



Bishops Frome Village Centre Hirers Information

Bishops Frome Village Centre
The Green
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Herefordshire, WR6 5AR

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Dear Hall Hirer,

Thank you for considering our Village Hall for your event. If you have not already done so, you will need to agree a date with our Bookings Secretary and sign a hire agreement and then we hope that this additional information will help you to plan your event to ensure maximum enjoyment AND SAFETY for both you and your guests and to understand your responsibilities as hirer. Please read it through before arriving for your event. Other information may be available on our website bishopsfromecentre.co.uk, or by speaking to the Bookings Secretary, Wendy Roberts, on 01885 490327

The Centre is set in the midst of the village and is often used several evenings a week. It is easy for noise, music, and parking arrangements to have an effect on our neighbours, and we would particularly ask you to look at the guidance about the ways in which you can respect the community's needs – for example, by ensuring that **music is turned off by midnight** in accordance with our licence, and that **windows are shut and everyone indoors by 23.00**.

There must be no alcohol sales after 00.30 Monday -Saturday and 22.30 on Sundays. All guests should be out of the hall by 00.30 as long as you have permission to clear up the following morning, and midnight if you are clearing up immediately after the party. The building should be closed up by 1am.

Please also ensure that the hall is clean and tidy when you leave (see checklist page 12), and that car parking is arranged to leave access to the hall in case of an emergency.

The Village Centre is a Registered Charity and we have to watch our funds and spending carefully. If damage is incurred during an event, a charge may be made. A deposit might be requested if appropriate.

The contents of this booklet form our conditions of hire: the reduced Standard Conditions of Hire used on our Hire Agreement form will already have been sent to you for acceptance. We would welcome your comments and wish you a very enjoyable time at Bishops Frome Village Centre.

The Management Committee

Bishops Frome Village Centre is a Charitable Incorporated Organisation and is Registered Charity Number 1200318. It is run by a management committee of Trustees.

February 2024



Bishops Frome Village Centre offers spacious and flexible accommodation.

There is an attractive, beamed entrance hall leading to the Main Hall and with the smaller Conference room to one side. The Main Hall is itself linked to the kitchen and bar area by a serving Annexe. The whole Centre can be hired for big events such as weddings.

Coats can be hung in the anteroom to the Main Hall

SMOKING is not allowed anywhere on the premises.

Plenty of parking is available on a surfaced car parking area.

Viewing the Hall

The hall may be viewed by arrangement with the Bookings Secretary. Photographs, charges and full information is available on our website, please go to bishopsfromecentre.co.uk

The hire of the Village Centre is entirely at the discretion of the Management Committee, which reserves the right to refuse requests. **The minimum age for hiring the Centre is 21.**

18th birthday parties and all teenage parties: acceptance of hire applications is entirely at the discretion of the Management Committee who will need to be confident that there will be proper parental supervision. A suitable deposit will be required.

Directions

Bishops Frome Village Centre is situated on the B4214 Bromyard to Ledbury road, 1 mile North of the A4103, overlooking the Village Green, opposite the Chase Inn

The nearest postcode is WR6 5AR

Map Coordinates 366272,248430

what3words ///outline.scored.bonus

Bishops Frome Village Centre Terms and Conditions of Hire

The Village Centre is a community building maintained by volunteer effort to provide an attractive and comfortable venue for groups and individuals to meet at modest cost. Use of the hall is largely unsupervised, and there is a duty of care on everyone hiring the hall to ensure the hall is used responsibly and safely.

You will have already received and accepted a Hire Agreement and the Standard Conditions of Hire.

Health and safety

While the Village Centre does everything in its power to ensure the buildings and its contents should present no risk or hazard to users, we remind you that you are responsible for the health and safety of your visitors or guests while hiring the hall. We ask you to take common sense precautions to ensure that the health and welfare of your visitors are not compromised. So please ensure that:

- fire exits are not blocked
 - the hall is not overcrowded
 - fire doors (that includes most internal doors and all external doors) are not propped open
 - wires do not trail across the floor where they can be a hazard or that electrical equipment or wiring is placed anywhere it may be exposed to moisture
 - electrical equipment is not operated or touched where there are signs of damage
 - portable electrical appliances are not left operating while unattended
 - portable electrical items which have not been PAT tested are not be brought onto the premises
 - people do not climb on chairs, tables or other structures
 - steps or ladders are not used unless properly secured and another person present
 - in order to guard against slipping hazards, all spills are mopped immediately
 - safety equipment such as fire extinguishers and emergency lighting are not tampered with
 - children and others are not allowed to run in the hall
 - children are not allowed in the kitchen at all
 - candles with naked flames are not used, only those with a flame effect
 - indoor fire works are not used
 - smoking is not allowed anywhere on the premises.
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- Any evidence of damage or faults to equipment or the building's facilities must be reported to the Booking Secretary.
 - Accidents must be recorded in the Accident Book which is located with the First Aid kit in the kitchen and also reported to the Booking Secretary.
 - The location of the nearest hospital Accident and Emergency/Casualty Dept is The County Hospital, Stonebow Road, Hereford, Herefordshire, HR1 2BN

If you are hiring the Main Hall, you are welcome to use the adjacent **garden**, (accessible through the double doors) up til 11pm when everyone must be inside and the doors closed, but please note that **there is a gate leading to the car park which should be supervised if children are on the premises.**

First Aid Box

There is a first aid box and Accident Report book on the wall in the kitchen. It would be helpful if you could tell us if you had to use any item, so that it can be replaced.

Accessibility

Users with disabilities enjoy flat, step-free access to all areas from the car park and through the front door. There is a ramp to aid wheelchair access to the garden adjacent to the Main Hall

Children and vulnerable adults

If you are organising an **event for children** under the age of 16, please ensure that there are enough adults (over 18) to keep the children safe. Please note that safeguarding of children is the responsibility of the hirer.

Acceptance of the Village Centre's safeguarding policy is part of the agreed contract taken out on hiring the Hall. A copy of this policy is available on the Village Centre website. The policy will be reviewed on a regular basis.

Fire and other emergency

Please carry out your own fire-risk assessment

Fire Exits

Take a few moments to identify the fire exits, and take care not to block them with furniture, display stands etc. Plan how you would evacuate the hall, lead people to safety and call the emergency services should a fire or major incident occur while you are at the hall.

The exact location is WR6 5AR, Map Coordinates 366272,248430.
what3words location is ///outline.scored.bonus

The Main Hall: has crash bars at 4 exits.

The Conference Room: has an exit with crash bars.

The Serving Annexe: has an exit with crash bars

From the Kitchen the route of escape is either through the entrance hall and the Main Entrance, or through the Serving Annexe

In an emergency, such as fire, standby lighting will come on if there is a power failure. If you feel it is safe to tackle the fire there are two foam extinguishers in the Main Hall, one in the Conference Room, one in the serving annexe and one in the entrance hall. There is a CO2 extinguisher, plus a fire blanket, in the kitchen.

**Ensure that people leave quickly and calmly without stopping to collect belongings.
Check that no one is still in the building.**

Close as many windows and doors as you can on leaving.

The emergency assembly point is on the Village Green opposite the Chase Inn

Smoking

Smoking is not allowed in any part of the building.

Checklist for hirers

Before admission of the public

1. Escape routes are free from obstruction and available for use.
2. Any fire doors are closed and not wedged or propped open.
3. Fire fighting equipment is in place and unobstructed.
4. Exit signs are illuminated.
5. There is no obvious fire hazard in, or near, the building.

End of function

6. Search for smouldering fires or cigarettes left burning.
7. Check that heaters and cookers are turned off.
8. Check that all electrical appliances are turned off and unplugged.
9. Turn out all lights.
10. Close all internal doors.
11. Secure all outside doors and windows.

Alcohol

If you are you planning to provide or allow alcohol at your event, you must decide whether it will a non-licensable or a licensable event.

The Village Centre is licensed for the sale of alcohol on the premises from 11.00 to 00.30 Monday to Saturday and 11.00 to 22.30 on Sundays

Hirers

- **may not bring alcohol onto the premises without consent**
- may operate a bar with permission and a signed hire agreement, at a cost of £25, or get their own TEN
- may request a paid bar facility, run by BFVC, for £25. At the moment this is limited to wine and beer
- may give alcohol away with permission and a signed agreement

LICENSABLE EVENTS

Where alcohol is sold, including where the cost is included in the ticket price, or a “cashless bar” is set up, there are a number of regulations. The behaviour of attendees will reflect on the reputation of the Village Centre.

Those running the bar must

- Where possible keep a register of attendees or at least numbers so that people can be accounted for in the event of an emergency
- Supply free drinking water
- Check ages of people that could be under 18 with photo evidence showing date of birth
- Make sure that under-18s are accompanied by an adult when a bar is in operation
- Make sure that no under-18s are on the premises after 23.00
- Not allow games to encourage irresponsible drinking
- Not allow irresponsible drinks promotions
- Not supply alcohol at less than the permitted price (below cost price)
- Make sure all windows are closed and that everyone is inside by 23.00
- Make sure that waste, bottles, or refuse are not placed outside between 23.00 and 08.00
- Make sure attendees respect the needs of local residents when leaving.

Do take note that

Where hirers who are selling alcohol are provided with a written summary of their responsibilities in relation to the sale of alcohol, any breach of the Licensing Act 3003 is likely to treat the Management Committee as having taken adequate steps to avoid liability to prosecution. Therefore if a licensing offence is committed the responsibility for any breach of the act is likely to be with the hirer.

NON-LICENSABLE EVENTS

- Often people hiring the Village Centre are doing so for events where they will be giving alcohol away. This would include private parties like weddings, where people are invited for food and drink, and no profit is to be made.
- Sometimes a charge might be made just to cover costs (ie no profit).
- Sometimes a completely voluntary donation to charity is requested.

But note that this does **not** include

- Where the alcohol is included in the price of the ticket.
- Where a bar is organised by another party to provide alcohol free to the attendees, but it is then paid for by the event organiser or customer at a later time, a so called “cashless bar”.

While the strict regulations of the laws on the sale of alcohol do not apply to non-licensable events, to our neighbours there is little distinction between these events and those where alcohol is on sale. The behaviour of attendees will reflect on the reputation of the Village Centre.

Therefore we require you to abide by certain sensible rules and to

- Consider the age of drinkers
- Encourage sensible drinking
- Make sure all windows are closed and everyone is inside by 23.00
- Make sure that attendees leave quietly and respect the needs of local residents
- Make sure that waste, bottles, etc are not placed outside the Centre between 23.00 and 08.00
- Where possible keep a register of attendees or at least numbers so that people can be accounted for in the event of an emergency

At both licensable and non-licensable events, any of the incidents listed below must be logged in the book kept in the bar area, on top of the wall cupboard and reported to the BFVC Management Committee

- Crime
- Complaint
- Incident of disorder
- Refusal to supply alcohol
- Visit by a relevant authority

Keys

If necessary you will be provided with a key to the Main Entrance. If you have the key please make sure that this door is properly locked when leaving, and that all other doors and windows are closed securely, that all lights are switched off, and heaters are off or set at minimum. Unless you are returning the following day to clear up after an event, please leave the key in the key drop box by the front door.

Capacity

Take care not to exceed the licensed capacity of the hall, which is 150 persons in the Main Hall (120 seated) and 30 persons in the Conference Room. This is a health and safety requirement and **exceeding the licensed capacity will invalidate the Centre's insurance.**

The Main Hall measures 9 x 12 meters.

When arranging the furniture please consider the **accessibility of the fire exits**, and if theatre seating is being used make sure there is a central aisle, ample space between rows, and space at the back and sides to allow people to get to the fire exits. See the diagram on page 2. Put away any furniture excess to requirements so that it does not impede people needing to reach the fire exits.

Parking

There is a spacious surfaced car park adjacent to the Village Centre. There are three disabled spaces close to the Main Entrance. Otherwise please do not park close to the Main Entrance (except for unloading and loading), so as to allow access for emergency vehicles should they be needed during your event. Hazard warning lights are to be used when vehicles are moving near the building entrances.

Parking on the Village Green is strictly prohibited **and please do not park in the adjacent Farm Court, where the residents rightly object to their parking spaces being used.**

Mobile catering vehicles may be parked on the tarmac at the front of the Village Centre.

Heating

The hall is heated by air source fan heaters. There are separate controllers in each room. The heaters will be turned on for you before you arrive. Please turn them off when you leave, or in cold weather, down to the minimum temperature.

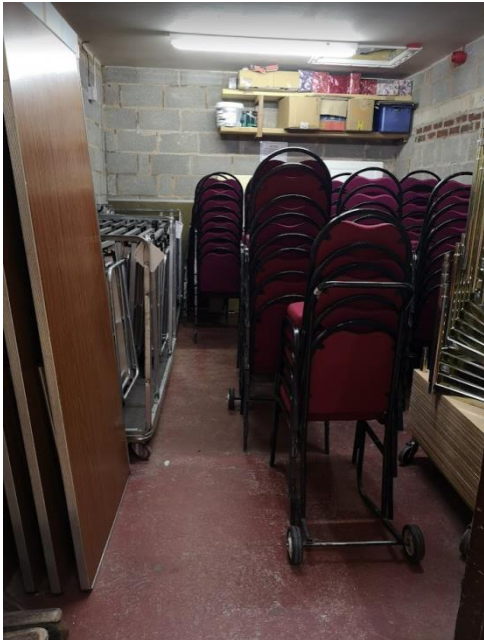
Wi-Fi

The Wi-Fi password is on display in both rooms.

Tables and chairs

These are stored in the large storeroom off the main hall. There are 150 chairs and 6 large rectangular tables (76 x 182) and 30 smaller ones (76 x 90 cm). When moving the smaller tables the storage trolleys should be used. Chairs should be moved on the trolleys which are available in the storeroom.

Please return them to the store after use **according to the chart provided on the door**, which allows access to the tables even when all the chairs are stacked. It is then ready for the next user. If furniture is not put away properly, it's a big job for someone to rearrange it and we may make a deduction from your deposit to reflect this.



Please store chairs in stacks of 8.

In the Conference Room there are 6 tables (60 x 90 cm) and a number of the chairs. More chairs can be taken from the furniture store and returned after use.

Please wipe the tables after use.

Demountable Staging

A modular demountable low staging system is available to use upon request – **connecting clips are required to make the system safe.**

PA System

The PA system in the Main Hall is available on request. A screen and projector are also available to hire. In the Conference Room there is a wall mounted screen, and a hearing loop is also installed.

Decorations for your Event

A wooden rail is installed for use for attaching decorations. Please do NOT use Sellotape or pins to fix items to the walls.

Do not use candles with naked flames, only those with a flame effect.

If you wish to arrange for a contractor to install a marquee lining, please let us know. Fixings for a marquee lining are already in place. There are photos of the Main Hall marquee-lined on our website.

Please do not take down the curtains without permission. They need to be taken down in order, with care and stored correctly.

Deliveries

If you are using outside caterers or having hire equipment delivered, please let us know when deliveries are expected.

Items left in the hall

Please note that we can accept no responsibility for loss of items left at the Centre. All items found not belonging to the Centre are disposed of regularly.

Kitchen and bar area

The kitchen is equipped with a large oven and warming cupboard. There is a large range hob, and a microwave oven. There are small refrigerators in the kitchen and the bar area.

The hot water heater switch is in the cupboard to the right of the dishwasher. Please turn it off when you leave. For small amounts of washing up use the sink in the bar area, and the hot water heater on the wall.

There is a commercial style dishwasher ie it has a very short cycle of hot water – all dishes must be scraped and rinsed before being put into the dishwasher. Full instructions are available in the kitchen.

The kitchen is equipped with basic crockery and cutlery and a certain amount of glassware. Wine glasses and tumblers are available on request.

Please bring your own tea towels and extra bin bags!

Rubbish

There will be an empty rubbish bin in the kitchen. **Please bring your own bin liners** if you will need more.

There is a large black rubbish bin at the side of the Hall just beyond the entrance to the Community Shop. Please put your rubbish bags in that bin or take them away with you.

Recycling – we have no recycling facilities so please bring suitable receptacles and take your items for recycling away with you.

Important considerations

while you are using the Centre

Please consider our neighbours regarding noise – both with any music you are playing and when guests are leaving. Keeping doors closed will help cut down any noise considerably. **All windows and doors should be closed, and everyone must be indoors by 23.00. In any event music and dancing is not allowed beyond midnight, and guests should have left.**

Finally, please remember that the hall is run and managed by volunteers, and we ask all our users to look after the hall, to use it responsibly and to leave it in the state you would wish to find it. We hope you have a safe, happy, and successful event and enjoy using Bishops Frome Village Centre. Thank you for choosing to use our hall and we hope to welcome you again.

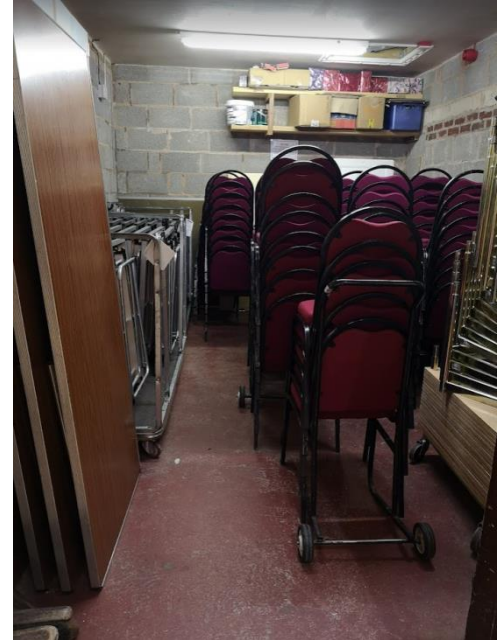
Check-out list – cleaning up afterwards

Please ensure you follow the check-out list below. The Centre should be clean before you leave. It is up to all users to look after the Centre and failure to follow the check-out list may result in any deposit being withheld.

All materials and equipment belonging to you or hired by you must be removed. All items found and not belonging to the Centre will be removed and disposed of. More importantly please make sure that nothing belonging to the hall is taken away, including by people hired to run the bar or kitchen.

- Main Hall and serving Annexe - floor should be swept and any spills cleaned up (a vacuum cleaner, broom, dustpan & brush are kept in the furniture storeroom in the hall, a mop is stored in the kitchen - please use the one labelled for use in the Main Hall).
- The tables should be wiped before they are put away. Furniture should be put away in an orderly way according to the diagram displayed so that the table trolleys are accessible to the next hirer. Chairs should be stacked in 8s so as not to take up too much floor space, but no higher or the stacks become too heavy. Trolleys are available for moving the stacks of chairs. Make sure that the trolley is properly located under the stack. The storeroom should look like this when everything is put away.

- Kitchen – if used -
 - all surfaces wiped down and floor swept and mopped using the mop labelled for kitchen use.
 - Cooker burners and oven turned off and checked.
 - Dishwasher emptied and drained.
 - Kettles, hot water urns, hot water heater etc switched off. Do not attempt to carry or tip a water boiler when it contains hot water – leave it to cool.
 - Fridge emptied of anything you brought, left clean but switched ON.
 - Rubbish put in the large black bin at the side of the building just beyond the entrance to the Shop.
 - Recycling taken away with you.
- Village Centre property – please make sure you are not taking anything away which belongs to the Village Centre, for example plates, cutlery, dishwasher trays, the beer pump, all of which have gone missing in the past.
- Toilets – please make sure they are left tidy.
- All windows and doors closed securely.
- All lights switched off, including the toilets.
- Please tidy up any butts outside the front of the hall and please do not leave rubbish in the flower beds.
- Front door locked.



Thank You!