

Church Broughton Community Hall Rules of Use

Use of the premises and its facilities is subject to the following rules:

1. Applying to use the Main Hall (former schoolroom):

a) The hall can be booked by visiting the Church Broughton Hub (community village shop) and completing one of these forms

Hub Opening Times: Monday to Friday 9-10am and 3-4pm; Saturdays 10am-4pm

b) All applications must be made by a responsible adult. All activities must be supervised by a responsible adult for the duration of the activity who will also oversee the unlocking and locking of the premises before and after use.

c) The right to refuse any application for the use of Hall facilities is reserved by the Management Committee. No under-age consumption of alcohol is allowed at any event in any circumstances. Events with loud amplified music will not be permitted apart from in exceptional circumstances which will be considered on a case-by-case basis.

2. Hours of opening: The Hall is available to hirers between the hours of 9.00am and 10.00pm, seven days a week.

3. Maximum capacity: The premises including former schoolroom and former chapel have a maximum capacity of 60 persons. On no account shall this figure be exceeded.

4. No smoking: There shall be no smoking anywhere on the premises.

5. Safety regulations: Nothing shall be done which will endanger the users of the building and its contents. Serious breaches of these requirements may result in termination of hire. In particular:

a) Obstructions must not be placed in gangways or exits, nor in front of fire extinguishers or call points.

b) All users are expected to ensure they are familiar with all building exits in case of emergency

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

d) The Fire Brigade shall be called to any outbreak of fire, however slight and details of the occurrence shall be given immediately to any of the key holders listed.

e) Risk assessments must be completed for all activities by the adult responsible for the booking or for the supervision of the activities.

f) Hirers shall not bring flammable gases or liquids into, nor use such substances in any part of the premises. No candles or oil lamps shall be used by hirers on the premises.

g) The First Aid box and the Accident Book are located in the kitchen.

h) All electrical equipment brought into the building shall be in good order and have been visually checked by the user as fit for use. The intention to use any electrical equipment needs to be recorded on the booking form.

6. Security: In the interests of safety, for example in the presence of young children, external doors should be kept closed. Doors must be locked after use and the key returned to the Key Safe.

7. Safeguarding: hirers of the hall must comply with the Community Hall Safeguarding policy found on the Church Broughton.com website www.churchbroughton.com/community-plan-home/. Specifically in relation to **Safety of Young Children:** Children's groups will require

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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 during the activities concerned.

8. Food Handling: All hirers must be aware of and comply with all current Food & Drink Handling regulations. This includes where external caterers are employed.

9. Alcohol: The Community Hall is not licenced for the buying or selling of alcohol and therefore no alcohol is permitted to be bought or sold on any part of the premises. Applications for events which provide alcohol free of charge, to be consumed on the premises by persons over the age of 18, will be considered by the Management Committee on a case-by-case basis.

10. Music in the Hall: Hirers must ensure that noise levels do not disturb local residents and also respect the peace of the surroundings outside of the hall.

Private parties must end by 7pm

It is the responsibility of any independent user group which uses recorded music in its activities to check whether it requires a licence from PPL and if so, to obtain one.

11. 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.

12. Storage: Goods or equipment should not be stored at the hall without prior consent and is done so at the owners' risk.

13. Equal opportunities: The Hall shall be open to all local residents within the Parishes of Church Broughton and Barton Blount or those with a close association with Church Broughton village such as members of the school, church or social groups, regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

14. Posters: Posters and similar material must only be posted on designated areas as agreed at the time of booking. Material must not be fixed directly to the walls.

15. Power Consumption: all reasonable steps should be taken to minimise power consumption especially in the winter. For example:

a) External doors and windows to be kept closed as much as reasonably possible while the heating is on, warm clothes are recommended. It is accepted that ventilation is important especially if the hall is full of people, and therefore it is considered reasonable to open the window in the main hall as required.

b) Heating Installations: all heaters must be switched off before vacating the premises - the building must not be left unattended with the heating switched on.

c) Lighting: All lights must be switched off before vacating the premises.

16. Facilities: The kitchen is shared between the Main Hall and the Hub which is based in the former chapel space. Access to the kitchen for the Hub personnel through the Main Hall should be maintained unless agreed otherwise for the period of hire of the Main Hall. There is a single toilet which is accessed from the outside through the back door of the kitchen. The key for the toilet is hanging on the door in the kitchen and must be returned after use.

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

18. **Car Parking and access:** The Community Hall is located on an unadopted road with restricted access and therefore specific car parking facilities are not available. Please be mindful if arriving by car to ensure any vehicles are safely and legally parked in the surrounding vicinity. ***Parking on Chapel Lane is NOT permitted for users of the hall without the prior express permission of the Management Committee.***

For those with a disability or for delivering/collecting heavy or bulky items picking up/dropping off at the front door of the premises is permitted.

Blue badge holders can be allocated parking, if available, with prior permission of the Management Committee.

Care should be taken when entering or exiting the building from Chapel Lane due to the uneven nature of the road surface.

Please do not block Chapel Lane, as access is required by residents at all times.

19. **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 prior to leaving the premises. The premises will be checked by a CBCH representative 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 incur additional charges.

20. **Waste Disposal:** All users of the Hall are required to remove all waste materials from the premises on conclusion of the hire period and dispose of them in the appropriate bins outside the hall. Failure to do so will incur additional charges.

21. **Breakages/Damage:** All breakages or damage to fittings, fixtures and equipment belonging to Church Broughton Community Hall must be reported as soon as possible to a member of the Management Committee.

22. **No animals:** For health and safety reason no dogs (except Guide Dogs where required) or other animals are allowed on the premises at any time.

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This page 4 to be completed and signed by the responsible adult hiring the hall and left with the person who is managing the Hub.

Pages 1 to 3 inclusive to be retained by the hall hirer.

Booking information required	
Booking requested by (name and contact details):	
Purpose of booking eg. Meeting, private party, funeral wake, christening etc.	
Will electrical equipment be brought in and if so what is it and is it in safe working order?	
Date and time requested:	
Duration of booking:	
Total amount of payment due:	
Date payment received:	
Signed by hirer:	
Booking taken by (Print name):	