

GENERAL RULES GOVERNING THE USE OF THE VOWCHURCH AND TURNASTONE MEMORIAL HALL

Preamble

At the heart of village life for almost a century, this lovely old building with its oak beams and minstrel's gallery underwent a £280,000 restoration project in 2005. It now combines character with modern facilities fit for the new century. It can accommodate up to 150 for an event and seat 80 comfortably for a sit down meal. The hall is a fine facility for the local community and is available for hire. In order to keep and improve the hall for future generations we have a set of rules which we ask all users and hirers to abide by.

The management of the Vowchurch and Turnastone Memorial Hall (referred to hereafter as "the hall" is vested in the Committee of the hall.

The Committee is empowered to make rules, or to withdraw or amend them.

1. Finance

Treasurer:

Mervyn Counter is appointed as treasurer and is empowered to receive monies, pay bills and expense claims, communicate with banking officials, receive bank statements and other communications and have full access to internet banking. The treasurer is required, at committee meetings, to report all financial activities since the last meeting and present the latest available bank statements.

Internet Banking – Powers of delegation:

The treasurer, Mervyn Counter, is solely empowered to view current and historic statements, balances and transactions, make transfers and payments or amendments to future payments and to create, make amendments to, and cancel, standing orders and direct debits. The treasurer is also able, as required by the committee, to delegate internet banking access to other committee members.

2. Use of the Village Hall

Use of the Village Hall and its facilities is subject to the following rules and, in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

3. Equal Opportunities

The hall shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

4. Applying to Use the Hall

1. Application for use of the hall shall be made to the Committee or Chairperson.
2. The right to refuse any application for the use of Hall facilities is reserved to the Committee, or the chairperson, provided this is reported to the next meeting of the Committee. The Committee may refuse an application to use the Hall's facilities if the use by a particular organisation or individual presents a risk of public disorder or of alienating the Village Hall's beneficiaries, supporters or neighbours.
3. All arrangements for the use of Hall are subject to the 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.
4. Regular users groups 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 Committee, except as provided for in 3. above.
5. If regular users wish to use the hall outside of their agreed times, they should contact the chairperson who will make the appropriate charge. We accept that hirers will probably need time before and after an event to set up and clear up. Please make your estimated requirements known at the time of booking so we can ensure that there are no conflicts of bookings. With prior permission, for a late evening function, clearing up may be left and then

completed the following day by 1200 at the latest unless otherwise arranged. Any additional time beyond 1200 will be charged accordingly.

6. Regular users are required to give the chairperson at least 2 weeks' notice in writing (ideally 4 weeks' notice), if they propose to end a regular hiring agreement of the Hall. Occasional breaks in the hiring agreement will be permitted, if 2 weeks' notice is given to the chairperson. This will enable the hall to be let to other users. Failure to provide notice in writing will mean that the user is charged for the hire of the room/ building

4. Hours of Opening

Facilities at the Village Hall are normally available for use between the hours of 8am and midnight on Mondays to Saturdays, and 8am and 10.30pm on Sundays. In exceptional cases, these hours may be extended on application to the Committee/ Chairperson.

5. Maximum Capacity

The Hall has a maximum capacity of 150 people or 80 seated (these figures include helpers and performers), and on no account shall these figures be exceeded. However, parking is limited in the environs of the hall and when an event expects near capacity attendance alternative transport/parking arrangements will be required.

6. Safety Requirements

Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it and to its contents. In particular:

1. Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public egress;
2. Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose;
3. The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the chairperson or any committee member.
4. Performance involving danger to the public shall not be given;
5. Highly flammable substances shall not be brought into, or used in any part of the premises. No internal decorations of a combustible nature (eg: Polystyrene, cotton, etc) shall be undertaken or erected without the consent of the Committee;
6. No unauthorised heating appliance shall be used on the premises;
7. The First Aid box is readily available to all users of the premises. It is located in the kitchen. The Chairperson shall be informed of any accident or injury occurring on the premises. A defibrillator unit is fixed to the outside of the hall adjacent to the main door.
8. All electrical equipment brought into the building shall comply with the *Electricity at Work Regulations, 1989*. The Committee disclaims all responsibility for all claims and costs arising out of any such equipment that does not so comply.

7. Supervision

The hirer or person in charge of the activity shall not be under 18 years of age and shall be on the premises for the entire period of hire, or duration of the activity. The person in charge 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 18 years of age, on supervision duty. Should the hall be hired for children's/ young person's function (under 18yrs), there must be one responsible adult for every 10 young persons attending the function.

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

Any damage that is noticed should be reported immediately to a committee member, as with any accidental damage that occurs during the use of the hall.

8. Intoxicating Substances

No illegal substances (i.e. drugs, vapours etc.), are permitted to be bought, sold or consumed on any part of the Hall premises. The consent of the Committee must be obtained prior to the sale of alcoholic liquor.

Those responsible for the hiring of the Hall shall be responsible for the behaviour of all those attending the event, ensuring that under age drinking and the consumption of illegal substances does not take place.

The hall operates a strictly no smoking policy in line with current legal obligations

9. Betting, Gaming and Lotteries

Nothing shall be done on, or in relation to the hall's premises, in contravention of the law relating to betting, gaming and lotteries, and the person, or organisations responsible for functions held on the hall premises, shall ensure that the requirements of the relevant legislation are strictly observed.

10. Stage Plays

The Chairperson must be given at least four weeks' notice of a stage play production, and any appropriate licence must be obtained by the hirer from the local council and displayed during the plays' duration.

11. Recorded Music Licence

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

12. Storage

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

13. Loss of Property

The Committee cannot accept responsibility for damage to, or the loss, or theft of, Hall users' property and effects. Any equipment stored at the hall must be insured if required by the hirer themselves. However, any property stored at the hall must be duly respected by all users.

14. Vehicles

Parking is very limited near the hall, for larger events, alternative transport arrangements and car sharing is strongly encouraged. Cars may be parked on the public road on the side closest to the hall but not so as to obstruct or hinder the flow of traffic. Vehicles should not be parked on the side of the road opposite the hall and cones are available which should be placed on the opposite side of the road at suitable intervals to dissuade vehicles from parking on that side. These cones should be recovered and replaced to the side of the hall after any event.

Guidance as to where to best place the cones will be available on a laminated sheet in the foyer area.

A more substantial parking area is available, by kind permission of Mr David Parker, on an area of the old railway line (this is shown in Annex A to these rules). Cross over the river bridge, and first left after the bend. Any vehicles using this area must do so as to avoid causing any obstruction or damage.

Cars or other vehicles shall not be parked or operated so as to cause:

1. An obstruction at the entrance to, or exits from, the Hall.
2. An obstruction on the public roadway.
3. Any obstruction to the driveways or access points of any properties in the village.
4. Any damage whatsoever to any hall, public or private property.
5. Undue noise on arrival and departure.

Neither the Committee, nor Mr Parker, will be responsible for damage or loss suffered to any vehicle operated or parked near the hall or in the additional parking area.

15. Nuisance

1. Litter and refuse shall not be left in or about the Hall premises, except in the bins/ storage area provided.
2. Except in the case of trained guide-dogs for the blind, dogs shall only be permitted on the Hall premises in connection with organised activities such as dog training or dog shows. Any animal fouling must be cleaned and disinfected immediately.
3. 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 houses and properties.
4. Hirers and organisers of events are responsible for the conduct of those attending the activity or function. This is to ensure that the activity or function is enjoyed by all attending, and to prevent disturbance and nuisance within the village.
5. The use of fireworks is forbidden.

16. Cleaning and Security

All users of the Hall premises and facilities are subject to them accepting responsibility for returning furniture and equipment to their original position, and for securing doors and windows of the premises, as directed by the chairperson. All users shall also leave the premises and surrounds in a clean and tidy state.

Location of additional parking

