

# Yaxley Community Centre & King George's Field

Booking Secretary: Celia Armstrong – 01379 788754

Please read, complete and return this Hire Agreement to [celiaarmstrong@hotmail.co.uk](mailto:celiaarmstrong@hotmail.co.uk)

## Hire Agreement and Standard Terms & Conditions

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### Hire Rates

Hourly	£10.00
Alcohol Licence Fee	£15.00
Deposit	£50.00

The hire fee will be charged for the total time you are using the hall.

The deposit must be paid in advance of your hire, either by BACS (preferred) or cash. Unfortunately, we can't accept cheques as the bank imposes extra charges.

Fee payments, preferably by BACS:                      Account Name: Yaxley Community Centre  
Sort Code: 40-20-33  
Account No: 41004085

The balance of your deposit will be refunded where appropriate within seven days after the Hall is vacated, subject to a satisfactory premises inspection by a committee member and that there has been no reported breach of the "Licensing Laws."

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### Maximum Capacity

The maximum number of people permitted on the premises at any one time will be fixed according to the activity and will be confirmed between you and the Booking Secretary in advance of your hire.

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### The Premises & Field

**End of Hire:** The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless otherwise directed and any contents temporarily removed from their usual positions, properly replaced otherwise the Village Hall Committee shall be at liberty to make an additional charge. The Hirer is expected to clean the Hall and put any refuse in the containers provided so that the Hall, Car Park and Field are left in the same condition as at the start of the hire.

Please report any accidents that occur during your period of hire to the Booking Secretary.

Please also note that there is a **defibrillator** attached to the front wall of the Cherry Tree Public House for use in any relevant emergency.

It is a Health & Safety legal requirement that NO SMOKING signs in the Hall are obeyed. There is a complete premises no smoking restriction at children's events.

**Means of Escape:** All means of exit from the premises must be kept from obstruction and immediately available for instant public exit.

**Outbreaks of Fire:** The Fire Brigade shall be called to any outbreak of fire and details shall be given to the Booking Secretary.

**Electrical Appliance Safety:** The Hirer shall ensure that any electrical appliances brought by them to the premises and used these shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

Please read and complete the **Fire Safety Precautions Notice** attached.

No fireworks or similar displays are allowed due to the proximity of a thatched property.

Due to past safety concerns, Bouncy Castles or similar will not be allowed on the premises or on King George's Field.

**Compliance with Children and the need to be DBS approved:** The Hirer shall ensure that any activities for children under eight years of age comply with the provisions set out by DBS and that only proper persons who have passed the appropriate DBS checks have access to the children. Checks may also apply where children over eight years of age and vulnerable adults are taking part in activities. The Hirer shall provide the Booking Secretary with a copy of their DBS certificate upon request. The DBS was formed in 2012 by merging the functions of the Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) under the Protection of Freedoms Act 2012. The DBS started operating on 1<sup>st</sup> December 2012.

**Supervision:** The Hirer shall, during the period of the hire be responsible for the supervision of the premises, the fabric and contents; their care; safety from damage however slight or change of any sort; the behaviour of all persons using the premises, whatsoever their capacity including proper supervision of car parking arrangements as to avoid obstruction of the highway. As directed by the Booking Secretary, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

**Animals:** The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises or other than for a special event agreed by the Hall's Committee. No animals whatsoever are to enter the kitchen at any time.

**The Consumption of Alcohol:** The Field and Car Park are part of the Licensed Premises and the same conditions concerning consumption of alcohol apply. The Alcohol Fee will be charged at all events where alcohol is consumed, whether purchased or supplied free of charge from a licensed bar or by the "Bring a Bottle" request.

**The Premises Licence:** The Village Hall, Car Park and King George's Playing Field are subject to a "Premises Licence" which defines regulated entertainment and the sale of alcohol on the premises. A summary of the "Premises Licence" is displayed in the Hall and a copy of the Licence is kept behind the bar.

The terms of our Licence allow the Committee to take bookings for a wide variety of events and for the Designated Premises Supervisor (John Hawes) to authorise the consumption of alcohol seven days per week between the hours of 9.00 am through to 11.00 am. The Licence has many qualified conditions which can be viewed as mentioned above.

When each event is booked, the time that alcohol is served needs to be negotiated and has to be agreed by the DPS. These permitted hours are to give The Committee flexibility. The agreed hours must be adhered to. See below.

**Bookings will only be taken from adults over 21.** The sale of alcohol will only be permitted if it is served under the control of a Personal Licence Holder approved by the DPS. This is currently when Committee's Personal Licence Holder is present.

This system devolves the responsibility to the Committee and, in particular, the DPS and any Personal Licence Holder present when alcohol is consumed. This power is accompanied by accountability. We will, therefore, be insisting on absolute compliance with the law. Just to reinforce this requirement, the penalties for breaching this Act are quoted below:

- **A fine of £20,000 and 6 months in prison**
- The essential points that we and all users of the Hall must comply with are:
- No alcohol to be sold to under 18s' – ever with no exceptions. No ID – No Alcohol
- No alcohol to be sold to an adult who intends to give it to anyone under 18.
- No alcohol to be sold to anyone who appears to be drunk

These rules apply to any child or person inside the Hall or outside on the Field

The penalties above apply to both suppliers and consumers. The hirer accepts all the conditions and responsibilities above and is bound by them for the duration of the hire.

**John Robert Edward Hawes – Premises Licence Holder**

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## **Fire Safety Precautions**

- **The persons hiring the Village Hall will be responsible for ensuring the safety of their guests by preventing the risk of fire.**
- **The persons hiring the Village Hall will be responsible for ensuring the safe exit of their guests in the event of an emergency.**
- **The persons hiring the Village Hall are required to nominate two persons responsible for ensuring the fire safety of their guests.**

Please nominate below two responsible persons:

1)

2)

**Please ask the nominated persons named to acquaint themselves with the following.**

They should:

- Prior to the event, familiarise themselves with the Yaxley Village Hall floorplan.
- On entering the Village Hall carpark, familiarise themselves with the **Fire Assembly Point**. This is signed, and located at the furthest corner of the carpark in front of the hall.
- When entering the Village Hall, read the **Fire Action Plan** in the vestibule by the entrance door.
- Familiarise themselves with the location of the **Fire Exits**. There are four exits: the entrance door in the vestibule, and doors on each wall of the main hall.
- Ensure that someone has a mobile phone with good reception in case of an emergency.
- Locate and remember the position of the four **Fire Alarm Call Points**. These are located in the vestibule and at three points in the main hall adjacent to the fire exits.
- In the event of fire, shout a verbal warning, operate the fire alarm and make sure the kitchen and toilet areas are vacated.

- Call the fire brigade (dial 999)
- Ensure the safe exit of all persons – do not stop to collect personal items.
- Ensure all persons muster at the assembly point, do not obstruct emergency service vehicles, and do not re-enter the building while the alarms are sounding.

**Be aware:**

- That in the Village Hall there are possible risks and causes of fire that are easily avoidable. For example, lighted candles on celebration cakes, leaving hobs on etc.
- That due to the combination of loud music and the partial isolation of the kitchen, it is possible that fire would go unnoticed. Do not leave the kitchen area unattended for any length of time whilst hot food preparation is in progress.

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**Please complete the below details, ensuring you have included two named persons above responsible for fire safety. Simply click into the boxes and type the required information.**

**Once complete, please save this form and email it to our Booking Secretary, Celia Armstrong, at [celiaarmstrong@hotmail.co.uk](mailto:celiaarmstrong@hotmail.co.uk)**

Hirer Full Name

Telephone

Email

Address

Date of Hire

Purpose of Hire

Time of Hire

Will alcohol be consumed? (Please tick) YES NO

If YES, between what hours? START END

I have read and accept in full the Terms and Conditions of this Agreement

I have read and accept in full the Fire Safety Precautions and have shared this information with the two designated people responsible for the first safety of guests

Typing your name below constitutes your digital signature:

Hirer Signature  
(please type)