



## Barrow Village Hall

### Standard Conditions of Hire

#### 1. Age

You, not being a person under the age of 18 years of age, hereby accept responsibility for being in charge of and on the premises at the times when the public are present and for ensuring that all Standard Conditions under this agreement relating to the management and supervision of the premises are met.

#### 2. Supervision

During the period of hire, you are responsible for:

- Supervision of the premises and its contents
- Care of the premises, safety from damage of any sort
- The behaviour of all persons using the premises in any capacity, including proper supervision of car parking arrangements to ensure no obstruction of the highway

It is expected that you will make good, or pay for, any damage (including accidental) to the premises, or to the fixtures, fittings or contents.

#### 3. Use of the Premises

You must not use the premises (including the car park) for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose, or use in any unlawful way.

#### 4. Food, Health & Hygiene

Where applicable you must, if preparing, serving or selling food, observe all relevant health and hygiene legislation and regulations. In particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with relevant Regulations.



## 5. Electrical Appliance Safety

You must ensure that any electrical appliances brought by you and used on the premises are safe, in good working order, and used in a proper manner. You must inform the Hall Administration team in advance of any electrical appliances you wish to use.

The following are not permitted in any circumstances:

- e-bikes – these cannot be brought into the building or their batteries be charged
- heat-generating items – such as oil diffusers, oil radiators, electric fans/heaters
- Vape pen/unit batteries must not be charged in the building

Items such as laptops, mobile phones, slide projectors are permitted but please do let the Hall Admin team know before your event. Other items, such as chocolate fountains or any kitchen gadgets, please check with Hall Admin at the point of booking.

## 6. Heating

You must ensure that no unauthorised heating appliances are used on the premises without our consent. You must not use portable liquified propane gas (LPG) heating appliances. Also see 'heat-generating items' in Item 5 above.

## 7. Animals

Guide Dogs, Hearing Dogs and Assistance Dogs are allowed on the premises. Hirers wishing to bring their support dog should inform us before the event, ideally at the point of booking, and the dog must remain with its owner at all times whilst using the hall.

## 8. Music

The Hall has PRS and PRL music licences. You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This agreement provides that permission.

## 9. Film

You must restrict children from viewing age restricted films classified according the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This agreement provides that permission.



## 10. Safeguarding Children, Young People and Vulnerable Adults

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with 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).

## 11. Sale of Goods

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.

## 12. Gaming, Betting and Lotteries

You must ensure that nothing is done on, or in relation to the premises, in contravention of the law relating to gaming, betting and lotteries.

## 13. Public Safety Compliance

You must comply with all the conditions and regulations made in respect of the premises by the Local Authority, the Licencing Authority and our Fire Safety Plan and Emergency Procedure, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided, or which is attended by children. You must also comply with our Health and Safety Policy.

You must call the Fire Service to any outbreak of fire, however slight, and give details to the Parish Council Clerk/Hall Administrator.

(i) You acknowledge that you have received instruction in the following matters:

- The action to be taken in the event of fire. This includes calling the Fire Service and evacuating the hall
- The location and use of fire equipment
- Escape routes and the need to keep them clear
- Method of operation of escape door fastenings
- Appreciation of the importance of any fire doors and of closing all fire doors in the event of a fire
- Location of the First Aid Boxes



(ii) In advance of any activity, whether regulated entertainment or not, you must ensure that:

- all escape routes are free of obstruction and can be safely used for instant public exit
- fire doors are not wedged open
- you do not bring any fire hazards on the premises
- you have communicated Fire Safety procedures to your guests/activity attendees

## 14. Noise

You must be respectful of our residential neighbours and ensure that the minimum of noise is made on arrival and departure, particularly late at night. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

## 15. Wi-Fi Services

When using the Wi-Fi service in the Hall, you agree at all times to be bound by the following provisions:

(i) Not to use the Wi-Fi service for any of the following purposes:

- Disseminating any unlawful or otherwise objectionable material or otherwise breaching any other laws
- Transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice
- Interfering with any other person's use or enjoyment of the WiFi service
- Making, transmitting or storing electronic copies of material protected by copyright without permission of the owner

(ii) To keep any username, password, or any other information which forms part of the Wi-Fi service security procedure confidential and not to disclose to any third party



## Termination of Wi-Fi Service

We have the right to suspend or terminate our Wi-Fi service immediately in the event of any breach of any of the provisions of these Standard Conditions including without limitation:

- Use of any equipment which is defective or illegal;
- If you cause technical or other problems to our Wi-Fi service;
- If, in our opinion, you are involved in any fraudulent or unauthorised use of our Wi-Fi service;
- If you use our Wi-Fi service in contravention of any other terms outlined in these standard conditions

## Availability of Wi-Fi Service

Although we aim to offer the best Wi-Fi service possible, we make no promise that it will meet your specific requirements. We cannot guarantee that our Wi-Fi service will be fault-free or accessible at all times. It is your responsibility to ensure that any Wi-Fi-enabled device used by you is compatible with our Wi-Fi service. The availability and performance of our Wi-Fi service is subject to all memory, storage, and other limitations on your device.

## 16. Privacy and Data Protection

We may collect, store and process personal data through the Bookings process and your use of the Wi-Fi Service. Process of personal data will be in accordance with the Data Protection Act 1998 and solely for the purposes of booking your hire and offering the Wi-Fi service. Please note there are CCTV cameras on external walls around the hall which record 24/7. These are for security purposes and viewing of recorded images is limited to key staff and, where necessary, local police teams only.

## 17. Smoking

You must comply with the prohibition of smoking in public places provision of the Health Act 2006 and the associated regulations. You must ensure that anyone wishing to smoke does so outside, away from entrances, and disposes of cigarette/cigar ends in a tidy and responsible manner. There is a metal bin with sand provided for this purpose in the external shelter at the rear of the building. Cigarette/cigar ends should NOT be stubbed out on walls or placed in the Council waste bins or left on the ground. Hirers may incur additional charges if this happens.



## 18. Use of the Lift

The lift is provided as a mobility aid. It is not intended for general use by anyone who does not have a need for mobility assistance, though can be used for carrying heavy items upstairs. The Fire Safety Officer has deemed the lift safe to use in an emergency **if the electricity supply to it is working** as the internal lobby is a fire protected zone. However, we cannot guarantee an electricity supply to the lift in the event of a fire, so hirers must be able to use the staircase in an emergency. If in doubt, please speak with the Hall Administrator before booking upstairs space. Hirers and their guests must NOT let children play with or in the lift.

## 19. Access Start and Finish Times

You will ensure, in order to comply with planning permission, that events scheduled to take place in an evening until close, must finish by:

- **10:30pm Sunday to Thursday** to allow the building to be completely vacated by 11:00pm
- **11:30pm Friday and Saturday** to allow the building to be completely vacated by 12:00pm

## 20. Decoration

You will ensure that any decoration for events observes the following:

- Table confetti/glitter: Please do not use this unless it is paper based.
- The only permitted product which can be used for attaching decoration(s) is White Tack. Free standing decorations eg table decorations, balloons displays etc are permitted.
- Bouncy Castles: We do not allow use of Bouncy Castles on land owned by the Parish Council. We do allow small indoor soft play items (e.g. toddler parties) but clarify these items with the Hall Admin team when booking.
- Hirers must not attach anything to the internal or external window surfaces without express permission from the Hall Administrative team.
- Candles or other items containing a flame or heat source must not be used

You agree to take good care of and shall not cause any damage or permit or suffer any damage to the building or to any part or parts thereof or to any fittings, equipment or other property therein and shall pay for any damage thereto (including accidental damage) caused by any act or neglect of yourself, servants, agents or any person



resorting to the building by reason of the use of the premises by you. You agree that when decorating spaces for your event, you will do so safely and take full responsibility for your own safety.

You shall be liable for and shall indemnify Barrow Parish Council/Barrow (Lancashire) Village Hall in respect of any loss, damage or injury, which may be incurred by, or be done, or happen to, you or any person or persons in your employ, or any of your sub-contractors, or by or to, any other person or persons resorting to the premises by reason of the use of the premises by you.

## 21. Waste Disposal

You agree to ensure that all refuse/waste generated during the event is removed from the premises upon the event ending; all decoration, equipment etc provided by you should be taken with you upon the event ending and leaving the building, unless alternative arrangements have been made with a representative of the Village Hall. Hirers provide their own bin bags/refuse sacks for waste disposal. Hirers should not dispose of large volumes of waste (e.g. catering and drinks bottle waste) in the Village Hall's Council waste bins but must take this away and dispose of elsewhere.

## 22. Condition of Facilities After Use

Where the Hall's kitchen facilities have been utilised during an event, it is your responsibility to ensure they are left clean and tidy before leaving. Basic cleaning supplies for washing up, wiping down counter tops, sink etc will be available.

Similarly, all other rooms/spaces should be returned to the condition they were in when you arrived. Where you have put out tables/chairs yourself, these should be folded down and stored away again. Where we have laid out the room for your event, you should leave it arranged as you found it.

All lights and any sockets used should be turned off. Please also read the **Fire Safety Policy & Emergency Plan** attached to these Conditions of Use.

## 23. Alcohol Sale & Consumption

The Village Hall does not currently have an operational bar or licence for the sale of alcohol. This guidance will be updated as and when that status changes. The most up to date version of these Conditions of Use will be found on the website and potential Hirers can also speak with the Hall Administration team for clarity.



For any events where it is intended alcohol will be provided and sold by event Hirers (including where a drink is provided as part of a purchased event ticket), a one off TEN (Temporary Event Notice) Licence will be required and should be discussed with the Hall Administration team in advance when booking your event. The cost of this licence is currently £21.00 (December 2025).

Where it is intended for alcohol to be sold, including where a 'free' drink is provided as part of the ticket price, you must ensure that sale(s) cease by **10:00pm Sunday to Thursday and 11:00pm on Friday and Saturday.**

For events where it is intended that alcohol will be provided by hirers for consumption but not sale, no license is required. Please note, as mentioned above, where an event ticket is purchased that includes a 'free' drink, this is classed as an alcohol sale and needs the licence.

## 24. Events Beyond Barrow Village Hall's Control

Please note, Barrow Parish Council and Barrow (Lancashire) Village Hall shall not be liable for any loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or Act of God that may cause the premises to be temporarily closed or the hiring to be interrupted or cancelled.

**By accepting this document at the point of booking you confirm that you have read, understood, and agree to these Standard Conditions of Hire.**