



The Five Villages Hall | Station Road | Backford | Chester | CH1 6NT Registered charity number 702464

Information Pack for Hirers September 2024

Please visit our website www.thefivevillageshall.org.uk for booking requests, information on activities and events, current rates or to ask a question.

There is a **contact form** available for your questions about the hall, its facilities or to make a booking request. Click through from “**Check Availability**”. We will reply to you as quickly as we can.

The attention of hirers is drawn to our terms and conditions set out in this document as well as our charges, booking arrangements, risk assessment, insurance requirements and the use of bouncy castles in the main hall (only).

For a hiring request to be accepted, the hirer must accept these terms and conditions. Please ensure that you have signed at the end of this document.

We do not take bookings for teenage parties in the Hall.

The booked hiring period includes any set-up and clearing up time required by the hirer.

Five Villages Rates

There are three different rates which depend on the type of user. There are:

the local rate for those who actually live within one of the five villages and pay a precept to either Lea-by-Backford, Mollington or Backford Parish Council

the casual rate for those who do not live in one of the five villages but are booking a private event at the Hall. These are not-for-profit event bookings

the commercial rate for those who are running a business and use the Hall in pursuit of that business. These are for-profit event bookings

Please note that the committee reserves the right to require a **deposit** at the time of booking.

Current Hiring Rates

[Click here](#)

All weekend parties are subject to a minimum booking of 3 hours.

NB the committee reserves the right to require a **deposit** at the time of booking.



Notes

Hire rates are reviewed regularly without notice.

No charge for use of kitchen for the making of tea or coffee or provision of soft drinks only. Kitchen, bar and stage will be rented on a first come first served basis

Weddings: Please use our booking request form to start a discussion of your requirements

Keys: Arrangements for key collection and return will be made once the booking is confirmed and paid for.

Community Groups: A community group is non-profit-making and is where a team/group activity is in the early stages of being established. It is accessible to all and brings benefits to The Five Villages community. Please contact us.

Fees for Community Groups: Where there are initial activity set-up costs such as equipment purchase, advertising the hire fees *may be* reduced by 50% of the current rate for the set period of 4 'taster sessions' of the fledgling activity. A review will be undertaken after the fourth session. If the activity appears sustainable the reduction will be removed and the full fee will be payable. If the activity is struggling to attract participants, a feasibility review will be undertaken with the activity organiser.

Storage: Storage for users/activity providers is extremely limited.

Hiring Conditions

All hirers are required to comply with our terms & conditions prior to entering any hiring agreement. Hirer must sign the last page of this document to accept the T&Cs and confirm that insurance (if required) is in place.

Hours of Use - 0830hrs to 2359hrs.

Any regulated entertainment, music, dancing or supply of alcohol must end at 2330hrs Monday to Saturday inclusive or by 2100hrs on a Sunday.

The maximum number of persons in the building is 180 persons. For dancing: 180 people.

For seated occasions: 100 people. For both dancing and seating events: 100 people. For closely seated audiences: 140 people.

Fire Prevention

For everybody's safety **smoking, vaping or naked flames** are strictly forbidden in the building under any circumstances **Fire exits** must be kept clear at all times. Hirers are required to note the locations of all **fire extinguishers** before their event. Hirers must familiarise themselves satisfactorily with **all fire exits** and the operation of same.

Serving of Alcohol

A temporary events' notice – TEN – is required. See below. NB Please refer to the Licensing Act 2003 for further clarification.

No person under the age of 18 is allowed in the bar area nor allowed to serve, to consume or to be served alcohol. The hirer must name the person who is serving alcohol. The Hall Committee reserve the right to ask for age identification. **The bar must be closed by 2330hrs** to allow for drinking up time

Children must at all times be supervised in all areas in the building



Terms of Use

- + No tap dancing is permitted anywhere in the hall
- + Hirers providing alcohol must apply to Cheshire West & Chester Council for a temporary event notice (ie a so-called TEN). Alternatively the Hall can provide one at a charge.
- + No heating appliances to be brought into the building or used in the building.
- + Any electrical appliance (eg radio, CD player and the like) must be **PAT-tested** before being used in the hall + If your electrical equipment causes a circuit to trip you must advise the booking secretary without delay
- + Please do not adjust the thermostat or radiator valves
- + No lasers, pyrotechnics, fireworks, explosives, hypnosis or animal acts in or outside the building
- + The kitchen is to be left cleaned down.
- + Hirer's rubbish must be taken away for recycling **by the hirer**. No rubbish to be left anywhere on site.
- + This includes glass, plastics, tins, cans, kitchen waste ie leave nothing please
- + No food may be served after 2200hrs
- + Toilets to be left clean and all sink taps switched off
- + Tables and chairs, if used, to be returned to their original storage position – with care please
- + Music, if played, to be kept to a reasonable sound level
- + Hirer should note the location of the fire exits and fire extinguishers
- + First Aid box is available in the kitchen
- + Please do not park on the road or pavement in front of the site or in front of the bike shelter.
- + Stiletto heels NOT to be worn in the main hall (wooden floor)
- + No dogs permitted in the building except for guide dogs and NO animal acts permitted.
- + Any spillages must be wiped up immediately using dry mop/cloth available in cleaner's store room
- + Any damage/breakages must be reported to the Booking Secretary. The Hall reserves the right to charge the hirer for replacement/repair costs of any damage / breakages during the hired period
- + no naked flames permitted anywhere in the building or outside the building
- + all windows and doors to be closed and checked before the alarm is activated.

Risk Assessments - Notice to Hirers & Guidelines

All hirers must perform their own risk assessment of their activity/event in the building. Guidance for the completion of such a risk assessment follows below.

Regular hirers, having undertaken their initial risk assessment, must provide a copy to the Booking Secretary and update it on an annual basis.

Guidelines for risk assessment

Organising an event brings with it a number of key responsibilities. Organisers become responsible for the safety of everyone at the event, including the public and any employees or volunteers even if the event is free or in aid of a charity.

It is advisable to complete a risk assessment for your event. This will help ensure that it runs as smoothly and safely as possible. A risk assessment is simply a careful examination of what could cause harm to people so that you can weigh up whether you have taken enough precautions or should take more to prevent harm.

Step 1 – Identify the hazards List the activities and equipment that will be involved. Then think about the hazards relating to each activity and piece of equipment. A hazard is something with the potential to cause harm, such as any trip hazards, the movement of vehicles, high noise levels and the like.

Step 2 - Identify who could be affected For each hazard that you identify you should list the people who could be affected. Amongst others this would include volunteers and members of the public. You need to consider who will be attending the event, ie children, older people and people with disabilities.

Step 3 – Establish the risks - The risk is the likelihood of someone being harmed by the hazard You need to establish your event's risks and decide whether you have done enough to reduce them. You should list the measures you have already taken to control the risks so that you can decide whether you need to do anything else. Classify risks into high, medium or low risk and then for each of them consider whether or not it can be eliminated completely. If it cannot be, decide what you have to do to reduce the risk to an acceptable level.



Step 4 – Record your findings You should list your findings so that you have a record of all significant hazards, the nature and extent of the risks and the action required to control them. Keep this record for future reference and so that you can demonstrate to interested parties that you have identified any significant risks and the control measures you have put in place.

Step 5 – Review and revise Your risk assessments will need to be reviewed and updated if any of the risks change while you are planning the event.

Insurance

Any third-party organisation hiring the building or part of it must have its own Public Liability insurance in place at the time of hiring. Furthermore, the hirer must confirm to the Booking Secretary, by signing this document, that insurance is valid and in place. **Mollington, Backford & District Village Hall's (ie The Five Villages Hall's) insurance does NOT cover bouncy castles**

Bouncy Castle – Guidelines

These are guidelines only. You should refer to the provider of the bouncy castle for all operating instructions of his/her equipment. This includes obtaining details of the equipment supplier's Public Liability Insurance, his/her assurance that the equipment has been passed by PIPA, the inspection scheme for inflatable play equipment and ROSPA. The latter have guidelines on the hire of bouncy castles. Provider's guidelines should also include:

1. checking that the site is appropriate for the castle
2. inflating and stabilising the equipment
3. recommended maximum number of children that can be safely accommodated on the castle at any one time. This will be influenced by age and size of children.
4. a responsible adult must supervise children closely and constantly, not just from a distance
5. where appropriate implement a rota system to avoid mixing ages and sizes
6. manage appropriate behaviour: no climbing on walls, acrobatics, somersaults, eating or drinking in castle
7. remove potentially dangerous items / jewellery; spectacles to be secured if worn, footwear removed

NB It is the hirer's responsibility to accept liability should an accident, incident or injury occur whilst the equipment is hired to you.

DECLARATION

I/we confirm that I have read all of these guidelines, terms and conditions and that I/we have the appropriate insurance (where necessary) in place. I/we have also completed a risk assessment and will make this available if asked. We agree to accept the terms and conditions laid out here.

NAME/Organisation

Print and sign your name please

Dated _____

To accept these terms and conditions of hire, please ensure that you have signed above and provided a signed copy to your Hall booking contact.

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