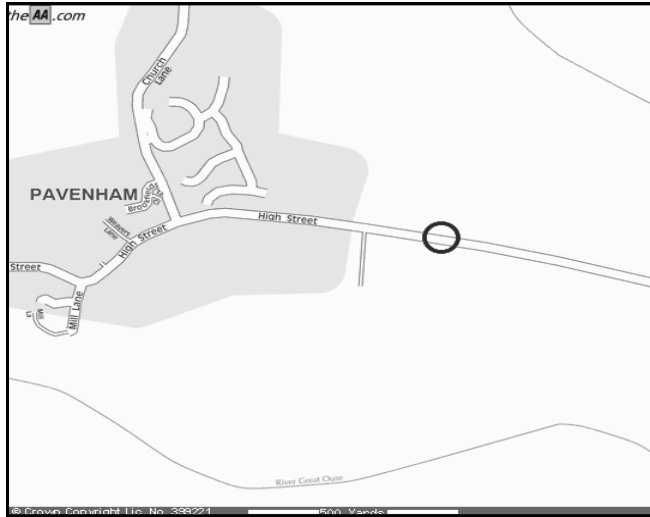


Location Map



Pavenham Village Hall & Playing Field

Registered Charity Number 300055
March 2017

Hirers' Handbook



Pavenham Village Hall Pavenham, Beds

PAVENHAM VILLAGE HALL has been designed to accommodate a wide range of functions.

We hope that the information in this handbook will help you to plan your event and make the best use of the facilities available.

If you need additional details, a note of the hiring rates or have any queries about the hall and its operation, please contact either the **Bookings Secretary, Treasurer or Chairman**, whose addresses and telephone numbers can be found on the village web site at:

www.pavenhamvillage.co.uk/hall.html

Licensing Act 2003 - Premises Licence

Licence Number: BBC/PNEW/68/05

Below is a resumé of the terms of the Premises Licence issued by the Licensing Service at the Town Hall, St. Paul's Square, Bedford, MK40 1SJ.

Regulated activities: plays, films, live music, recorded music, performance of dance, dancing, supply of alcohol.

Opening hours of premises:

Monday	09:00 to 00:00
Tuesday	09:00 to 00:00
Wednesday	09:00 to 00:00
Thursday	09:00 to 00:00
Friday	09:00 to 01:00
Saturday	09:00 to 01:00
Sunday	09:00 to 00:00

Total maximum capacity of the premises - 250

Licence valid from 24th November 2005 until that provided for in Section 26,27 & 28 of the Licensing Act 2003.

Licencee details: Pavenham Village Hall & Playing Field Charity.
Pavenham Village Hall
Bedford Road
Pavenham
Bedford
MK43 7PH

Description of Licence: Charity 300055

The Licence is in the name of the designated premises supervisor, whose name and address can be found on the village web site.

Details of the Premises Licence are available from the Issuing Authority Telephone 01234 227445, or, www.bedford.gov.uk Also, a copy of the original can be found on the village web site.

9. Alterations to Conditions

The Management Committee reserves the right to make alterations to any of the Conditions of Hire from time to time and at its own discretion.

10 Dispute Procedure

In the event of a dispute, the Hirer shall clearly set out their case in a letter to the Management Committee within 7 days of notification of a claim. Any direct representations to individual members of the Management Committee will not be considered. Please address your letter to the Chairman. The Management Committee at their next meeting will then consider the letter. The Management Committee's decision will be sent to the hirer in writing within 7 days. Only after this procedure has been followed, should a dispute remain, the Village Hall Chairman will be the final arbiter.

UNDER 21'S HIRING POLICY

The hall is only available to residents of Pavenham for events for the under 21's, eg. 16th/18th birthday parties. Terms and conditions for these events are as follows:

1. The Hiring Agreement should be completed and signed by an adult.
2. A cleaning/damage deposit of £250 is required, paid one month in advance.
3. The adult or their nominated responsible representative adult must be present and on site whilst there is any access to the hall, this includes setting up before, during and clearing up after the event.
4. For events where people under the age of 21 are the predominant attendees no pay bar will be allowed or alcohol on site unless prior written agreement from the committee is given.
5. For events where people under the age of 18 are the predominant attendees there must be 1 adult over the age of 21 present for every 15 under 18's at all times.
6. We strongly advise that for certain events, adults are assigned to all doors (front and back) for safety and security, and the committee room, kitchen and bar are kept off limits to attendees.
7. For each event we will ask what your event is and how it will be organised.
8. The hall should be left in a clean and tidy condition. The keys should be returned to the Bookings Secretary by 12.00 noon, the following day, unless instructed otherwise.
9. Any damage, breakages, missing items, faults should be reported to the Bookings Secretary as soon as possible.
10. Members of the Management Committee have the right of free entry to the premises at all times.
11. The Bookings Secretary has the full support of the Management Committee in deciding whether or not to permit a booking.

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.SUMMARY OF FACILITIES

MAIN HALL (15.26m x 9.16m)

Heated by 6 wall fan heaters. Spotlights and dimmer switches.
Wooden dance floor.

BAR (4.6m x 2.1m)

Glass Washer, two wine/beer coolers.

COMMITTEE ROOM (6.37m x 4.55m)

Heated by 2 wall fan heaters.

KITCHEN (5.1m x 4.88m)

Electric & Gas Ovens. Fridge/freezer.

Dishwasher.

Kettles, Burco boiler, Warming Trolley.

120 sets of crockery & cutlery.

Various cooking pans.

TOILETS

Male & female towards the rear of the hallway. Disabled toilet.

HALLWAY (10.7m x 2.49m)

Access to toilets, committee room & kitchen.

ENTRANCE FOYER (2.88m x 4.23m)

Access to main hall & committee room.

FURNITURE AND EQUIPMENT

5 Trestle tables (.75m x 3.05m)

18 Folding tables (.76m x .91m)

16 Folding tables (.76m x 1.83m)

10 Round tables (1.52m diameter) Table cloths available for hirer to
launder.

120 Chairs

GLASSES

A maximum of 50 of each type: 1 pint, ½ pint, and wine glasses are
available. A Hirer will need to hire glasses depending upon their re-
quirements.

3.3 In any of the circumstances described under 2. above the
Management Committee undertakes to refund to the regular hirer any
hire fees relating to the cancelled period (s) of hire, but no further
monies will be paid for any actual or presumed loss of profit or for any
other cause.

3.4 It follows from Condition 2.2 that hirers are required to give the
Bookings Secretary a minimum of 2 weeks notice either of occasional
cancellation, or termination of the Hiring Agreement.

4. Hire Period

4.1 The Hirer should include time needed for preparation and
clearing up in establishing the total period of hire required. The hirer is
responsible for making sure that the premises are not left unattended
and unsecured at any time during, or at the end of, the hire period. Any
damage should be reported to a member of the committee.
Keys are available from the Bookings Secretary. They are to be returned
by 12 noon unless otherwise instructed.

4.2. Adequate time should be allowed at the end of events to ensure
that the premises may be vacated at or before the end of the hire period,
so as not to interfere with the needs of others and to observe the
Premises Licence conditions for hours of use.

5. Parking

The Hirer is responsible for ensuring that vehicles do not obstruct the
main access route, and that any vehicles left over night by those
attending the function are removed no later than 12.00 noon on the
following day. All bollards to be returned to a locked upright position.

6. Purpose of Hire

The Management Committee reserves the right to refuse any application
for hire without stating its reason for doing so.

7. Right of Entry

Members or employees of the Management Committee or persons
authorised by them, shall have the right of free and unimpeded entry to
the premises at all times.

8. Cancellation or Termination of Hire

The Management Committee reserves the right to cancel the Hiring
Agreement at any time, or to prohibit the continuance of an event, if it
considers that the hirer has failed to comply with any of the Conditions
of Hire, or that continuance of the event is undesirable. In such
circumstances the hirer shall forfeit the whole of the fees paid for the
hire, and the Management Committee shall not be liable for any
payment in respect of any actual or presumed loss of profit or for any
other cause.

PAVENHAM VILLAGE HALL SPECIAL CONDITIONS OF HIRE

1 Smoking

The Management Committee operates a strict No Smoking policy within the confines of the Hall, and the Hirer is responsible for ensuring that this policy is enforced during the period(s) of hire. People who wish to smoke are asked to do so outside the building.

2 Payment for Hire

2.1 A damage deposit of £250 is payable no less than 14 days prior to the date of the hire. For residents of Pavenham, the damage deposit is £100. This deposit, less the cost of rectifying any damage and/or the cost of exceptional cleaning or clearing up, will be repaid to the hirer within 28 days of the termination of the period of hire. A deposit will not be required from the local organisations authorised by the Deed of Declaration of Trust, who are hiring the facilities for a meeting of their own members.

2.2. The balance of the hire fee (or the full fee for each hire period in the case of regular hire) is payable no less than 14 days prior to the date of the hire, and is non-returnable if the hirer subsequently wishes to cancel the booking.

2.3 Payment by cheque is preferred to payment in cash. Cheques should be made payable to 'Pavenham Village Hall and Playing Field'.

2.4 The Management Committee reserves the right to cancel the Hiring Agreement if the hirer fails to observe any of the conditions relating to payment, or if any cheque of similar instrument of payment fails to be honoured by the party on which it is drawn.

3 Regular Hire

In addition to the relevant items under 2. above.

3.1 Regular hirers will be subject to a 2 month probationary period, following which the Management Committee may at its discretion decide to renew or cancel the Hiring Agreement. If renewed, the hire will thereafter be subject to an annual review.

3.2 During any regular hire period the Management Committee may, subject to 2 months notice to the hirer, suspend the hire on an occasional basis in order to allow other organisations, who might otherwise be prohibited from using the hall, to hire the hall for a specific event.

Summary of facilities continued:

CAPACITY

Statutory capacities are shown on page 15.

In practical terms the maximum figures for events (depending on requirements) are:

Buffet/Dancing 180

Dinner/Dance seated 120

FIRE ALARM

The hall has a fitted fire alarm, the key for which is included on the set given to the hirer. These keys must remain within the hall at all times.

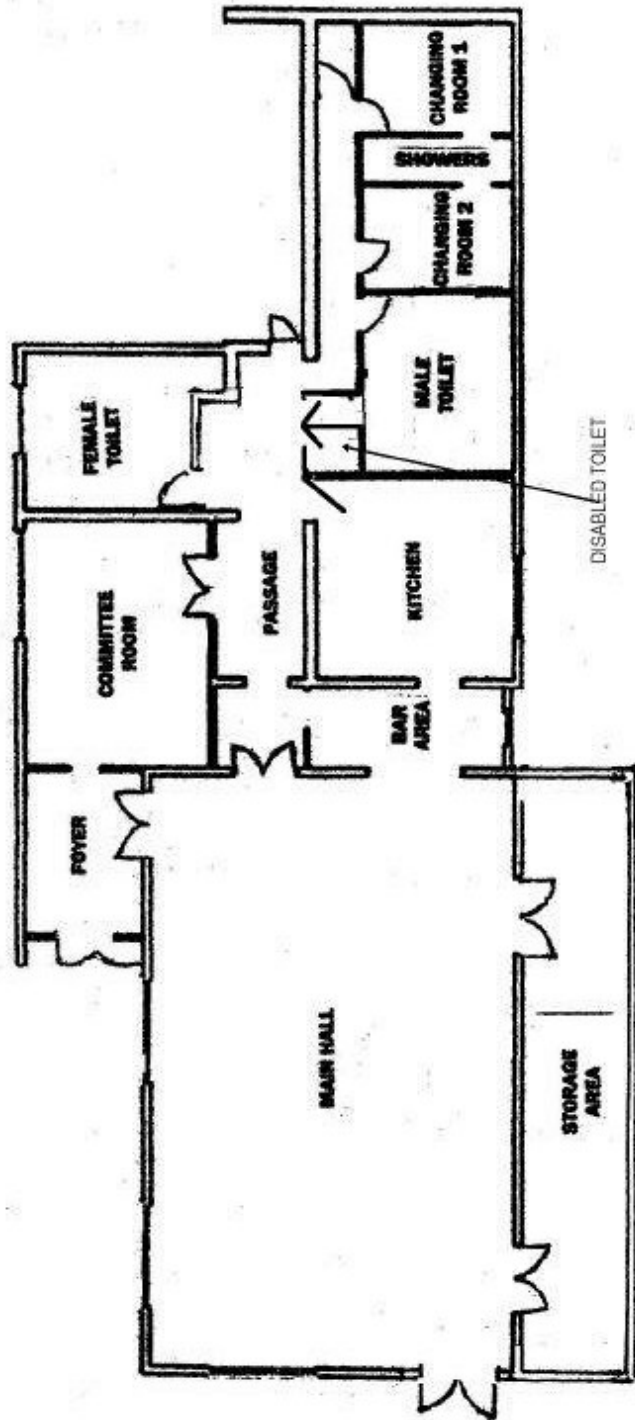
Please note: furniture should not be used outside.

SUGGESTED LAYOUTS

A number of different combinations are possible, depending on the individual needs of hirers. These will also depend upon the table types being utilised. It should be noted that when setting these up, all fire exits should be left clear for ease of egress.

Pavenham Village Hall has a piano, which is available for hirers' use. A trolley is available and should be used to move the piano. However, it should be returned to the committee room when finished.

VILLAGE HALL FLOOR PLAN



21. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using the sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

22. No Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Hall Secretary. Any alteration, fixture, fitting or attachment so approved shall be at the discretion of the Management Committee remain in the premises at the end of the hiring. It will become the property of the Management Committee unless removed by the hirer who must make good to the satisfaction of the hall or, if any damage caused to the premises by such removal.

23. No Rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

with a copy of the Child Protection Policy on request.

17. Fly Posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the Premises, and shall indemnify and keep indemnified each member of the Village Hall's Management Committee accordingly against all actions, claims and proceeding arising from any breach of this condition Failure to observe this condition may lead to prosecution by the local authority.

18. Sale of Goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

19. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Management Committee is unable to conclude a replacement booking, the question of payment or the repayment of the fee shall be at the discretion of the Management Committee. The Management Committee reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- (b) the Village Hall Management Committee reasonably considering that such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or unlawful or unsuitable activities will take place at the premises as a result of this hiring.
- (c) the premises becoming unfit for the use intended by the Hirer.
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Management Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

20. End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Management Committee shall be at liberty to make an additional charge.

The information on Pages 7—14 covers the conditions on which hire is made, and the restrictions placed by Local Authorities on activity in the Hall—signature to a Hiring Agreement commits the hirer to their observance. Hirers should therefore read this information carefully, and consult the Chairman if they are in any doubt as to the meaning of any items. For the purposes of these Conditions, the term HIRER shall mean an individual Hirer or, where the Hirer is an organisation, the authorised representative.

PAVENHAM VILLAGE HALL STANDARD CONDITIONS OF HIRE

1 Supervision

The Hirer shall, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort, and the behaviour of all persons using he premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Bookings Secretary, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents

2 Use of Premises

The Hirer shall not use the premises for any purpose other than described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring on to the premises anything which may endanger the same or render invalid any insurance policies in respect thereof, nor allow the consumption of alcoholic liquor thereon without written permission.

3 Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

4 Licences

The Hirer shall ensure that the Village Hall holds a Performing Society Rights Licence which permits the use of copyright music in any form e.g. record, compact disc, tapes, radio, television or by performers in person. If other licences are required in respect of any activity in the Village Hall the Hirer should ensure that they hold the relevant licence or the Village Hall holds it.

5 Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at

which alcohol is sold or provided or which is attended by children.

(a) The Hirer acknowledges that they have received instruction in the following matters:

The action to be taken in the event of fire. This includes calling the Fire Brigade and evacuating the hall.

The location and use of fire equipment. (shown in floor plan)

Escape routes and the need to keep them clear.

Method of operation of escape door fastenings.

Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

(b) In advance of an entertainment or play the Hirer shall check the following items:

That all fire exits are unlocked and panic bolts in good working order.

That all escape routes are free of obstruction and can be safely used.

That exit signs are illuminated.

That there are no obvious fire hazards on the premises.

6 Means of escape

(a) All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit

(b) The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

7. Outbreaks of Fire

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the secretary of the Management Committee.

8. Health and Hygiene

The Hirer shall, if preparing, serving or selling food observe all relevant food, health and hygiene legislation and regulations. In particular dairy products, vegetable and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator with a thermometer.

9. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought to the premises and used there shall be safe and in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the Hirer must make use of it in the interests of public safety.

10 Indemnity

Hirers of the Village Hall are covered by the Insurance taken out by the Management Committee of the Village Hall, for damage to the buildings, contents owned by the Village Hall. The Management Committee also hold a Public Liability policy.

Hirers of the outside playing field facility must arrange their own insurance

and must lodge a copy of their policy document with the Treasurer of the Management Committee prior to their use of the facility.

11 Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to a member of the Village Hall Management Committee as soon as possible. Any failure of equipment belonging to the Village Hall must be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Hall Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

12 Explosive and Flammable Substances.

The hirer shall ensure that:

(a) Highly flammable substances are not brought into, or used in any part of the premises.

(b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Management Committee. No decorations are to be put up near light fittings or heaters.

13 Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Management Committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

14 Drunk and Disorderly Behaviour and Supply of Illegal Drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises

15 Animals

The Hirer shall ensure that no animals (including birds) except assistance dogs are brought into the premises, other than for a special event agreed to by the Management Committee. No animals whatsoever are to enter the kitchen at any time.

16. Compliance with The Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities).

The Hirer shall provide the Village Hall Management Committee