

TREFRIW VILLAGE HALL HANDBOOK

Trefriw. Conwy LL27 0JH



We hope this booklet will answer your questions about the Hall and provide new and existing users with information about using the Hall. If you have any questions which are not answered here, please contact our Clerk by email clerk@trefriwcommunitycouncil.co.uk or phone 07305 316095.

Please note that our Clerk is normally available on Tuesday, Wednesday and Thursday mornings so there will be a delayed response should you make contact outside of these hours.

About the hall

In 2015 Trefriw Community Council (TCC) took over responsibility for the Village Hall from Conwy County Borough Council. A new floor (including insulation), new electric heating and LED lighting were installed in winter 2019. A Village Hall Working Group is in place to monitor the condition of the Hall, identify funding opportunities and make recommendations to TCC for future development. The Hall also has charitable status and is Grade II listed.

How do I make a booking?

If you would like to book the hall for a meeting, event, etc. then please contact the Clerk to Trefriw Community Council: Vikki Teasdale, email clerk@trefriwcommunitycouncil.co.uk, phone 07305 316095. Please also read details of the Charges and Conditions of Hire (pages 6, 7 and 8 below).

You will be asked to complete a Booking Form requesting basic information and the reason for the Hall Hire (see page 5 below; this is also available on our website: trefriwcommunitycouncil.co.uk). For a one-off booking, we will require a deposit of 50% to confirm your booking. For regular bookings, we will negotiate the deposit based on usage.

What can the hall be used for?

The hall can be used by all local community groups in and around Trefriw and beyond. It is also available for parties, meetings, events - in fact anything that the community would like to see happen there!

TCC hold a PRS licence to enable music to be played **but the hall is not licensed for alcohol.**

The use of inflatables, such as bouncy castles, will only be permitted if the inflatable provider has the appropriate public liability insurance in place - **any insurance arranged by TCC will not extend to cover any damage occasioned whilst the equipment is on site or any personal injury sustained whilst using the equipment**

We welcome interest from everybody - either for 'one-offs' or for regular bookings. The maximum numbers permitted in the hall are 175 persons per session, but please note that there are not sufficient tables and chairs to seat this number if you require this.

When is the hall available?

The hall is available 7 days a week. There are a number of regular bookings - please contact our Clerk for availability. We do ask that if you are using the hall in the evening, you are mindful of nearby residents and do not make undue noise. **Where music is being played, as part of a booking, this must cease no later than 10:00 pm.**

What facilities does the hall have?

The hall has good access from the B5106 in the centre of the village.

The hall provides parking for **one** vehicle only (directly facing the pedestrian gate) and hirers must ensure that they or anyone associated with their booking does not park on or obstruct neighbouring properties. There is limited on-road, seasonal parking opposite the village hall, and further parking is available at Gower Road, opposite the Woollen Mill (a short, flat walk from the hall).

Inside there are 2 large accessible, gender-neutral toilets, a large hall with stage and kitchen behind. There are tables and chairs, projector screen, hearing loop, disco light system and sound system (upon request). The kitchen has an electric cooker, electric urn for larger events, fridge, microwave, kettle and a range of crockery and cutlery and basic cooking utensils for use.

If during the booking you wish to serve more than a basic buffet you will need to bring your own cooking equipment/utensils for use.

The heating is provided by electric radiators that will be programmed to come on/off as required for your booking.

Please note that there is no Wi-fi connection currently available within the Hall.

What about opening/locking/cleaning?

This is a key safe located at the Hall and once a booking is confirmed you will be given information on how to access the Hall. Most bookings are now undertaken on a remote basis, however, hirers will be provided with contact details for either the clerk or a councillor who will be available on the day to deal with any issues that may arise.

You will be liable to pay an additional £30 penalty for failing to leave the premises within 15 minutes of the agreed end of hire session time so it is recommended that you factor into your booking sufficient time to attend to any clearing up and cleaning that may be required following your event.

We ask that you leave the hall as you find it, including the kitchen (washing, drying and putting away of crockery/cutlery etc.), the toilets, tables/chairs and the hall floor. **All rubbish must be removed by the hirer and disposed of appropriately – there is no rubbish collection from the hall.**

You will be liable to pay an additional £35 penalty for failing to remove all rubbish from the building and/or a further fee of £75 for not undertaking an adequate and reasonable level of post hire cleaning.

The Hall is cleaned and monitored by volunteers and, as such, there is a shared responsibility to ensure that it is left clean and tidy.

Please remember to record the electricity meter reading both at the start and finish of your hire period to ensure that you are charged correctly for the amount of electricity used during the session. Failure to provide readings will result in the hirer being asked to also pay for any electricity used before and after the agreed hire session.

Please ensure that the fridge is turned off and its door left open (unless otherwise agreed), and that the electric urn (if used) is turned off and / or unplugged. We also ask that you do not tamper with the heating.

What about health and safety?

We want to make sure that it is safe for everyone using the hall. Electrical equipment is tested bi-annually and the fire safety equipment annually and TCC undertakes regular checks on the building. If you notice any problems, we ask that you let the Clerk know either direct or by completing our Feedback Form (see page 9 below). Health and Safety Policy documents are available on request to the Clerk.

Insurance

Businesses or profit-making organisations who use the hall will always need to have their own insurance cover in place, there is no way to extend our own cover.

Non-profit organisations who already have their own insurance in place are adequately covered for any damage / injuries they may cause without any further action required.

Non-profit organisations who do not have their own insurance in place can be covered under our 'Hirers' Liability' cover. This line of cover extends a form of Public Liability cover over the third party provided that hirers have fully completed and returned the Trefriw Village Hall Booking Form.

Can I provide feedback on using the hall?

Yes please! We really want to know how your booking went so please do complete our Feedback Form (see page 9 below) or let the Clerk know direct.

TREFRIW VILLAGE HALL BOOKING FORM

Please complete and return this form to the Clerk to Trefriw Community Council either by email to clerk@trefriwcommunitycouncil.co.uk or by post to Mrs V Teasdale. Clerk to Trefriw Community Council, Angorfa, Trefriw LL27 0JJ

Name	
Address	
Phone	
Email	
Date and time of hall booking (both start and finish times)	
Type of event being held (including the number of people attending)	
Is this a business or commercial booking? – see page 6 of the Village Hall Handbook	
If applicable, do you hold a valid PPL Music Licence to cover the event?	
Public Liability Insurance (Please provide full details of your insurance with relevant copy documents or, if appropriate, confirm that you are eligible to be covered under the Community Council's own Policy – see pages 3 and 4 to the Village Hall Handbook)	
Is there any further information or requests that TCC should be aware of?	
	<p>I/We hereby accept and agree to be bound by the general terms and Conditions of Hire as outlined in the Trefriw Village Hall Handbook (14th March 2024)</p> <p>Signed:</p> <p>Dated:</p>

SCHEDULE OF CHARGES

	Trefriw Village Hall Hire Charges – from 1 st April 2024
Ward residents / groups	£20 for up to a 3-hour session - additional hours will be charged at £5 per hour (subject to availability)
Other individuals / groups	£20 per hour (minimum duration 2 hours)
Party Bookings	Standing charge of £35 with an additional fee of £5 per hour depending on the length of the booking. Clerk to confirm overall costs directly with the hirer at the time of booking
Business / corporate*	£25 per hour (minimum duration 2 hours for non-ward residents)
Small Meeting Room Only	£15 for up to a 2-hour session. Heating only via an electric fan heater in the meeting room
Deposit required	A 50% deposit maybe requested - if applicable, this will be advised once the booking has been agreed by the Clerk
Additional costs	All electricity charged in addition to the hire fee, in line with the supplier's charges

*Any event that allows an individual, a group or a business to deliver a service and/or sell merchandise for profit is classed as a corporate booking

For all bookings, preheating of the main Hall space is available but with all charges payable by the hirer, at the relevant electricity unit costs

The normal session pattern is given below, however, subject to availability, the Community Council will be as flexible as possible:

MORNING	3-hour session - usually 9:00 am until 12:00 noon
AFTERNOON	3-hour session - usually 2:00 pm until 5:00 pm
EVENING	3-hour session - usually 7:00 pm until 10:00 pm

It was agreed by the Community Council on 16th May 2023 to trial an extension to the finish time for the evening sessions of up until 10:30 pm on the strict understanding that where music was being played, as part of the booking, this would cease no later than 10:00 pm.

If you wish to hire the hall for a charity fundraising event, please contact our Clerk to discuss applicable hire rates.

Additional Penalties:

Following recent issues that have occurred, the Community Council agreed on 12th April 2022 that the following penalties would be imposed and included within the final invoice to hirers, if applicable:

- (1) a £30 penalty for failing to leave the premises within fifteen minutes of the agreed end of booking hire session
- (2) a £35 penalty for failing to remove all rubbish from the building and grounds
- (3) a £75 penalty for failing to undertake an adequate and reasonable level of post hire cleaning

Payments and deposits

Due to recent banking changes, the Community Council can only take payments by direct bank transfer - full details will be provided when an invoice is raised which must be settled within 14 days.

If hirers do not have the ability to make a direct bank transfer payment, any charges passed on to the Community Council by their banking provider for cheque clearance will have to be covered in their entirety by the hirer.

A deposit of 50% may be requested to confirm your booking, unless otherwise agreed. You will be invoiced for the final payment after the event.

Hirers will be liable to pay for making good any damage to the hall, its equipment or contents.

Cancellation Policy

We request that you give as much notice as possible if you need to cancel your booking. If less than 14 days' notice is given then the Community Council reserves the right to invoice for 50% of the appropriate booking fee to cover administrative costs.

Conditions of Hire

1. **Interpretation:** The Hirer means the organisation or individual booking / hiring Trefriw Village Hall. The Hirer is contractually bound by the Clauses contained in the Conditions of Hire. The "Owner" is Trefriw Community Council.

2. **Hall Bookings:** All bookings are to be made through the Community Council Clerk. The person making the booking on behalf of the Group, Society, Club or Company is deemed as the person responsible for Health and Safety and supervision of the booking. All bookings will only be taken on the understanding that current appropriate insurance is in place by the Hirer and evidence produced to the Clerk as requested. On entry to the Hall the Hirer will be required to familiarise themselves with the Health and Safety information on the Village Hall Health and Safety Notice Board on the right-hand side of the Hall. The Owner shall require written confirmation of receipt and understanding of the T&Cs by return to confirm the booking.

3. **Fees:** The full payment for hire of the Hall **including any penalties incurred as detailed within the Schedule of Fees** must be paid within 14 days of the invoice date. All payments are to be paid directly into the Community Council's bank account as per the bank details provided within the invoice. If payment can only be made by cheque, the hirer hereby accepts and agrees to pay all bank charges imposed on the Community Council by their banking provider as will be notified to the hirer within the invoice as raised.

4. **Cancellations:** All cancellations must be notified to the Clerk as soon as possible. If less than 14 days' notice is given any deposit paid will be non-refundable. If no deposit has been requested, the Community Council reserves the right to invoice the hirer for 50% of the appropriate booking fee to cover administrative costs.

5. **Use of Premises:**

- a. The Hall cannot be used for any purpose other than that booked for with the Clerk.
- b. Hirers must ensure that good order is kept at all times and that no nuisance or inconvenience is caused to any other party.
- c. Hirers must take all reasonable care of the premises and property therein and to make good all damage and loss caused to the Owner.
- d. Hirers must replace all furniture, fixtures and fittings to their original positions as found.
- e. Hirers without allocated on-site storage must ensure that all property brought onto the premises is removed at the expiration of the hire period, and ALL hirers must remove debris and rubbish so that the premises are left in a clean and orderly state. Any damage to the Premises will be repaired by the Owner and charged to the Hirer thereafter. In the event of the Hirer not removing all items from the Premises the Owner has the right to store and charge £5 per week and after 90 days dispose of the chattels as the Owner sees fit.
- f. Hirers must indemnify the Owners against all costs, expenses, actions, claims, demands and liability arising from any non-compliance with the terms and obligations of this agreement or from any non-compliance with any regulation or direction that the Owners may from time to time give to the Hirer pursuant to this agreement.
- g. Hirers shall ensure that they have signed into the premises detailing who they are and have recorded their electricity usage over the hire period.
- h. Hirers undertake to clean up immediately any spillages, to properly cover any cables so as to avoid trip hazards and to not climb on any furniture or use ladders without the relevant "working at height" training.
- i. Hirers must use only the **one** parking space as contained within the curtilage of the Hall and must not park on or obstruct neighbouring properties

6. **Equipment brought onto the Premises:** The owners decline all responsibility for loss or damage to equipment brought onto the premises that has not been removed as per this Agreement. All items brought onto the premises are the responsibility of the Hirer and all electrical appliances should be PAT tested.

7. **Insurance:** All Business/Corporate hirers and non-profit organisations that hold their own form of insurance, must produce at the time of booking relevant insurance documentation and shall indemnify the Owner against any consequential losses suffered arising out of the activities of the Hirer. Non-profit organisations who do not have their own insurance in place can be covered under the Owner's 'Hirers' Liability' cover SUBJECT to the hirer returning a fully completed and accurate Booking Form. Notwithstanding the foregoing, and in all circumstances, the Hirer shall be responsible for all property brought onto the premises and the property of their guests.

8. **Music and Entertainment:** Music, Entertainment and Dancing are allowed by the Owners in accordance with the Public Entertainment Licence. The maximum numbers permitted in the Hall are 175 persons per session. The Village Hall does not have a licence to sell alcohol and currently doesn't allow a hirer to acquire a temporary license for their booking. **Music being played as part of the booking must cease no later than 10 pm.**

9. **Smoking:** Smoking and the use of E-Cigarettes is not allowed anywhere within the building. Any cigarette butts outside must be disposed of appropriately.

10. **Hall Equipment:** By request but not guaranteed, the Owners can provide at no extra cost a PA system, disco lighting, projector and projector stand. The hall also provides for the Hirers the use of a kitchen with all relevant utensils.

11. **Unacceptable Conduct:** The Owners reserve the right to:

- a. Refuse entry to any persons conducting themselves inappropriately.
- b. Close any function at which the Hirer contravenes any of the above conditions, departs from the original booking requirement or allows guests to behave inappropriately.

12. **Cancellation of Service – force majeure:** The owners have the right at any point for reasons outside of their control to cancel a booking. The Owners shall not be liable for any loss or damage or inconvenience what so ever occasioned by the cancellation or failure to provide services or facilities hired.

Trefriw Village Hall Feedback Form

Please complete and return this form to the Clerk to Trefriw Community Council either by email to clerk@trefriwcommunitycouncil.co.uk or by post to Mrs V Teasdale (Clerk) Angorfa Trefriw LL27 0JJ

Name	
Address	
Phone	
Email	
Date and time of hall booking	
Type of event held	
Did the hall meet your expectations?	
Did you have any problems?	
Do you have any suggestions for further improving the hall?	
Would you use the hall again?	
Would you recommend the hall to others?	
Thank you for your feedback	