

General rules governing the use of Flixborough village hall.

Preamble : The management of the Hall is vested in the Flixborough Parish Council.

Under the provisions of the Constitution, the Flixborough Parish Council are empowered to make rules, or to withdraw or amend them.

1. **Use of the Hall:** Use of the premises and its facilities is subject to the following rules and in the case of hirers, to certain Standard Conditions specified in the Hiring Agreement.

2. **Equal opportunities :** The Hall shall be open to all, subject to adherence of these rules, regardless of race, gender, sexual orientation., age , disability, religious or political beliefs or marital status.

3. **Applying to use the Hall :**

a) Application for use of the Hall shall be made to the Bookings Manager.

b) The right to refuse any application for the use of Hall facilities is reserved to the General Committee. The General Committee will refuse an application to use the Hall's facilities if the use by a particular association or individual presents a risk of public disorder or of alienating the Hall's beneficiaries or supporters.

c) All arrangements for the use of Hall facilities are subject to the General Committee reserving the right to cancel bookings when the premises are required for use as a Polling Station or are rendered unfit for the intended use.

d) Groups run primarily for the benefit of residents of Flixborough Parish shall normally have priority use of its facilities, but all arrangements to hire facilities made with outside bodies will be honoured only when recommended, in writing from a resident in Flixborough Parish, to the Bookings Manager.

4. **Hours of opening :** The Hall is available to hirers between the hours of 8.00am and 11.00pm, seven days a week, subject to the conditions of the Hire Agreement. Special arrangement for certain types of bookings may allow the hall to be open until 12.00 midnight but in these cases all clients must be clear of the hall by 12.00 midnight.

5. **Maximum capacity:** The premises have a maximum capacity of 100 persons of any category (i.e. audience, staff, performers, officials). On no account shall this figure be exceeded.

6. **No smoking:** There shall be no smoking anywhere on the premises, including toilets.

7. **Safety regulations:** All conditions attached to the granting of the Hall's Premises Licence, or other licences shall be strictly observed. Nothing shall be done which will endanger the users of the building and the policies of insurance relating to it and its contents. Serious breaches of these requirements may result in termination of hire contracts during a hire session. In particular:

a) Obstruction must not be placed in gangways or exits, nor in front of fire extinguishers or call point units or emergency exits, which must be immediately available for unimpeded public egress.

b) All groups are expected to arrange their own fire drills in order to familiarise themselves with evacuation procedures.

c) The emergency lighting must be fully functional during the whole time the premises are occupied, and must illuminate all exit signs and routes.

d) Fire fighting apparatus shall be kept in its proper place and only used for its intended purpose.

e) Fire doors must not be propped open except for short periods when furniture or large equipment is being moved. A responsible person must ensure that this rule is complied with.

f) The Fire Brigade shall be called to any outbreak of fire, however slight and details of the occurrence shall be given immediately to the Bookings Manager.

g) Performances involving danger to the public shall not be given.

i) Hirers shall not bring flammable gases or liquids into, nor use such substances in any part of the premises without written permission from the Trustees. Any drapes, curtains or cloth fabric used as part of productions on the stage or in any of the rooms must comply with Fire regulations – BS5867. No candles, oil lamps or portable heating appliances shall be used by hirers on the premises without the written permission of the Trustees.

j) The First Aid box is located in the Kitchen with the Accident Book is in the kitchen in a clearly marked drawer.

k) All electrical equipment bought into the building shall comply with the Electricity at Work Regulations 1989. All electrical equipment used in conjunction with public entertainment must comply with the recommendation of HSE GS 50.

8. **Security:** External emergency exit doors are to be kept closed at all times. The locking of other doors may be desirable in the interests of safety of (for example) young children, subject to the overriding requirements of fire safety.

9. **Supervision:** The hirer or person in charge of an activity shall not be under 18 years of age and shall be on the premises for the entire period of the hire, or duration of the activity. They shall not be engaged in any activities which prevent them from exercising general supervision. When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty where under 100 persons are attending the entertainment. equipment provided.

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10. Safety of Young Children: Children's groups involving young children under eight years of age will be permitted on the premises with the written agreement of the General Committee. Permission is requested simply by requesting the booking through the booking system which will then be confirmed by the representative of the Trustees. These groups will require that the relevant provisions of the Children Act 1989 and any conditions required by the Department of Health and Social Care are complied with and in the case of all hirers, it is the responsibility of the organisers of the activities concerned to ensure that only fit and proper persons have access to young children, and that such persons shall at all times be in attendance upon young children who are on the premises for the activities concerned.

11. Food Handling : Contract Caterers may be engaged to supply food or drink, and all Hirers must be aware of and comply with all current Food & Food Handling regulations. Details at <http://www.legislation.gov.uk/ukxi/2013>.

12. Intoxicating Liquor: No intoxicating liquors are permitted to be bought or sold on any part of the premises without the express permission in writing of the General Committee, whose consent must be obtained to apply for a licence for the selling of alcohol.

13. Music in the Hall: Hirers and organisers of events in the Hall are responsible for ensuring that the noise levels of their functions will not cause inconvenience to the occupiers of nearby houses.

14. Betting, Gaming and Lotteries: Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries and persons or groups responsible for functions held in the Hall shall ensure that this ruling is adhered to. The Hall does not hold licences for such activities.

15. Storage: The permission of the General Committee must be obtained before goods or equipment are left or stored at the Hall, except that the Bookings Manager is authorised to grant permission for the overnight storage of goods and equipment brought to the Hall for a particular function or event.

16. Heating/Ventilation Installations: Fully automatic heating systems are installed. Controls must not be interfered with. Any malfunction must be reported to the Bookings Manager.

17. Loss of property: The General Committee cannot accept responsibility for damage to or loss or theft of, hirer's property and effects.

18. Car Parking: Vehicles shall not be parked so as to cause obstruction at the entrance to, or exits from the Hall or nearby residents driveways. Vehicles cannot be parked on a bend in the road, i.e. Outside the village hall, as outlined in Highway Code, Rule 243. Users of the Hall must avoid creating undue noise on arrival and especially during late evening departures. Consideration to nearby residents must be given at all times.

19. Nuisance:

a) Litter shall not be left in or around the Hall premises.

b) Except in the case of trained dogs for the handicapped, animals shall only be permitted on the Hall premises in connection with organised activities such as dog training or pet shows.

c) Hirers and organisers of events in the Hall are responsible for ensuring that the noise level of their functions is not such as to interfere with other activities within the building, nor to cause inconvenience for the occupiers of nearby homes.

d) The emergency exit doors in the Hall must be kept closed where this is necessary to prevent a noise nuisance.

20. Official Visitors: Any visits to a function held by a hirer, by an official in the course of their duty, e.g. Emergency Services, Fire Protection Officer, Premises Licensing, and Environmental Health must be notified without delay to the booking manager, whose contact details are shown on the notice board.

21. Cleaning and Security: All use of Hall premises and facilities is subject to the user accepting responsibility for setting out required furniture and equipment, returning everything to their original positions and for securing doors and windows of the premises. All lights must be turned off on leaving the premises. The premises will be checked by the Bookings Manager at the end of the hire period. All users shall also leave the premises and surrounds in a clean and tidy condition. Failure to do so will result in additional charges being imposed.

22. Waste Disposal: All users of the Hall are required to remove all waste materials from the premises on conclusion of the hire period. Failure to do so will result in additional charges being imposed.

23. Breakages/Damages: All breakages/damage to fittings, fixtures and equipment must be reported promptly to the Bookings manager.