

LEVERSTOCK GREEN VILLAGE ASSOCIATION

Booking Policy

General Rules Governing the Use of Leverstock Green Village Hall

The management of the Village Hall is vested in the Hall Management Sub Committee (HMSC) of the Leverstock Green Village Association (LGVA), whose powers and composition are defined in the constitution, a copy of which may be obtained upon request from the Village Hall office. Under the provisions of the constitution, the LGVA is empowered to make rules or to withdraw or amend them.

1. Use of centre

Use of the community centre and its facilities is subject to the following rules and, in the case of hirers, to the conditions incorporated in the hiring agreement.

2. Equal opportunities

The community centre is open to all members of the community regardless of gender, sexual orientation, nationality, age, disability, race, or of political, religious or other opinions.

3. Applying to use the centre

- (a) Application for use of the centre shall be made to the Administrator.
- (b) The right to refuse any application for the use of centre facilities is reserved to the HMSC or the Administrator, provided that the Administrator reports his/her action to the next meeting of the HMSC. The HMSC may refuse an application to use the centre's facilities if the use by a particular association or individual presents a risk of public disorder or of alienating the Association's beneficiaries or supporters or is in conflict with our Constitution. In any circumstance of doubt, the Administrator shall report the matter to the Chair of HMSC, and shall not confirm the letting without the agreement of the Chair of HMSC.
- (c) All arrangements for the use of centre facilities are subject to the Association reserving the right to cancel bookings when the premises are required for use as a Polling Station or are otherwise rendered unfit for the intended use.
- (d) Sections and affiliated groups of the Association shall normally have priority use of its facilities, but all arrangements to hire facilities made with outside bodies and individuals shall be honoured by the Association except as provided for in (c) above.

4. Hours of opening

Facilities at the Village Hall are normally available for the use of its members and of outside hirers between the hours of

08.30 am and 23.30 pm on weekdays, and 08.30 am and 00.30 am on Saturdays, and 10.00 am – 23.30 pm on Sundays.

In exceptional cases, these hours may be extended on application to the HMSC.

5. Maximum capacity

The Main Hall has a maximum capacity of 150 seated or 170 standing

The Westwick Room has a maximum capacity of 40 seated or 60 standing

The Buglass Room has a maximum capacity of 20 seated or 30 standing

These figures include helpers and performers, and on no account shall these figures be exceeded.

6. Safety requirements

All conditions attached to the granting of the Village Hall's Premises Licence or other licences shall be strictly observed. Nothing shall be done which will endanger the users of the building, or invalidate the policies of insurance relating to it and to its contents. In particular:

- (a) **obstructions must not be placed in gangways or exits, nor in front of emergency exits**, which must be immediately available for free public egress;
- (b) all groups are expected to co-operate in the fire drills which may be arranged at varying times in order to familiarise users with evacuation procedures;
- (c) the emergency lighting supply must be turned on 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) the Fire Service shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Administrator/caretaker on duty;
- (f) performances involving danger to the public shall not be given;
- (g) highly flammable substances shall not be brought into or used in any part of the premises. No internal decorations of a combustible nature (e.g.: polystyrene, cotton, etc.) shall be undertaken or erected without the consent of the HMSC;
- (h) no unauthorised heating appliances shall be used on the premises;
- (i) hirers and leaders of other groups are advised that **no First Aid Box is provided** by the HMSC for general use, and each group using the premises is required to make its own provision;
- (j) all accidents **MUST** be reported to the Administrator or Caretaker on duty;
- (k) all electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989 and any subsequent legislation. The HMSC disclaims all responsibility for all claims and costs arising from the use of any equipment that does not so comply.

7. Supervision

The hirer or person in charge of an activity shall not be under 21 years of age and shall be on the premises for the entire period of hire or duration of the activity. He/she shall not be engaged in any duties which prevent him/her 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 21 years of age, on duty where under 100 persons are attending the entertainment. The number of adult attendants required is increased in the following circumstances:

- (a) where more than 100 people are present - to three;
- (b) when the majority of those present at the entertainment are less than 16 years of age, and/or when many people with disabilities are expected to attend, the numbers of adult supervisors required will be increased to 1 attendant per 100 attendees plus one attendant at every exit from the building (4 exits).

All persons in charge or on duty shall have been informed of the procedure for evacuation of the premises and shall familiarise themselves with the fire-fighting equipment provided.

8. Safety of vulnerable people

No activities or groups involving either children under eight years of age or vulnerable adults will be permitted on the premises except with the agreement of the HMSC, which will require that the relevant provisions of the Children Act 1989 and subsequent legislation, the Home Office Code of Practice *Safe from Harm*, and any conditions required by the Office for Standards in Education (OFSTED) or by the local Social Services Department (as appropriate) are complied with before giving such permission.

All organisers of activities involving children and/or vulnerable adults are required to comply with the recommendations of Community Matters Information Sheets 30 (*Safeguarding Children and Young People*), 81 (*Community Organisations and the Criminal Records Bureau*) and 81A (*Vetting and Barring Scheme*), and the HMSC reserves the right to exclude from the premises any organisation that fails to comply with this requirement. **In the case of affiliated groups or outside hirers**, it is the responsibility of the organisers of the activities concerned to ensure compliance with these requirements, so that only fit and proper persons have access to young children and/or vulnerable adults, and that such persons shall at all times be in attendance upon children and/or vulnerable adults who are on the premises for the activities concerned.

9. Supply of food and drink

The premises are regarded as a low risk environment in relation to food preparation as we do not provide meals for the general public.

Those preparing light refreshments for organised groups shall observe the Code of Conduct displayed in the kitchen.

Milk may not be kept in the centre for a period longer than the event taking place.

Only persons who have satisfactorily undertaken any relevant training required by the Council's Environmental Health Department, and otherwise satisfied the requirements of current legislation, shall be permitted to prepare and cook food on the premises for the general public. Such persons at all times shall observe the Code of Conduct displayed in the kitchen.

10. Intoxicating liquor

LGVA holds a registered Premises Licence and there is a Designated Premises Supervisor (DPS) who is responsible for the purchase, sale and use of alcohol. Any hirer wishing to consume alcohol on the premise must do so through the DPS.

When the bar is hired all drinks (alcoholic and non-alcoholic) must be purchased through the bar.

No intoxicating liquors are permitted to be bought onto any part of the premises without the express permission of the HMSC.

11. Music in the centre

The premises are licensed with the Performing Right Society for the performance of copyright music. Users should, however, advise the Administrator as to the frequency of musical performances during their activities. The Association's licence with Phonographic Performance Ltd. (PPL), on the other hand, *does not* cover the performance of recorded music by affiliated groups and other hirers of the premises, who must consult the Administrator before making arrangements for the use of recorded music. It is the responsibility of any independent user group which uses recorded music in its activities to check if it requires a licence from PPL and, if so, to obtain one.

12. 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 the persons or associations responsible for functions held in the centre premises shall ensure that the requirements of the relevant legislation are strictly observed.

13. Cancellation of regular bookings

In the event of cancellation of a regular booking within less than 48 hours of the booking the full cost will be charged.

14. Storage

The permission of the Administrator/HMSC must be obtained before goods or equipment are left or stored at the Village Hall, except that the Administrator is authorised to grant permission for the overnight storage of goods and equipment brought to the centre for a particular function or event.

15. Loss of property

The Association cannot accept responsibility for damage to, or the loss or theft of, hall users property and effects.

16. Car parking

Cars shall not be parked so as to cause an obstruction at the entrance to, or exits from, the hall or in surrounding areas. Where parking accommodation is provided and available, this must be used, and in any case users of the hall should avoid undue noise on arrival and departure.

17. Nuisance

- (a) Litter shall not be left in or about the hall premises.
- (b) Except in the case of trained guide-dogs for the blind, or hearing dogs, no dogs will be permitted in the village hall.
- (c) Hirers and organisers of events in the community centre 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 houses and property. All discos/bands must use the noise limiter located on the stage.

18. Cleaning and security

All use of the premises and facilities is subject to the **users' accepting responsibility for returning furniture and equipment to their original position**, and for securing doors and windows of the premises as directed by the caretaker on duty. All users shall also leave the premises and surrounds in a clean and tidy condition, as may be directed by the caretaker.