

TINGEWICK VILLAGE HALL

RULES

1. The Committee

The Committee shall normally meet once a month but special meetings may be summoned by the Secretary at the request of the Chairman or any two members. If possible, seven days notice of all meetings should be given, and notices of special meetings must include details of the matters to be discussed.

The positions of Chairman, Vice Chairman, Secretary, Treasurer and Lettings Officer shall be decided by election at the Annual General Meeting.

At meetings of the Committee the Chairman, or if not present such other member elected for the purpose, shall take the Chair and shall have a casting vote in addition to his ordinary vote.

The Committee may:-

- decide the terms and conditions upon which the trust property may be used in accordance with the provisions of the Trust Deed, and the sums to be paid for such use.
- engage and dismiss such paid officers and servants as it may consider necessary.
- decide the quorum necessary to transact business, which at present may never be less than one half of the total number of the members, and at the present time be four.
- appoint such sub-committees as it may consider necessary (eg. sports, finance, fabric, entertainment) and empower any such sub committee to co opt persons who are not members of the Committee, provided that the number of members of the Committee on such sub-committee shall always exceed the number of co-opted members thereon.

2. Bank Account

The Committee's current and deposit accounts shall be held at any bank as may be nominated by the Committee and are at the present time held at Lloyds Bank in Buckingham.

Cheques for the payment of accounts shall be signed by any two of three persons nominated by the Committee to be signatories.

3. Custody of Deeds

The Trust Deed or any other legal document governing the trust property shall remain in the custody of the trust property solicitors:-

Lorimers
25-26 West Street
Buckingham MK18 1HF

4. Hire

Application for the hire of the hall shall be made to the Lettings Officer.

The right to refuse any application received for the hire of the hall, without assigning a reason, is reserved to the Committee, or to the Chairman of the Committee acting on their behalf, provided that the Chairman will report his action to the next meeting of the Committee. Hire to be limited to persons 18 years of age and over.

5. Conditions of Hire

These are set out in the “standard conditions of hire” attached hereto and as annexed to the Hiring Agreement.

6. Intoxicating Liquors

The conditions governing the sale and consumption of intoxicating liquors on the premises are set out in the “Standard Conditions of Hire”.

7. Betting, Gaming, and Lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming, and lotteries, and the person or organisation to whom the hall is let shall be responsible for seeing that the requirements of the relevant legislation are strictly observed.

8. Live and Recorded Music

The hall is licensed with the Performing Right Society (PRS) for the performance of live copyright music controlled by the Society. This licence is combined with a Phonographic Performance License (PPL) for non-profit-making organisations hiring the hall. However, commercial organisations/groups hiring the hall for financial gain will have to provide/purchase their own PPL licence.

9. Stage Plays

The secretary/lettings officer must be given at least 4 weeks notice of a stage play production by the Play representative. The latter must also present the village hall officers with proof that the appropriate licence has been obtained – available from the District Council, who themselves require 3 weeks notice.

10. Public Entertainment

The hall is licensed for music, singing and dancing, and other public entertainment of a kind from 09.00 hrs. to 23.30 hrs.

11. Safety Regulations

All conditions attached to the granting of stage plays or other licences must be strictly observed. Nothing shall be done that will endanger the policies of insurance relating to the hall or contents, and in particular:-

- no obstructions must be placed in gangways or exits.
- fire appliances are inspected from time to time and must be kept in their proper places and used for no other purposes.

12. Car parking

The car park is available foremost for use by hirers of the hall. Cars may not be parked so as to cause an obstruction at the entrance to or the exits from the hall. Noise must be kept to a minimum on arrival and departure.

13. Nuisances

14. Alteration of Rules

Rules 1 to 13 may at any time be altered with the consent of a two-thirds majority of the members of the Committee present and subsequent consultation with the Trustees provided the terms of the trust deed and of any statutory provisions are observed.

The rules are to be reviewed annually to ensure validity.

(October 2017 – Revision No.3)