

East Cowton Village Hall Conditions of Hire as at June 2025

To be read in conjunction with supplementary Term and Conditions if attached

If you have any questions regarding the conditions below or about your booking, please contact Jim Crabbe, 07710457741 or 01325 378155.

1. The hall must be left in a clean and tidy condition with chairs and tables stacked and stored (further details of locations of these items are shown in the Hall). Lights and heaters are to be turned off, cookers and gas turned off, if used and any crockery, cutlery and glasses must be washed, dried and put away. Windows and doors must be locked after use.
2. Any breakages or damage must be reported to the Booking Secretary and must be paid for.
3. The Hall must not be sub-let or used for any illegal purpose.
4. The sale of and consumption of alcohol within the hall during an event must be covered by an appropriate bar license. This would include alcoholic drink included in an entrance ticket.
Licenses can be obtained from:
<https://www.northyorks.gov.uk/licensing-and-registration/alcohol-and-entertainment-licences/temporary-event-notice>
Copy of the licence obtained must be sent to the Village Hall Booking Secretary in advance of the event.
5. Any electrical equipment brought into the premises is by prior agreement with the Management Committee. The equipment must have a current portable appliance test (PAT) certificate.
6. **Safeguarding children, young people, and adults at risk** You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation.
When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately if harm does occur.

Con/

Relevant concerns must be reported. All children (up to age 18) must be properly supervised, especially if alcohol is provided.

7. Bouncy castles or other inflatable play equipment may be used in the hall. The hirer will be solely responsible for ensuring the setup, supervision and correct use of such equipment. **The hirer shall be responsible for securing the correct and adequate insurance cover for the use of the bouncy castle within the village hall premises.** Any injuries caused during use of the bouncy castle will be entirely the responsibility of the hirer. Incidents must be reported to the Hall Committee to be entered in the accident book.
8. The Hall is licensed for use from 10:00 a.m. until 1 a.m., Monday to Saturday.
9. The hirer and guests using the Hall must be aware of noise levels especially late into the evening. **Music should cease at 23:00** allowing good time for The Hall to be cleared before the 1 a.m. curfew.
10. The hire must also take care not to cause blockages or congestion of paths and the main road for either pedestrians or vehicles.
11. The Committee reserves the right to cancel a booking in the event that the Hall is required to be used as a Polling Station for Parliamentary, Local or By-Election, in which circumstance, the Hirer shall be entitled to a refund of any monies already paid.
12. The maximum number of persons allowed in the Hall is as follows:

Seated at tables: 90

Seated in rows: 134

NOTE: Number of persons allowed in the Hall may be subject to COVID-19 restrictions applicable at the time of use. Supplementary Terms and Conditions document may be issued by the Hall Committee Member after booking.

13. It is recommended that the Hirer familiarise themselves with The Halls fire safety policy and the location of Fire/Emergency Exits and Extinguishers.