

2026 (R) Holbrook Village Hall CIO

Conditions of Hire (Regular Users)

1. **No person under the age of 21 years is eligible to hire the hall.**
2. **It is your responsibility to ensure that any licensing (alcohol) that may be required for your hire is applied for.** If you are unsure please speak to the Bookings' Secretaries.
3. **Hours** – music, singing, dancing or other entertainment (which does NOT include sport – further restrictions apply) is only permitted between 10am and midnight on weekdays and 10am and 11.30pm on Saturdays and Sundays. In the case of New Year's Eve the latter times may be extended to 12.30am.
4. **Permitted Numbers** – Up to 120 people for **ALL** events. If more than 60 people attend the function the fire door curtains **MUST** remain open so the exits are visible.
5. **Stewards** – where members of the public attend an event, sufficient competent stewards, which shall **include the hirer**, shall be in attendance during the whole time people are on the premises and be suitably briefed as to their responsibilities in the case of fire or other emergency.
6. **Supervision** – **an adult must be in attendance and awake at all times where groups of young people (under 18yrs) are present.**
7. **Smoking is NOT permitted on the premises. Use of naked flames is prohibited.**
8. **Illegal drugs are not to be possessed or consumed on the premises.** Reference should be made to the CIO policy on this subject on the Holbrook Parish Council website at <https://holbrookparishcouncil.gov.uk>
9. **Safeguarding - (of children and other vulnerable groups)** - where appropriate, hirers are reminded of the requirement for all staff having contact with children and other vulnerable groups to have a current DBS certificate. Evidence of that in respect of all such persons should be supplied to the Bookings' Secretaries. To ensure their safety, **children are NOT permitted on the stage**, unless it forms part of a theatrical performance and only then under the supervision of adults in attendance. Please note the advice on the 'Additional Information' page below regarding safety of ALL persons on the stage.
10. **Untoward Incidents** – the hirer must inform the Bookings' Secretaries in writing (preferably by email) within 24 hours of any accidents or incidents during the hiring period. This shall include the nature of it and the name and contact details of any injured persons. An entry should also be made in the First Aid Accident Report book, located in the kitchen, where appropriate.
11. **Exits and Gangways** – all doors should be kept clear and unlocked throughout the duration of the function for which the hall is hired. Where seating is provided gangways to the exit fire doors shall be provided and kept clear at all times.
12. **Use of Internet Facilities** – Hirers must not use our internet facilities for (i) unlawful or illegal activity; (ii) commercial purposes unless notified to and authorised by Holbrook Village Hall CIO in advance; (iii) uploading computer viruses, carrying out hacking, uploading/downloading defamatory, offensive or illegal material; (iv) breaching confidentiality or intellectual rights or (v) interrupting the provision of service to other hall internet users. For full details of the CIO policy you should refer to the Village Hall page on the Parish Council website at <https://holbrookparishcouncil.gov.uk>
13. **Noise** – the volume of noise from the hall shall be controlled so as not to become a public nuisance.
14. **Bouncy Castles or other similar inflatable items.** These are **only permitted** in the hall or elsewhere on our land **if the hirer provides evidence of their own or third party insurance to fully cover their use.** Our insurance does not cover those. Also, no bonfires, fireworks or organised contact sports are permitted.
15. **Use of hirer's own electrical equipment** – all such items must have a current PAT testing certificate and evidence of this should be provided to the Bookings' Secretaries before the hire takes place.
16. **Food safety** – hirers who regularly provide food at their events/activities may need to register with the local authority for food hygiene purposes. Hirers are advised to contact Babergh District Council to clarify such need. Irrespective of whether registration is required, where food is prepared and provided at an event hirers are required to comply with the 4 'C's of food safety, namely Cleaning, Cooking, Chilling and (avoiding) Cross-contamination. Further information about this can be found at www.thesaferfoodgroup.com
17. **Notices** – adhere to the instructions on all Management Committee notices displayed.

18. **Sellotape or Blue Tack** – this or any other adhesive shall not be used on the walls. Notice boards are available to display any posters etc.
19. **Access to Trustees** – members of the Management Committee must be permitted access at all times.
20. **The Hall to be left in a clean and tidy state.** Chairs should be returned to the store room and tables, if used, should be wiped clean. Bins should be emptied and rubbish put in the large refuse bins in the car park. Ensure the kitchen and bar areas, if used, are left tidy and the work surfaces wiped down. Please also ensure the toilets are flushed before vacating the hall. There is a cupboard off the kitchen corridor where additional cleaning materials can be found, together with a Henry vacuum cleaner, for use by hirers.
21. Any **BREAKAGES or DAMAGE** must be reported to either the Bookings' Secretaries or to the persons named on the noticeboard in the hall. As the named hirer you are responsible for all persons in the hall during the duration of the hire. You are also accountable for any damage or breakages.
22. The **HEATING** is set for your hire. Please do not tamper with either the radiators or the thermostat.
23. Ensure all **LIGHTS** are turned off and all **WINDOWS** are secured at the end of your period in the hall.
24. Ensure all exit **DOORS** are locked and the hall is secured.
25. Return the **KEYS** from where you obtained them.
26. **REGULAR BOOKINGS must be made as soon as possible and at least 4 weeks before the first hire takes place. Any adjustment to those regular bookings must be notified to the Bookings' Secretaries at least 48 hours before the day of the hire. Any cancellation must be notified to the Bookings' Secretaries at least 48 hours before the scheduled hire date. Unless there are exceptional circumstances, payment in full will be charged for any cancellation or non-attendance within 48 hours of the due date. The cost of hire shall include any time in setting up before an event/activity starts and clearing up when it is finished.**

Notice of Additional Information

- **Arrival and Departure Time** – to assist with cleaning the hall please do NOT arrive before your appointed time. Also, to allow other hirers to gain access who have booked immediately after your hire period, please vacate the hall at your appointed time.
- **Wheelchair Access** – access to the hall for wheelchair users can be gained through the front entrance.
- **First Aid** - a first aid box is located in the kitchen. Please record accidents in the Accident Book which accompanies the box.
- **Stage** - If your booking includes use of the stage care should be taken to avoid falls. Hirers should be aware and make all those persons attending your event/activity aware of an unguarded drop on both the left and right of the stage.
- **Toilets** – please ensure all toilets are clean (flushed) and all wash hand basin taps are turned off before vacating the hall.
- **Chairs** – are located in the store room. Please return before vacating the hall.
- **Kitchen** – hot water to the taps is provided by an electric heater. The switch to turn it on is located on the wall to the right of the main sink. The switch **must be turned off** before vacating the premises.
- **Electric water heater** – this is located in the kitchen and should only be used for making tea, coffee or other hot drinks. The switch to turn it on is on the wall, close to the water heater and **must be turned off** before vacating the premises.
- **Oven and hob** – this is located in the kitchen and the main switch to turn it on is on the wall adjacent. The switch **must be turned off** before vacating the premises.
- **Microwave** - this is located in the kitchen and the switch to turn it on is on the wall adjacent. The switch **must be turned off** before vacating the premises.
- **Bar Shutter** – to operate this a small, white box is located on the wall (between the refrigerator and bar serving area). On the front of the box there is a 'rocker' switch. To open the shutter press and hold the top of the 'rocker' switch. To close it, press and hold the bottom of the 'rocker' switch.
- **Electricity Fuse Box** – if use of an electrical item 'trips' a switch in the fuse box, it is located in the rear room via the door to the right of the stage (on the Methodist Church side of the hall). This door is padlocked. The

key to the padlock can be found on a hook above head height in the cupboard where cleaning materials are stored (in the kitchen corridor). Once the 'tripped' fuse has been reset, please ensure the padlock is replaced on the access door and the key replaced on its hook in the cupboard. A fuse box is also located in the cleaner's cupboard for the kitchen and its electrical facilities and another is located in the chair store for the toilets. Unrestricted access is available to the latter two fuse boxes.

- **Public Address System (PAS)** – microphones, stands and cables are available so the system can be used. These can be obtained by prior arrangement by contacting the Bookings' Secretaries. A deposit of £50 will be required, which will be set against any loss or damage. Hirers are reminded that the loop induction system for those persons using hearing aids cannot be used unless the PAS is in use.
- **Complaints** – any complaints about the hall should be directed to the Bookings' Secretaries as soon as possible and within 24 hours of your hire at the latest. Any complaints against a trustee, employee or other relevant person associated with the Village Hall CIO should be made in writing to the Chair of the CIO Management Committee. Full details of the CIO Code of Conduct policy and complaints procedure can be found on the Village Hall page of the Holbrook Parish Council website at <https://holbrookparishcouncil.gov.uk>

These Conditions of Hire and additional information were updated on and are valid from 1st July 2026.

See page below for completion:

Please complete this page and return it to the Bookings 'Secretaries (Name, address and contact details of the Bookings Secretaries to be inserted here)

Chris and Catriona Herbert, 3 Pettwood Gardens, Holbrook, IP9 2WE

Acceptance of Hiring Conditions

Jo Hazlewood on behalf of Holbrook Parish Council

The Responsible Person is

4 Shepherds Lane, The Street, Holbrook IP9 2QA

Address

07853007280

clerk@holbrookparishcouncil.gov.uk

Contact Telephone No Email address

Days and dates of Hiring: **3rd Monday each month**, plus occasional additional hires Type of Event **Meetings**

7.00 p.m.

9.00 p.m.

Time of Hire (including setting up and clearing up): From To

Please tick

- I confirm I have read and understood the Hiring Conditions and the additional information provided below and take full responsibility for all users of the Hall, the Hall itself and occurrences during the hiring period [**Yes**]

- No alcohol is being provided [☐] **N/A**

or

- A Temporary Event Notice has been applied for [☐] (Please send photocopy when obtained) **N/A**

- As a **regular hirer** we will add your activity/event to our typed list which is displayed on our exterior and internal notice boards. That is primarily to inform people within Holbrook of what is happening in the hall and to hopefully encourage them to join and/or support your group. Your name and email address will be included on that list if you agree to that. Please tick the box if you consent to that. [☒]

Signed

Address and contact telephone number (if different from above)

10th August 2026

Date (when signed)

Please note: As a regular hirer you will be required to complete, sign and submit an application each year when notified by the Bookings' Secretaries.

I accept the information supplied on this form will only be used as a record by Holbrook Village Hall CIO Management Committee and it will not be passed to any other persons or organisation, unless we are under a legal obligation to do so.