

ARLESEY TOWN COUNCIL

ARLESEY VILLAGE HALL - LETTING CHARGES 2014/2015

NON PARISHIONER RATE - + 50% (HOURLY CHARGE ONLY)

TRADE BOOKINGS - + 100% (HOURLY CHARGE ONLY)

MONDAY - SATURDAY	HOURS	PRICE
	only new years eve after midnight	minimum booking 2 hours
HALL ONLY	0800 - 1200 hours	£4.75 per hour
(use of kitchen inclusive)	1200 - 2400 hours	£8.89 per hour
	2400 - 0100 hours	£12.91 per hour
ALL DAY BOOKING	1000 - 2200 hours	£67.75
WEDDINGS (includes bar)	1000 - 2400 hours	£135.74
DINNER DANCE (includes bar)	1900 - 2400 hours	£94.95
JUMBLE SALES	0900 - 1200 hours	£13.56
	1400 - 1600 hours	£20.33
SUNDAY		
HALL ONLY	0800 - 1200 hours	£6.15 + 25% - £7.69
(use of kitchen inclusive)	1200 - 1900 hours	£8.89 + 25% - £11.11
	1900 - 2400 hours	£11.49 + 25% - £14.36
	2400 - 0100 hours	£14.92 + 25% - £18.65
ADDITIONAL ITEMS		
DEPOSIT (RETURNABLE BOND)	Functions with bar	£100 to £200
	Functions without bar	£50 to £100
BAR (includes cleaning)		£47.41
STAGE		£10.10
SPOTLIGHTS - stage plays, pantomimes etc Use to be authorised by Town Council in writing.		£8.15
CHANGING ROOMS	2 hourly lettings	£9.48 per room
PERFORMING RIGHTS	Dance classes	£1.79 per session
	Yoga	£1.33 per session
	Live concerts & pantomimes	£21.56 per performance

CONDITIONS OF LETTING FOR ARLESEY VILLAGE HALL

1. All applications for use of the hall and other ancillary accommodation must be made through the Town Council Booking Clerk. No hiring will be permitted after midnight except on New Year's Eve.
2. The hours of hiring shall be as stated when the booking is made, and all preparation and clearing time is to be included in the hours of hiring.
3. A deposit is payable at the time of booking (see Condition 5), which will not be returned if the booking is cancelled 1 calendar month or less before the date required.
4. The Town Council requires the Hall to be left in a good and clean condition and to be vacated at the time stated on the booking form. Where an adverse report is received concerning the unsatisfactory condition of any area of the building that was hired, and if the premises were not vacated at the correct time, the deposit paid will be forfeited.
5. Deposits paid by cheque will be banked prior to the booking, and all deposits paid will be refunded by cheque where no contraventions of these Hiring Terms exist. The Town Council may exercise its discretion for the non-charging of deposits as deemed appropriate by the Town Clerk.
6. Charitable Functions – Applications for reduced charges shall be made in writing to the Town Council before any bookings are made. The function must be of an educational, charitable or cultural nature and not for financial gain, unless otherwise approved by the Public Lands & Highways Committee. Permission will not be given for the Village Hall to be used for discotheques for private financial gain.
7. The premises may be hired only for the purpose stated on the booking form. The Hirer shall not sub-let or remove any equipment or furniture from the Village Hall.
8. When seats are used for concerts, lectures, meetings or entertainments, gangways and passages (not less than 4 feet in width and arranged as directed by the Council), must be kept clear of obstructions. The maximum permitted capacity is 220 for any function.
9. All premises owned, maintained or managed by the Council are licensed by the Performing Rights Society Limited for the performance in public thereof of musical works for the time being in the repertoire of the Society and of the Foreign Societies affiliated thereto. The Hirer shall not infringe copyright and is responsible for paying any royalties.
10. The hirer must take all necessary steps to prevent disorderly conduct in the accommodation comprised in the hiring which shall be open to Members of the Council, Police Officers, and other such officers on duty, who shall have full power to enforce the observation of these Conditions and take such steps as may be necessary for the preservation of peace and good order.

If in the opinion of the Caretaker the attendance of the Fire Brigade or Police is necessary during any period of hire, the hirer will be responsible for meeting any charges, which may be levied by them. The Council reserve the right to refuse admission or re-admission to the Hall. Admittance will not be granted after 10.00pm to any function where an admission fee is charged.

11. No light of any kind beyond the ordinary lights provided by the Town Council shall be put up or used, except with the written consent of the Town Council. In the event of any unauthorised lighting being put up or used, this may be removed by the Officers or employees of the Council. Any activities, which, in the opinion of the Council or their agent, may cause risk from fire damage, will be stopped and removed by the Council who will take such precautions as deemed necessary. All expenses incurred thereby shall be passed onto the Hirer.
12. The Spot Lights are not available for functions other than stage plays, pantomimes or concerts and the hirer must have the written permission of the Town Council in order to use them.
13. No electrical fittings shall be removed, altered or added to without the consent of the Town Council. The use of electrical equipment, owned by the hirer or their appointed representative, is subject to the equipment having passed a Portable Appliance Test (PAT) in the preceding 12 months, unless the equipment is less than 1 year old. Electrical/gas/BBQ appliances intended for the heating of water or food are strictly prohibited both in the building and surrounding external areas, unless permission is previously granted by the Town Council.
14. The hirer shall pay for all damage which may be done to the building or to the fixtures, fittings, furniture and items belonging to the Town Council during the period of hire (the value of such being assessed by the

Council), and shall leave the buildings, fixtures, fittings, furniture and other items in as clean and good order and condition as they were at the time of entry.

15. Nothing shall be nailed to the walls or ceiling, except by prior agreement of the Council, and the cost of any damage caused will be met by the hirer.
16. No entrance or exit doors shall be fastened up or taken off, or any exit or entrance blocked.
17. No animals of any kind may be brought into the building except by express permission of the Town Council, or where the purpose of the hire has previously been approved (with the exception of Guide Dogs).
18. The provision of cloakroom attendance is the responsibility of the Hirer. The Council will accept no responsibility for the articles deposited in the cloakrooms and will not be liable for any loss or damage to those articles.
19. The Hirer must be conversant with the location of first aid and fire fighting equipment, and procedures for emergency evacuation of the premises. The provision of door stewards is also the responsibility of the Hirer.
20. The Hirer shall be responsible for obtaining appropriate licences for the sale or supply of intoxicating liquor. This licence to terminate no later than 11.30pm (except on New Year's Eve when an extension may be granted).
21. The hirer to remove all catering and all other refuse created by the hiring on the day of the function.
22. The hirer shall be responsible for informing the Local Police and HM Customs and Excise prior to any function, which is held under the Stage Plays Licence issued by the Unitary Council.
23. Car parking facilities should be used responsibly. Vehicles and cycles are parked at owner's risk and the Council will not be responsible for any loss or damage incurred whilst on Council property. There should be no parking whatsoever of any vehicles on the pedestrian highway.
24. No-one under the age of 18 will be permitted to make a booking.
25. The Town Council does not accept responsibility for injury to persons, or loss or damage to the property of persons attending the Village Hall or car park. Groups providing a service to members of the public will be required to provide a copy of their Public Liability Insurance Certificate on an annual basis, and a Risk Assessment covering the scope of their activities.
26. In the event of a hirer failing to observe and perform all or any of the above mentioned Conditions which, on his part are to be observed and performed, the Council shall be at liberty to enter upon the premises and terminate the hiring without previous notice in writing to the hirer, and they shall not be entitled in such event to recover any charges.
27. The caretaker will open and close the hall in accordance with the times on the booking form. Hirers must remain in the hall until their hiring finishes – **ON NO ACCOUNT MUST THE HALL BE LEFT UNLOCKED.**
28. Due to safety and insurance implications the use of inflatable castles and other similar equipment are restricted in the village hall, and hirers are required to seek permission for their use prior to the booking.

VARIATIONS OF CONDITIONS AND CHARGES

The scale of charges and conditions of hire are subject to variation from time to time. In the event of a revision after an acceptance of an application for hire, the Hirer shall be required to pay the revised charges and/or observe the revised conditions, after 30 days written notice to that effect.

Last revised by Arlesey Town Council: 19th January 2016.