



Kingsclere Village Club

Charity Registration Number 233266a

General Rules Governing the Use of the Club

Preamble

The management of this Village Club is vested in the Management Committee whose powers are defined in the Deed of Trust and the Constitution, copies of which can be obtained from the Clerk. Under the provisions of the Deed of Trust and the Constitution the Management Committee is empowered to make rules, or to withdraw or amend them.

1. Use of Club Facilities

Use of the Club facilities is subject to the following rules and, in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

2. Equal Opportunities

The Village Club shall be open to all residents of the parish of Kingsclere regardless of race, gender, sexual orientation, age, disability, marital status, religion or political beliefs. In accordance with the Holding Trust Deed the parish of Kingsclere is interpreted as the former civil parish of Kingsclere, Ashford Hill, Hannington, Headley and Kingsclere.

3. Applications to Use the Club

- a. Applications to use the Club shall be made to the Bookings Secretary.
- b. The right to refuse any application for the use of Club facilities is reserved by the Management Committee, or the Bookings Secretary, provided the action is reported to the next meeting of the Management Committee.

- c. All arrangements for the use of the Club facilities are subject to the management Committee reserving the right to cancel bookings when the premises are rendered unfit for the intended use.
- d. Affiliated groups of the Village Club shall normally have priority use of the facilities but all arrangements to hire facilities made with outside bodies and individuals shall be honoured by the Management Committee except as provided for in c. above.

4. Hours of Opening

Facilities at the Village Club are normally available for the use of affiliated groups and outside hirers between the hours of 9am and Midnight each day.

Music is to be finished by 11pm at the latest. 11-midnight is to be used for clearing up time only.

5. Maximum Capacity

The maximum capacity of individual events is dependent upon a risk assessment of each specific event. The absolute maximum capacity of the main hall is eighty (90) including helpers and performers and on no account are these figures to be exceeded.

Similarly the absolute maximum capacity of the Holding Room is twenty five (25).

The absolute maximum capacity of the smaller meeting rooms is six (6).

Kingsclere Village Club | 35 George Street | Kingsclere | Hampshire | RG20 5NH

clerk@kingsclerevillageclub.co.uk

<http://kingsclerevillageclub.co.uk>

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6. Safety Requirements

Users are responsible for managing the risks that arise, so far as reasonably practicable, from their own activities when they have control of the premises or control of the equipment on the premises.

The Village Club's Event Planning Guidance contains information about the building to help you meet your health and safety obligations, but the guidance is not a substitute for your own risk assessments.

All conditions attached to the granting of the Club licences shall be strictly observed. Nothing should be done which will endanger the use of the building and the policies of insurance relating to it and its contents. In particular:

- a. All users are required to be aware that no telephone is provided and they must provide their own means of communication in an emergency.
- b. Obstructions must not be placed in gangways or exits, which must be immediately available for free public egress.
- c. Neither the emergency lighting supply nor the illuminated exit signs are to be turned off.
- d. Fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose.
- e. If the fire alarm sounds, all persons shall immediately vacate the building by the nearest safe route and assemble on the grass at the far end of the rear garden. (The stair lift is battery powered and can safely be used in fire evacuations).
- f. Organisers of activities must ensure that all persons in their group have been safely evacuated.
- g. The fire brigade shall be called to any outbreak of fire however slight and details of the occurrence shall be given to the Booking Secretary.
- h. In the event of the fire alarm sounding the organiser of the activity must contact a member of the management committee.
- i. Should the fire brigade attend, the emergency information pack stored by the smoke alarm is to be given to the officer in charge.
- j. Activities involving danger to the public are not permitted.
- k. Highly flammable substances shall not be brought into nor used in any part of the premises.
- l. The First Aid boxes shall be readily available to all users of the premises. They are located in the Servery and the Holding Room. Details of any accident or injury incurred are to be entered in the Accident Book provided and forwarded to the Bookings Secretary.
- m. No unauthorised heating appliances shall be used on the premises.
- n. All electrical equipment brought into the building shall comply with the Electricity at Work Regulations, 1989. The Management Committee disclaims all responsibility for all claims and costs arising out of any such equipment that does not comply.
- o. Smoking is not permitted in the building

7. Supervision

The hirer or person in charge of the activity shall not be under 18 years of age and shall be on the premises for the entire period of hire or duration of the activity. The person in charge shall not be engaged in any duties which prevent him/her from exercising general and proper supervision.

When the premises or any part of them are used for the purpose of public entertainment or public meeting, there shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty.

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All persons in charge or on duty shall have been informed of the procedure for evacuating the premises and shall be familiar with the fire-fighting equipment available.

8. Illegal Drugs and Licensable Activities Including Sale of Intoxicating Liquor

The use of unlawful drugs on the premises will result in the users being banned for a period to be determined by the Management Committee.

No Licensable Activities, including the sale of intoxicating liquors, are to take place on the premises without the appropriate licence in place.

The Management Committee is able to permit some activities within certain hours. This requires their express agreement in writing at least 2 weeks in advance of the event.

Other activities require an application to the local licensing authorities, who may require longer notice period

9. Betting and Gaming

Gaming is prohibited on the premises.

10. Recorded Music License

It is the responsibility of any independent user group which uses recorded music in its activities to check if it requires a license from Phonographic Performances Ltd (PPL) and the Performing Rights Society (PRS) and if so obtain one.

11. Storage

The permission of the Management Committee must be obtained before goods and equipment are left or stored on the premises.

The Bookings Secretary is authorised to grant permission for the overnight storage of goods and equipment brought into the Club for a particular function or event.

All storage is at the user's risk.

13. Car Parking

No specific car parking for the Village Club is provided.

Public car parking is available at the Holding Field off Ashford Hill road. If on street parking please park responsibly to avoid causing

obstructions in particular in surrounding residential areas.

14. Nuisance

- a. Litter shall not be left in or about the Club premises. No facilities are provided for the disposal of litter. All rubbish is to be removed by the user.
- b. Organisations using the premises for sales must remove unsold stock immediately afterwards.
- c. Hirers and organisers of events in the Club are responsible for ensuring that the noise level of their function is not such as to interfere with other activities within the building nor to inconvenience to occupiers of nearby houses and property.

15. Cleaning and Security

All use of Club premises and facilities is subject to the users or hirers accepting responsibility for returning furniture and equipment to their original positions and for turning off the lights, and securing doors and windows of the premises. All users shall also leave the premises and surrounds in a clean and tidy condition. NO WASTE BINS ARE PROVIDED – please take all your rubbish home.

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