

# Helperby Village Hall



## Booking Conditions

1. All hire rates include the use of tables, chairs, crockery, and cutlery. The Hirer agrees to prepare the room(s) for their booking and to put away tables, chairs and other equipment after the event, leaving the premises in good order such as they themselves would wish to find on arrival. Special rates for parties and wedding receptions and allow extended use of the facilities as follows:
  - a. Party rate: use of room(s) booked from 10.00hrs on the day until 12.00 noon the following day to allow time for clear up
  - b. Wedding reception: use of both rooms from 11.00hrs on the previous day until 12.00 noon on the day following the booking for clear up, plus internal marquee in Main Hall, which will be erected by trained volunteers.
2. The individual rooms are hired on the basis that there is non-exclusive use of the communal facilities — kitchen, toilets, grounds etc. Hirers shall ensure that their activities do not impact adversely on other users' events and do not cause nuisance to those in the neighbouring properties, on whose continued goodwill the Village Hall management depends.
3. Hirers must allow sufficient time when booking, to cover setting up and clearing away. Rooms must be vacated promptly at the end of the hire period so that subsequent bookings are not delayed. The latest locking up time is 01.00hrs.
4. Licences
  - a. the Village Hall management has licensed the premises for the sale of alcohol, but is required to keep a record of the responsible person on each occasion alcohol is sold. A copy of the Premises licence is on display in the foyer.
  - b. The premises are licensed by PRS (the Performing Rights Society) for the performance of **live** music. Where hirers wish to play **recorded** music (other than at a private party attended by invited guests only) they must obtain a licence from PPL, 1 Upper James Street, London W1F 9DE [www.ppluk.com](http://www.ppluk.com).
5. It is the expectation of the Village Hall management, that if the premises are to be hired for the purposes of 'regulated activity' involving vulnerable groups, which includes children, the hirer will satisfy themselves that the individual undertaking the activity, has the necessary and appropriate qualifications required and whether a DBS check (Disclosure and Barring Service) is necessary. More Information can be obtained at <https://www.gov.uk>

Registered Charity No 1162379

Helperby Village Hall Charitable Incorporated Organisation, Helperby Village Hall, Main Street, Helperby, York YO61 2NS  
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6. The Village Hall management endeavours to maintain the Village Hall in good condition for the benefit of all users. The Hirer undertakes to make good any breakages or damage to fixtures and fittings, including in communal areas. The management reserves the right to require a security deposit where it deems this appropriate.
7. The Hirer must familiarise him/herself with the Hall's Emergency Procedures (a copy of which is on display in the foyer) and, in particular, the locations and instructions for use of the Fire Extinguishers, and the First Aid Box. Smoke machines (which are prone to setting off the fire alarm), indoor flares, fireworks, naked flames and candles are not permitted. In case of any doubt the Hirer must seek advice from the Caretaker.
8. The Hirer may cancel the booking by giving the Booking Secretary not less than five days' advance notice in respect of hourly bookings, and two months in respect of wedding receptions and party bookings. Any shorter notice may, at the discretion of the management, lead to the full hire charge being applied, or forfeiture of the Hirer's deposit where applicable (deposits on wedding reception bookings are always non-refundable). Retrospective cancellations, which give the management no opportunity to re-let the venue, will not be accepted.

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