DF



GLENTWORTH VILLAGE HALL POLICY and PRINCIPLES CONDITIONS OF USE

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1 DEFINITIONS

GVH	Glentworth Village Hall
Management	GVH Committee
Booking Secretary	GVH Booking Secretary
Users	People or organisations who hire the hall for an event or activity. This includes the Management when their role is that of a User.

2 SCOPE

The Policy applies to the Management and all Users of GVH

3 POLICY

It is the policy of Management that Users shall comply with the conditions of use listed below.

4 PRINCIPLES

4.1 Management

- Management shall nominate a Booking Secretary.
- The Booking Secretary shall ensure all Users are aware of the Conditions of Use for GVH.
- If non-compliance with this policy is brought to the attention of the Booking Secretary, he/she shall take appropriate corrective action.
- Management shall ensure these policies and principles are reviewed annually and updated if necessary in the interim period.
- A copy of this policy will be held on the GVH web site for the attention of Management and Users.

4.2 Users

4.2.1 GVH conditions

- Only areas paid for shall be used.
- All bookings include the use of the entrance hall, toilets and parking.
- Bookings do not include the exclusive use of the external play area, which is for the general village use.

- Vehicles are not allowed on the grass outside GVH under any circumstances.
- There is a 30 minute allowance (not charged for) for clearing away. ALL other times including setting up will be charged.
- After any hire the facilities used should be left in a clean and tidy manner.
- Tables and chairs for the main hall are kept in the storage room, accessed from the main hall. It is a regulatory requirement that the doors to the storage room are kept closed.
- Any accident and/or damage must be reported to the Booking Secretary at the end of the hire period. (The First Aid box and Accident book are kept in the kitchen).
- The cost of repair for any damages is the responsibility of the hirer. The method of repair and payment must be agreed with the Booking Secretary.
- All payments should be made before the Hall is used.
- A deposit of £50 is required from persons booking GVH for a party or similar activity who have no previous record of due diligence, returnable on compliance with these conditions of use.

4.2.2 WLDC Licence regulations

Any Users must comply with Licensing Act 2003 as specified in the West Lindsey District Council Premises Licence number 32UHB50135. Extracts include:

7.	The licensee and/or person in charge shall maintain and keep good order and decent behaviour and shall not permit drunkenness or other disorderly conduct on the licensed premises.
8.	The licensee and/or person in charge shall not allow any lewd, obscene or indecent performances to take place on the licensed premises, or allow any indecent poster, advertisement, film, photograph or programme to be displayed or shown therein.
9.	The licensee and/or person in charge shall:
(a)	Take all reasonable precautions for the health and safety of the public, performers and employees on the premises:
(b)	Ensure that the licensed premises and any fittings, stairways, notices, lavatories and seating are maintained in good order and condition.
11.	The licensee and/or person in charge shall ensure that any noise emanating from or caused by the use of the premises is such as not to cause annoyance to residents in the locality.
13.	Real or artificial smoke shall not be produced in the premises.
14.	Laser effect lighting shall not be used except with the prior written consent of the West Lindsey District Council.

17.	Use of the premises is prohibited for roller discos without specific approval of the Lindsey District Council.
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If it is planned to sell alcohol additional regulations and costs apply. Please contact the Booking Secretary regarding details.

4.2.3 Other GVH Conditions

If any of the following apply, please refer to the relevant Policy and Principles for details.

Policy and Principles	Scope
Key holder	Users holding a key to GVH.
Fire Safety	All Users of GVH.
Hygiene	Users preparing, cooking and/or supplying food and/or drinks at GVH.
Vulnerable Users	Users whose activities bring them in contact with vulnerable people, e.g. children, young people, adults with learning difficulties or physical disability, frail, elderly people and carers.

It is the responsibility of Users who as part of their activities holds personal data on people to comply with the Data Protection act.

4.2.4 Hirer's Liability Insurance

Cover for political or business use (including professional entertainers) is specifically excluded from the insurance policy held by Management and hirer's may need to make their own arrangements.