

Clarborough Village Hall - Policy for Commercial Use including Entertainment.

1) Booking conditions

It is a condition of hire that in addition to the conditions of hire set out on the booking form, the hirer agrees to the following Policy for commercial use including entertainment.

2) Definition

Commercial use is defined as use of Hall by a business or for profit.

3) Nature of event

Commercial events where large numbers are possible and may include the sale of alcohol, performance of live or recorded music, or other licensable activities as set out in point 10.

4) Management

To comply with the terms of the Hall lease and other regulations, the CDCA have a duty of care to protect Hall users and neighbouring properties from potential nuisance, damage or anti social behaviour. To avoid instances of the above, the Hirer must provide effective supervision of the event. To avoid the possibility of "gatecrashers" the main entrance door must be manned to prevent unauthorised entry and the emergency / fire doors each side of the main hall and in the Halford room kept closed. These doors must only be used in case of emergency / fire.

5) Hall Capacity

To comply with Fire Regulations the following maximum number of persons must be adhered to.

Where the whole Hall is used for a function, users seated and food is served at tables = 120.

Where the whole Hall is used for a function, no food is served and users are standing = 150.

6) Parking

The Hall car park has approximately 35 parking spaces. To comply with fire regulations it is the responsibility of the hirer to ensure that no cars are parked at the front or side of the building or on the driveway and that no exit doors are obstructed by vehicles.

7) Emergency Exit Doors

To comply with fire regulations the hirer must ensure that all emergency exit doors are kept clear at all times.

8) Time Limits

The event must finish by 12:00 midnight.

9) **Insurance**

The CDCA holds Public liability Insurance for Hall users. However this does not extend to use of the Hall for profit or commercial use and as such, the hirer must ensure that he/ she have their own public liability insurance in place for the event. Any bar equipment or stock brought into or left in the Hall is done so at owner's risk. The CDCA are not responsible for safe keeping of such items.

10) **Licensing**

The CDCA does not hold a premises licence for the Hall, therefore a Temporary event Notice (TEN) must be obtained from the Bassetlaw District Council for any of the following licensable activities:-

The sale of alcohol by retail.

The provision of regulated entertainment.

The provision of late night refreshments.

Regulated entertainment includes performance of live music, playing of recorded music (except incidental) performance of a dance, a play, exhibition of a film, indoor sporting event, boxing or wrestling. The TEN must be displayed in the Hall during the event and be available for inspection by the CDCA before the event.

Hirer Agreement Copy

By signing this document the hirer states that he / she has read and agrees to the above Policy for commercial use.

Name (Please Print) _____ Date _____

Signature of hirer _____

Signed on behalf of CDCA _____

Booking Clerk's Copy

By signing this document the hirer states that he / she has read and agrees to the above Policy for commercial use.

Name (Please Print) _____ Date _____

Signature of hirer _____

Signed on behalf of CDCA _____