



Kelfield Village Institute
Riccall Lane
Kelfield
York
YO19 6RE

CONDITIONS OF HIRE FOR KELFIELD VILLAGE INSTITUTE

Kelfield Village Institute is a spacious venue with the main hall measuring 12 x 6M. It is centrally heated (oil fired), regularly cleaned and has a quality wooden floor. The main hall windows are curtained, and lighting is dimmable. There are two toilets, one with disabled access. There is disabled access to the building. It has a fire and smoke alarm.

It has the following equipment: -

10 large trestle tables (more available by prior arrangement).

48 fold away chairs (more available by prior arrangement)

3 Ovens with Grill.

Five ring electric hob with extractor fan.

Microwave.

Hot drink water heater.

Toaster.

Kettle.

Hand washing sink.

Dish washing sink.

Dishwasher.

Fridge and Freezer.

Glassware, crockery, cutlery and utensils.

The Hirer shall be responsible for ensuring that the conditions detailed below are complied with.

General

- The maximum occupancy for seated events is 60 persons. For other events the limit is 90.
- All activities carried out during the hire period must be lawful.
- The behaviour of all persons using the premises must not cause offense or public disorder.
- All vehicles parked on the premises must not cause obstruction to the garage or the access gate to the field.

Damage

- Any damage to the fabric, fittings and contents of the premises, or loss of contents of the premises, however slight will be charged at the discretion of the Kelfield Village Institute committee.

Access

- There is permanent ramped disabled access to the premises together with disabled toilet facilities.

Cleaning

- Kelfield Village Institute is kept clean to a professional standard.
- If your hire period has resulted in a dirty floor it is your responsibility to clean it.
- Kitchen appliances, crockery, cutlery and pots and pans are to be left in a clean condition.
- Tea cloths and tablecloths are available but if used must be laundered and returned as soon as possible.
- Bin bags are supplied. Please place your rubbish and deposit in the appropriate bin.
Grey Bin – General rubbish (Please place in a bin bag)
Blue Bin – Glass, Plastic and tins.
Brown Bin – Cardboard and paper.

Gaming, betting and lotteries

- The Hirer shall ensure that nothing is done on, or in relation to the premises in contravention to the law relating to gaming, betting and lotteries.

Liability

- Kelfield Village Institute accept no liability arising out of the Hirers use of the premises.

Public Liability

- All professional hirers of the hall must have public liability insurance of a least £2 million. Generally, this applies to any hirer carrying out an activity for profit or charging a fee. It does not apply to persons hiring the hall for a private party, (and not charging for attendance).

Health and Safety

- The hirer must make themselves familiar with the fire safety rules and fire exits, which are via the main entrance and through the door in the middle of the hall
- Children must not be allowed to enter the kitchen.
- A First aid box is available in the kitchen. An accident book is available with the first aid box and all incidents must be reported.
- The electrical installation in the hall is inspected on a regular basis and the report is available on the main notice board.
- All portable electrical equipment in the hall is PAT tested. The Hirer shall ensure that any other portable electrical equipment brought into the premises is PAT tested and in good order, and used in a safe manner.
- Hirers must not bring in any portable paraffin, gas or electrical heaters or canisters into the hall.

Cancellation of Booking

- The Kelfield Village Institute reserves the right to cancel a hiring in the event of: -
 - a) The premises being required for use as a Polling Station for a Parliamentary, Local Government, Police Commissioner or By-election.
 - b) The premises becoming unfit for the purpose intended by the Hirer.
 - c) The Hirer has not put the appropriate Public Liability Insurance in place
- In the event of a cancellation the Hirer shall be entitled to a refund of any monies paid, but The Kelfield Village Institute shall not be liable for any resulting direct or indirect loss or damages whatsoever.

Noise

- The Hirer must ensure that a minimum of noise is made on arrival and departure, and during the event, such that neighbouring properties are not affected by the noise.

Hirer's Property

- The Kelfield Village Institute accepts no responsibility for loss or damage to any property brought into the premises by the Hirer. Any property brought onto the premises must be removed at the end of the hire.