FIRBECK VILLAGE HALL - HIRE POLICIES

All hirers of the hall consent to adhere to **Firbeck Village Hall Hire Policies** and **Terms and Conditions of Hire**. Copies of both documents are available on the website and in the Hall.

Hours of Opening

To comply with the Premises Licence hire of the Hall must take place within Monday - Sunday 09.00-23.00.

The Premises Licence allows the following activities to take place within the specified times:

Performance of a Play	Monday - Sunday	09.00 to 23.00 Indoors
Exhibition of Films	Monday - Sunday	09.00 to 23.00 Indoors
Performance of Live Music	Monday - Sunday Monday - Sunday	09.00 to 23.00 Indoors 12.00 to 21.00 Outdoors
Playing of Recorded Music	Monday - Sunday Monday - Sunday	09.00 to 23.00 Indoors 12.00 to 21.00 Outdoors
Performance of Dance	Monday - Sunday	09.00 to 23.00 Indoors
Provision of facilities for Making Music	Monday - Sunday Monday - Sunday	09.00 to 23.00 Indoors 12.00 to 21.00 Outdoors
Provision of facilities for Dancing	Monday - Sunday	09.00 to 23.00 Indoors
Provision of facilities for entertainment of a similar description	Monday - Sunday	09.00 to 23.00 Indoors

Hire Period

You will be charged for the time you have booked which includes time for setting up and clearing up.

Fire Precautions

Hirers must ensure that all precautions are taken against risk of fire and damage to the property. It is your duty to point out to users of the Hall where the Emergency Exits and Fire Extinguishers are sited.

Accidents

Accidents should be recorded in the Accident Record Book and reported to the Bookings Secretary. The book can be found next to the First Aid Kit in the kitchen.

Electrical Equipment

All electrical equipment brought to the hall must have been PAT tested for safety.

Smoking

Firbeck Village Hall are strictly no smoking/vaping premises.

Alcohol

If alcohol is to be sold or provided free as part of a ticket price, you must apply for a Temporary Event Notice (TEN) from Rotherham Metropolitan Borough Council. This also applies to outside caterers, their own licence is not valid for use in the Hall as the licence is specific to the premises. As the number of TENs is limited to 15 per annum you will need the permission of Firbeck Village Hall Management Committee (FVHMC) as priority is given to FVH organised events. If allowed, the Bookings Secretary will need to see a copy of the TEN licence at least 14 days before the event. A TEN is not required if alcohol is given away free at a private event or attendees bring their own alcohol to consume.

Kitchen
For safety reasons children under 14 should not be allowed in the kitchen area. The oven should be used for reheating only.

Decoration
You must not use drawing pins, tape or Blu-Tack on the walls or other surfaces. You may use the notice board and hooks situated around the Hall. Please ask the Bookings Secretary for advice.

Use of the stage
If you require use of the stage, members of the committee will put this up and take it down for you. There is a charge of £15 for this service.

Music
Musical performances, live or recorded will incur a charge of £5 towards the Music licence.

Audio visual equipment
The Hall is equipped with a laser projector, desk and hand microphones, dvd player and speakers connected via hdmi or bluetooth. Hirers requiring access to this equipment must notify the Bookings Secretary. If you wish to screen a film using the DVD player a charge of £5 towards the movie licence will be made. There is no charge for use of the projector to screen a presentation or still images.

Bouncy Castles
The use of bouncy castles and inflatables inside or outside the hall are not permitted as they are excluded from our insurance policy.

Faults / Damage
You must report any faults or damage to the Bookings Secretary as soon as possible.