



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



**DATED THIS TWENTY SIXTH DAY OF MARCH 2024
MEMBERS OF HALE PARISH COUNCIL ACTING AS
SOLE TRUSTEE OF HALE VILLAGE HALL
ARE HEREBY SUMMONED TO ATTEND AN ORDINARY MEETING
TO BE HELD IN HALE VILLAGE HALL,
HIGH STREET, HALE, HALTON L24 4AE
ON EIGHTH DAY OF APRIL 2024 AT **8.00pm**
TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.**

A handwritten signature in black ink, appearing to be 'B. Hargreaves'.

Mr. Brian Hargreaves
Clerk and Responsible Financial Officer

Note to Councillors:

If you are unable to attend the meeting, please notify the clerk of your apologies either by e-mail clerk@haleparishcouncil.gov.uk or telephone 07803611222.

Note to Public

Members of the public wishing to address the Council should note that they must advise the Clerk before 10am on the day of the meeting both of their wish to participate in the public forum and their topic. If residents fail to inform the clerk prior to the meeting, permission to speak at the meeting will be at the discretion of the Chairman. All participants are restricted to a maximum of three minutes. If the public wish to ask the Council questions, please note that the Council may not be able to answer the question if the Council has not considered or resolved the question on an agenda item at a prior meeting. Should this be the case, the Council will advise correspondence with the Clerk to request the item should be discussed at a future Parish Council meeting. If the question is considered outside the remit of Hale Parish Council, residents will be referred to Halton Borough Council.

** Please note that anybody wishing to comment should raise their hand, wait to be acknowledged and should address the meeting through the Chair.*

MEETING AGENDA

1. **Apologies** - To receive apologies
2. **Declarations of Interest** - To receive declarations of interest.
3. **Public Participation** – A period of public participation as set out in the “Note to Public” above
4. **Minutes** - To agree the minutes of the Annual meeting of Hale Parish Council acting as sole Trustee 12th January 2024 as a true and accurate record.
5. **Payments & Receipts** - To receive and acknowledge as a true record the list of payments and receipts made between 1st April 2023 – 31st March 2024 Year End as recorded in the cash book record which has been reconciled against the Bank statements to these dates, all payments having been made under Financial Regulation 6.4 as detailed below
6. **End of Year Accounts 2023 – 2024** - To receive the reconciled bank statement and summary of receipts & payments (1st April 2023 and 31st March 2024) Year End and to accept them as an accurate record and comparison against budget
7. **Village Hall Maintenance Plan** – To create a maintenance plan for the commencement of repair work on the front elevation of Hale Village Hall. Then to schedule further repair work to the remaining woodwork on the building
 - i. Seating – Update by Working Group
 - j. Sound Proofing
8. **Fund Raising Approach** – To discuss and create a working group to establish the availability of potential funding sources and/or grants to use in the repair & renewal of items on or in the Village Hall including its fixtures and fittings.
9. **Village Hall Key replacement & management** – To consider the replacement of the locks to the front door of the Village Hall and to replace and issue new keys to all approved key holders
10. **Village Hall Tariff** – To review the report by Noreen Thompson and Cllr G Wright and to agree a revised tariff for the hire of the Village Hall or any of the rooms contained within.
11. **Village Hall T&C's of Hire** – To review the Draft Terms & Conditions of Hire and update where required
12. **Social Media / Website Update** – The Clerk will update the meeting on the progress being made on this project.
13. **Next Meeting** - To agree a date for the Next Meeting of Hale Parish Council as sole Trustee of Hale Village Hall.



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



DRAFT MINUTES OF THE MEETING OF HALE PARISH COUNCIL

ACTING AS SOLE TRUSTEE OF HALE VILLAGE HALL

HELD ON MONDAY 12TH FEBRUARY 2024

AT 7.30pm IN HALE VILLAGE HALL

Present: Cllr McNamara, Cllr Trevaskis, Cllr Lewis, Cllr Roberts, Cllr Anderson, Cllr Williams Cllr Wright, Cllr Healey

In attendance: Mr. Brian Hargreaves (Proper Officer) & 18 Members of the Public

In the absence of the deputy Chairman of the Parish Council it was resolved to deal with Agenda items 1, 2 & 6 together.

Proposed by Cllr Roberts and seconded by Cllr McNamara

The Motion was approved

A motion was submitted and seconded by Cllrs Roberts, Trevaskis, Anderson, Wright, Williams and McNamara requesting the suspension of standing orders (under section 26a) and for the current Councillor to be relieved of his position as Vice Chairman of Hale parish Council

- i. To Elect a new Chairman of Hale Parish Council
- ii. To Elect a new Vice Chairman of Hale Parish Council & to rescind the resolution appointing Cllr Cleary as vice Chairman

The Motion was approved

1. **Election of Chairman** - Cllr Wright was Proposed for the position of Chairman of the Village Hall Management Committee by Cllr Roberts and seconded by Cllr Trevaskis
2. **Election of Deputy Chairman** - Cllr Anderson was Proposed for the position of Deputy Chair of the Village Hall Management Committee by Cllr Roberts and seconded by Cllr McNamara

Both Motions were approved unanimously

6. **Election of Hale Village Hall Management Committee** - It was noted that the Village Hall Management Committee should ultimately consist of 6 members of the current Parish Council plus up to 4 Non-Council Members in accordance with clause 6.4 of the Trust Deed Document..

The following Members were proposed by Cllr Trevaskis and seconded by Cllr Healey to join the Management Committee

- i. **Cllr Roberts**
- ii. **Cllr Lewis**
- iii. **Cllr Wright**
- iv. **Cllr McNamara**
- v. **Cllr Williams**
- vi. **Cllr Anderson**
- vii. **Paul Turton**
- viii. **Noreen Thompson**
- ix. **Ann McNamara**
- x. **Karl Atkinson**

The Motion was approved unanimously

3. Apologies – No apologies were received by the Clerk

The Chair welcomed new Councillor's Cllr Joe McNamara and Cllr Gary Wright and wished them well in their work for Hale Parish Council.

4. Declarations of Interest – No declarations of interest were received

5. Public Participation – Alderman Sutton thanked local residents and those who helped the Freemen of Hale to set up the Christmas crib. He announced that plans were in process to revert back to the previous format for Christmas when a lantern parade will process to the Village Hall for a carol service and then back to the Wellington Hotel to meet Father Christmas. PCSO Steve Marnick has promised to assist in 2024 and it is hoped that a good number of volunteers will help to ensure the safety of all.

Cllr Anderson informed the meeting that the Heating for the Village Hall can now be addressed as the accounts can be submitted to the Charity Commission.

7. Minutes – The draft minutes of the Meeting of Hale Parish Council as Trustee of Hale Village Hall on 27th June 2023 were accepted as a true and accurate record.

The motion was proposed by Cllr Healey and Seconded by Cllr Anderson

The Motion was approved unanimously

8. Accounts –

- i. The end of year accounts for 1st April 2022 – 31st March 2023 were received and approved as an accurate account.
Proposed by Cllr Roberts and seconded by Cllr McNamara

The Motion was approved unanimously

- ii. The Income & Expenditure account for Hale Village Hall for the period 1st January 2022 – 31st December 2022 were accepted as a

true and accurate account

Proposed by Cllr Roberts and seconded by Cllr McNamara

The Motion was approved unanimously

- iii. The Income & Expenditure account for Hale Village Hall for the period 1st January 2023 – 31st December 2023 were accepted as a true and accurate account

Proposed by Cllr Roberts and seconded by Cllr Wright

The Motion was approved unanimously

9. **Budget** – The proposed budget submitted by the Clerk was discussed comprehensively by the Council. The Chair felt that the impact of the support required for Hale Village Hall could be absorbed if the overall precept request was reduced and the retention of reserves is spread over two years. He said that various conversations he had had with other members of the Council came to a similar conclusion. He commented on the Yo-Yo type of accounting over previous years which has resulted in uncertainty and pressure being put on the Parish Council to become responsible for the short fall in funding going forwards. Cllr Lewis questioned the value of “meetings behind closed doors” and asked why only certain Councillors had been consulted about budget matters. Cllr Roberts explained that it was simply a way of him obtaining the thoughts of councillors and it was not cynical or counter productive. Cllr Trevaskis noted that there had clearly been consultation between certain Councillors before the Parish Council meeting of 18th September when the Clerk was illegally suspended and said that if discussion are appropriate it isn’t a problem.
- A member of public enquired where the money from the Village Hall had gone as previous budgeting had appeared to have been working successfully. Cllr Trevaskis explained that the retained reserve had been used to fund the Hall over the past year as no allowance had been made for supporting the Village Hall in the previous year’s budget
- It was generally recognised that an increase in the Hall’s usage is required and that a strategic approach will be required once the Village hall management Committee meet shortly. The Chair stated that this situation appeared to have been looming for 2 or 3 years but that a clear focus could encourage extra funding and promotion of the Hall moving forward.
- The Chair asked the members of the public present to support the new Village Hall management committee and although the increased requirement for funding will not be popular stated that we are trying to progress and secure a less troubled future. Cllr Lewis asked whether an explanation of how the Precept is calculated and how the budget factors impact it. She suggested that a “Newsletter” should be produced to inform all residents in the Village. She noted that there are a large number of Village Residents who do not have access to the internet.
- A member of the Village Hall management Committee suggested that Hire rates and tariff’s for use of the Village Hall should be reviewed as they have remained static for two or three years.
- Another member of the public was keen to encourage the reinstatement of the Village Forum which has lapsed due to a series of derogatory comments received by one of the founder members. He felt that it gave a platform for residents to meet in a

relatively informal setting and to discuss any issues of concern or to promote any future village events.

The meeting was reminded by the current Lord Mayor Freeman Bill Webb that it is common practice for Councillors to be lobbied by local residents to address any issues they may feel is important.

Cllr Lewis noted that she is a member of a number of local groups and different organisations and as such is often asked for information or advice.

It was proposed by Cllr Trevaskis to request a contribution of £31,000 from the Parish Council Precept to fund the Village Hall's requirements. This was seconded by Cllr Roberts

In a named vote Cllrs McNamara, Williams, Anderson, Roberts, Trevaskis and Wright voted in favour of the proposal.

Cllr Healey voted against the proposal and Cllr Lewis abstained from voting

The Motion was approved

- 10. Gas Connection** – It was agreed that the Clerk and Cllr Anderson will contact British Gas and seek to arrange for the supply to be re-instated as soon as possible.
- 11. Trust Deed update** – It was agreed that the Clerk will contact Louise Beaton and get a quote for work to restore parity between the Trust Deed and the current standing Orders.
- 12. Date of Next Meeting** – It was agreed that the next meeting of Hale Parish Council acting as Trustee of Hale Village Hall will take place on 8th April 2024 at 8pm.



Hale Village Hall

Key Control Policy

1. Introduction
2. Regular Users
3. Ad Hoc Users
4. Booking Clerk
5. Key Allocation and Return
6. Intruder Alarm
 - 6.1 Intruder Alarm Code
7. Lost or Unreturned Keys
8. References

These standard conditions of Key Control apply to all hiring Hale Village Hall, and they form part of the Agreement for hire between the Trustees and the person who has signed the Booking Form.

If you are in doubt as to the meaning of any of the following conditions, please consult the Bookings Clerk at the time of key allocation.

1. Introduction:

Hale Village Hall does not have a member of staff permanently in the facility.

'Regular' user groups (long term Hirers) are each issued with a **key** for the duration of their use.

Access to the secure key lock box may be given.

'Ad hoc' users (one off hire use) are admitted into the Village Hall by a designated employee of a member of the Management Committee.

2. Regular Users:

Regular user groups are each issued with a main entrance door key at the Village Hall's expense.

It is considered that the risk of so doing is acceptable as long as a register of key holders is kept up to date, providing an adequate measure of control over keys that have been issued.

Regular users are trusted not to make their own copies without permission. **Such Regular User would be known to VHMC and Staff.**

Each key issued has a numbered key fob that is recorded on a Key Holders Register together with the name of the user group and the key holder's name and contact details.

If a user group has been permitted to have another key cut (at their expense), then they must provide the above details of the key holder and will be given a numbered fob.

The numbered fob provides a means of tracing owners in the event that keys are left at the Hall. Importantly, the fobs do not make any mention of Hale Village Hall so that keys lost away from the Hall cannot be identified and used to gain entry illegally.

Regular users are required to return their keys when they cease using the Hall. Their keys and in particular the numbered fobs are recycled for use by new regular users and the Key Holders Register is updated appropriately.

The Key Register is updated by the Booking Clerk. The register is kept in the hall available to be reviewed for accuracy and completeness at any

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time by members of the Village Hall Management
Committee.

3. Ad Hoc Users:

Keys will not be given to Ad Hoc users.
Access will be arranged at the time of booking, to
be administered by a member of staff.
If the hall is to be closed and locked at the end of
hire, a member of staff will be present.

4. Booking Clerk:

The Booking Clerk following acceptance of the
Hirers booking will:
i. meet the Responsible Person at the hall at an
agreed time no more than 24 hours prior to
commencement of hall hire.
ii. ensure the Terms and Conditions of hire are
accurate and understood by the hirer.
iii. fire evacuation procedure is communicated
and understood.
iv fire regulations, eg, fire doors remain closed,
the use of naked flame or flammables is not
permitted.
v. accident/incident logbook is clearly explained,
and the location of the 1st Aid Box is shown.
vi the hirers quick check list is shown.
vii orientation of the hall is administered.
A key will be presented and signed for by Long
Term Hirers only.

5. Key Allocation and Return:

Allocation of a key will be confirmed following the
completion of Key Allocation Agreement
(attachment B).
The key will be returned following an agreed
arrangement by the Booking Clerk and the Hirer.
The Booking Clerk will update the key register
with immediate effect (attachment A).

6. Intruder Alarm:

If applicable the intruder alarm code will be given
to the Regular User Hirer Responsible Person **only**.
This code will only be provided by the Booking
Clerk dependant of the halls booking schedule.

6.1 Alarm Code:

To
safeguard controlled access into the hall, the internal
Intruder Alarm Code will be changed every 2 months.
The code will be changed by the Caretaker.
The change of code will be communicated by the
Booking Clerk to Regular long term hall hirers
Responsible Person.

7. Lost or Unreturned Keys:

Keys not returned back to the Booking Clerk later
than 24 hours after the end of long term hire will be
deemed as lost. The Booking Clerk will contact the
Regular Hirer using contact details provided at the
time of hire. Failure to produce the key will warrant
the key access changed, this will be at the discretion
of the Village Hall Management Committee and or
Responsible Person.
The cost of replacement keys and replacement key
lock will be charged to the Hirer.

8. References:

The following references should be explained by the
Booking Clerk and understood by the Responsible
Person prior to commencement of the hire.
-Terms and Conditions of hire.
- Evacuation Procedure.
- Fire Regulations.
- Health and Safety requirements within the hall.
- Incident and Accident Reporting.
- First Aid provision
- Key Holder Agreement (attachment B of this doc)
- Key Holder Register (attachment A of this doc.)

End of Document

Attachment B



Hale Village Hall Key Holder Agreement

**On behalf of (name of organisation hiring the hall).
I have received a main entrance key only to Hale Village Hall, and I agree to the following:**

- 1. To keep the key in a safe place and not permit the key to be used to gain unauthorised access.**
- 2. That should the key be lost, to make every effort to locate the key, but if unable to do so, to inform the Management Committee of the loss as soon as possible. I understand a payment will be required for a replacement key and any other key works undertaken.**
- 3. At no time should the key be identified by a label or otherwise as being that of Hale Village Hall.
The address of the key holder is permissible to assist return should it get lost.**
- 4. To return the issued key at the end of the hire period.**
- 5. To return the key to the Booking Secretary in the event of the above organisation ceasing to hire the hall regularly within one week of termination of hire arrangements.**

Print/Sign

Date



Hale Village Hall

Terms & Conditions of Hire

1. Age
2. Supervision
3. Use of the Village Hall
4. Gaming Betting and Lotteries
5. Performing Rights Licence
6. TV Licence
7. Alcohol Licence
8. Public Safety
9. Means of Escape
10. Outbreak of Fire
11. Health and Hygiene
12. Electrical Appliance Safety
13. Insurance and Indemnity
14. Accidents and Incidents
15. Flammable Substances
16. Heating
17. Animals
18. Safeguarding
19. Sale of Goods
20. Payment of Hire Fees
21. Cancellation
22. End of Hire
23. Noise
24. Stored Equipment
25. Alterations
26. Smoking
27. Furniture and Equipment
28. Acceptance of Booking
29. DATA Protection

These standard conditions apply to all hiring Hale Village Hall and they form part of the Agreement for hire between the Trustees and the person who has signed the Booking Form. If you are in doubt as to the meaning of any of the following conditions, please consult the Bookings Clerk.

1. **Age:** The Hirer shall be at least 18 years old.
2. **Supervision:** The Hirer shall, during the period of the hiring, be responsible for the supervision of the Village Hall, the fabric and the contents, their care, safety from damage however slight, or change of any sort, and the behaviour of all persons using the Village Hall whatever their capacity, including proper supervision of car-parking arrangements to avoid obstruction and hazardous situations.
3. **Use of the Village Hall:** The Hirer shall not use the Village Hall at any one time for any number of persons (including staff and performers) greater than that stated in the booking confirmation agreement. The Hirer shall not use the Village Hall for any purpose other than that described in the Booking Form and shall not sub-hire or use the Village Hall or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything to bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol without written permission.
4. **Gaming, Betting and Lotteries:** The Hirer shall ensure that nothing is done on or in relation to the Village Hall in contravention of the law relating to gaming, betting, and lotteries.
5. **Performing Rights Licence:** The Village Hall has a Performing Rights Society Licence which permits the use of copyright music in any form, e.g. record, compact disc, tapes, radio or by performers in person. If other licences are required (e.g., alcohol licence) in respect of any activity in the Village Hall, the hirer should ensure that they obtain the relevant licence.
6. **TV Licence:** The Village Hall has a TV licence.

7. Licences for the Sale and Consumption of

Alcohol: The Hirer shall be responsible for arranging such licences as may be needed whether for the sale or supply of intoxicating liquor and for the observance of same. Information is available from the Licensing Department of Halton Borough Council.

8 Public Safety Compliance: The Hirer shall comply with all conditions and regulations made in respect of the Village Hall by the Local Authority, the Licensing Authority, Hale Village Hall's Health and Safety Policy & Fire Risk Assessment. The Health and Safety Policy is available to Hirers on request from the Bookings Clerk. A copy is displayed in the Village Hall.

i. Before using the hall, the Hirer must read and comply with the information and requirements contained in the 'Emergency Evacuation' Procedure in the event of a Fire or other Emergency.

ii The Hirer has legal duties with regards to the safety of those persons assisting and/or attending the event.

9. Means of Escape:

i. All means of exit from the village hall must be kept free from obstruction and immediately available for instant exit.

ii. The emergency lighting supply operates from a backup battery supply and will automatically come into use if electricity supply fail, It illuminates the Emergency Exit routes.

10. Outbreak of Fire: The Fire & Rescue Service should be called to an outbreak of fire, however slight, and details thereof shall be given to the Bookings Clerk. There is no land line telephone in Hale Village Hall. The hirer must ensure they have access to a mobile phone in order to call Emergency Services.

11. Health and Hygiene: The Hirer shall, if preparing or serving food, observe all relevant food health and hygiene legislation and regulations (ref Food Safety Act 1990). There are facilities for food service at the Village Hall and it is the Hirer's responsibility to ensure they are adequate for the purpose of hire.

12. Electrical Appliance Safety: The hirer shall ensure that any electrical appliances brought into the premises and used there shall be in a safe and good working order and used in a safe manner. All electrical appliances brought into the hall must display a valid PAT's certificate.

13. Insurance and Indemnity: The Hirer shall be liable for:

i. the cost of repair of any damage (including accidental and malicious damage) done to any of the property including the fabrication or the contents of the Village Hall.

ii. all claims, losses, damages, and costs made against or incurred by the Village Hall, its Trustees, employees, volunteers, and management committee Members in respect of damage or loss of property or injury to persons arising as a result of the use of the Village Hall (including the storage of equipment) by the Hirer and

iii. all claims, losses, damages, and costs made against or incurred by the Village Hall, its Trustees, employees, volunteers, and management committee members, as a result of any nuisance caused by a third party as a result of the use of the Village Hall by the Hirer, the Hirer shall indemnify and keep indemnified accordingly the Village Hall, its Trustees, employees, volunteers, and management committee members against such liabilities.

The Village Hall has insurance to insure the liabilities described above and may, at its discretion, in the case of non-commercial hirers, insure the liabilities described above. The Village Hall shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified the Village Hall, its Trustees, employees, volunteers, and management committee members against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

If the Hirer of a non-commercial event engages the services of a person or persons who operate on a commercial basis, then the Hirer must ensure the provider has their own public liability cover as the Village Hall insurance does not insure their liabilities.

B. In cases of commercial hire where Hale Village Hall does not insure the liabilities described in above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Bookings Clerk. Failure to produce such policy and evidence of cover will render the hiring void.

The Trustees of the Village Hall are insured against any claims arising out of their own negligence.

14. Accidents and Incidents: The Hirer must report all accidents involving injury to the public to the Bookings Clerk immediately and complete the relevant section in the accident book which is kept at the First Aid point. Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury may need to be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Bookings Clerk will advise.

Incidents or near misses should be recorded in the Incident logbook.

15. Flammable Substances: i. Highly flammable substances are not permitted to be used in any part of the Village Hall or immediate external surroundings.

ii. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Bookings Clerk. No decorations are to be put up near light fittings or other source of heat.

iii. No pyrotechnic device (including fireworks and Chinese lanterns) is ignited or used at the Village Hall or on the external grounds or car park.

16. Heating: The Village Hall is heated by Natural Gas enclosed central heating system. Portable Liquefied Propane Gas (LPG) or similar heating appliances must not be used by the Hirer.

17. Animals: The Hirer shall ensure that no animals (including birds) except assistance dogs are brought into the Village Hall. Assistance dogs whatsoever are to enter the kitchen at any time.

18. Activities for Children and Vulnerable Adults: The Hirer shall ensure that any activities for children comply with the provisions of The Children Act 1989 (as amended) or any other relevant legislation applicable to their particular hire.

The Trustees have a Children and Vulnerable Adults Protection Policy with which Hirers for events and activities involving children will need to comply. This is available on request from the Bookings Clerk.

Hirers, other than those hiring for private functions such as parties, will need to satisfy the Bookings Clerk of their policies with regard to the protection of children and vulnerable adults and to undertake or supply copies of Disclosure Barring Service checks as appropriate. The Trustees can offer further guidance

on use of the Village Hall for children. This is available on request from the Bookings Clerk.

19. Sales of Goods: The Hirer shall, if selling goods at the Village Hall, comply with Fair Trading Laws and any code of practice used in connection with such sales.

20. Payment of Hire Fees: The Hirer shall pay a deposit as stated by the Bookings Clerk within 7 days of confirmation of the booking. The balance is payable 14 days before the event.

21. Cancellation: If the Hirer wishes to cancel the booking before the date of the event and a replacement booking cannot be secured then the question of payment or the repayment of the hire fee shall be at the discretion of the Management. Deposits are not normally refunded when bookings are cancelled within 30 days of the event. The Trustees reserve the right to cancel a booking by written notice to the Hirer in the event of:

i. the Trustees reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the Village Hall as a result of this hiring.

ii. the Village Hall becoming unfit for the use intended by the Hirer.

iii. an emergency requiring the use of the Village Hall for the community such as an emergency shelter.

iv. when the Village Hall is required for use as a Polling Station.

22. End of Hire: The hirer shall be responsible for leaving the Village Hall and surrounding area in a clean and tidy condition, securely locked unless directed otherwise. All damage and breakages will be charged to the Hirer. Any contents temporarily removed from their usual positions should be replaced otherwise the Trustees shall be at liberty to make an additional charge. With regards to regular hirers, the key should be returned to the Bookings Clerk as arranged. All equipment, appliances and any other items brought into the Village Hall shall be removed at the end of the hiring unless agreed with regular hirers.

23. Noise: The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. Amplified music is only allowed within the hall and must cease at a

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time determined by the licensing authority (check
with the Bookings Clerk for details).

24. Stored Equipment/Substances: Hale Village Hall and its Trustees accept no responsibility for any stored equipment or other property brought into or left at the Village Hall and all liability for loss or damage is hereby excluded.

No substances in association with the Control of Substances Hazardous to Health Regulations 2002 (CoSHH) shall be left uncontrolled within the facility at any time.

25. Alterations: No alterations or additions may be made to the Village Hall, nor may any fixtures be installed, or notices, placards, decorations, or other articles be attached in any way to any part of the Village Hall without the prior written approval at the time of hire.

26. Smoking: No smoking is allowed in the Village Hall. The Hirer shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the Village Hall.

27. Furniture and Equipment: The Hirer must return all furniture and equipment (including that provided in the kitchen) to the location in which it was found at the start of the hire period. The Trustees organise the Village Hall (including the stores and the kitchen) for the convenience and safety of all users and whilst the Hirer may make use of the facilities and equipment as reasonably required it is essential that everything is securely and safely re-instated to its original location before leaving the Village Hall, otherwise a charge to cover the cost of re-instatement could be incurred.

28. Acceptance of Booking: Hale Village Hall Management reserve the right to decline a booking request. The hirer should provide a scope of activity requested within the hall including any external activity that may compromise the safety and wellbeing of the Village and its residents.

29. DATA Protection: Personal details about the hirer and, if appropriate, the organisation they represent, will be stored on the Hale Village Hall booking database. The data will be used to manage the hall. Personal information stored by Hale Village Hall may be examined on request but will not be shared with third parties in line with The Data Protection Act 1998.