

## **Playford Village Hall - Conditions of Hire**

Please read these conditions of hire carefully. A booking cannot be made unless the box is ticked confirming that the hirer has read and agreed to the conditions and it is then their responsibility to keep to these hiring conditions. By proceeding with the booking the hirer is deemed to have accepted these terms and conditions.

**Please note:** Hiring of the village hall does not include hiring of the playing field or any of the outside areas other than a small part of the car park as these are run and owned by the Parish Council and as such are open to anyone who wishes to use them. Hirers are free to use these outside areas as playing areas but hiring the village hall does not give them exclusive use as they are always open to villagers and others.

If hirers wish to erect a marquee or bouncy castle on the playing field, this is possible if they contact the Clerk, Marian Hedgley, playfordpc@hotmail.co.uk. There is a charge of £50 per day and separate terms and conditions which must be signed and adhered to. This arrangement is strictly between the hirer and the Parish Council and has does not involve the Parish Hall management committee under any circumstances.

### **The Hirer**

The person hiring Hall (the Hirer) must be over 21 years of age and approved by the booking team or a member of the committee.

The hirer or his/her delegated representative must be present during the total hire period and is responsible for the following:

1. The proper use of the hall, the behaviour and conduct of those attending including avoiding excess or noisy arrivals and departures, for leaving the hall and all service rooms in a clean and tidy condition and for considerate car parking.
2. Any music being played being kept at a reasonable level. Particularly drums/bass music. This should entail checking the external noise level by going outside. The Village Hall is in the centre of the village and has several neighbours who should not be disturbed by loud music. Local residents are entitled to the peaceful enjoyment of their homes and gardens so when music is being played all windows must kept closed and the main entrance and the internal doors should remain closed at all times except for access.
3. Reporting any damage or losses to the hall, its furnishing, fittings, and contents, however caused, to the duty key holder.

The Village Hall Committee will ask for reimbursement to cover the cost of repairs or replacements for any damage or losses arising as a result of the hiring, if this is greater than the £50 breakage deposit.

4. For cleaning the hall after the event. If the hall is left in a dirty condition, the hirer will be responsible for any costs involved in extra cleaning. This cost will be deducted from the £50 breakage deposit and reimbursement will be required if the cost is

greater than the deposit.

5. For making sure that the floor in the main hall is NOT be washed. All spillages should be wiped up immediately with a damp cloth.
6. For making sure the toilets are left in a good, clean condition.
7. For taking away all bottles, left-over food and other refuse generated, none of this should be left in the Village Hall or in the external waste bins.
8. For enforcing the non-smoking environment rule.
9. For making arrangements to insure against any third-party claims that may arise against him/her or their organisation whilst hiring the hall (The Parish Hall is insured against claims arising from its own negligence)
10. For following the procedures as specified on the various instruction leaflets both on arrival and departure, specifically making sure all lights have been switched off and for following any other posted instructions. Failing to carry out these instructions may incur additional electricity bills for which payment may be requested.
11. For ensuring that all windows and doors are left securely closed and any contents in the Village Hall, temporarily removed from other positions, are returned to their normal places.
12. For returning the keys to the duty key holder as soon as the hire is over, unless otherwise directed. Before returning the keys the room/rooms hired should have been cleaned and this must be carried out within the time agreed for hire.
13. The hirer shall not use the premises for any other purpose than that described in the hiring agreement and shall not sub-let or allow the premises to be used for unidentified purposes or bring onto the premises anything which would endanger the public.
14. Consumption of alcohol is allowed but the sale of alcohol requires a licence for which the hirer is responsible for obtaining. Under no circumstances is alcohol to be sold to anyone under the age of 18 years.
15. Drugs and substances that can be abused are not permitted on the Hall premises and Applicants are responsible for appropriate supervision of their event to ensure drugs and illegal substances are not available
16. The hirer shall ensure that nothing is done on the premises which is in contravention of the law relating to gaming, betting, and lotteries.
17. The hirer is responsible for the security of the premises at all times during the period of hire. Items left at the Hall premises overnight or unsupervised by day, remain the responsibility of the hirer.
18. The hirer shall comply with all conditions and regulations made in respect of the

premises by the Fire Authority, Local Authority, and Local Magistrates' Court or otherwise, in particularly in connection with any event which includes public dancing or music or similar public entertainment or stage plays.

19. The hirer shall, if preparing, selling, or serving food, observe all relevant food, health and hygiene legislation and regulations.

20. The hirer shall ensure that any electrical appliances brought into the premises are safe, in good working order and used in a suitable manner. If a residual circuit breaker is provided, under the terms of the PEL, the hirer must make use of it in the interest of public safety

21. The hirer must report all accidents involving injury to the duty key holder and a record must be made in the accident report book (on the trolley in the entrance hall). A First Aid kit is kept in the kitchen to the right of the oven.

22. The hirer shall ensure that no animals or birds (except guide dogs) are brought into the hall, other than for a special event agreed with the booking team. No animals or birds are to enter the kitchen at any time.

23. The hirer shall ensure that any activities for children under 8 years of age comply with the provisions of the Children Act of 1989 and that only fit and proper persons who have passed the appropriate Disclosure and Barring Checks (DBS) checks have access to the children. The Hirer shall provide the Management Committee with a copy of their DBS check and Child Protection Policy on request

24. No sticky tape, pins, or nails to be used. Blue-Tac only is permitted and this should be removed immediately after the event.

25. All functions must cease by the 'End of Hire' time. Hirers are allowed ½ hour before and after the booking, without charge, for setting up and clearing up. Hirers should take this into account when making a booking. This is on the clear understanding that noise and light pollution of the area is kept to an absolute minimum when this is after an evening event. The minimum hiring period is 2 hours.

26. Charges for services and utilities, including heating, are usually included in the hire rates.

27. Applicants are to make specific arrangements with the duty Key Holder or Booking Team regarding access to the Hall and securing it after use.

28. The hirer is responsible for ensuring that the following conditions are complied with under the Public Entertainment Licence: -

The number of persons in the hall at any one time shall not exceed:

All dancing or standing 210

All seated at tables 105

Mixed table and dancing 140

All seated for a concert 140 (No chair more than 7 chairs from the gangway)

The number of stewards on duty must be 2 adult stewards for up to 100 persons and for each additional 50 more persons or more, a further steward. Additional stewards are

required if the audience is mostly under 16 or there are many disabled people present.

29. If the hirer is selling goods on the premises these should comply with fair trading laws and any relevant codes of practice.

30. The hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified each member of Playford Village Hall's management committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

The hall is for private use only and parties and discos must not be generally advertised.

31. Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

32. Payment of a booking deposit of £25 must be paid within 7 days of making the booking otherwise the booking will not be confirmed and may pass to another hirer.

33. Full payment of the invoice including a £50 breakage deposit must be paid within 3 weeks of the actual booked event. Regular users may pay in advance, at the time of use or monthly in arrears.

34. If payment has been made by BACS transfer then the Hirer MUST inform the booking secretary of their bank details - Account number and sort code - so that the breakage deposit can be returned.

### **The Village Hall**

1. The Village Hall Management Committee (VHMC) will accept no responsibility for any loss or damage to property or to persons arising from the hire of the hall.

2. The VHMC reserves the right to cancel a hiring in the event of the hall being required for use as a polling station for a parliamentary or local elections or by-election, in which case the hirer is entitled to a refund of any deposit paid.

3. The booking deposit will be returned to the hirer if he/she cancels at least a month before the event.

4. The VHMC will not be liable for any loss or damage in the event of the hall or any part thereof being rendered unfit for the use for which it was hired.

5. The VHMC reserves the right to refuse a booking without notice or to cancel a hiring agreement either before or during the term of the agreement by giving 7 days notice in writing to the hirer. The hirer shall be entitled to reimbursement of such monies as has been paid by the hirer. The VHMC shall not be liable for any further payment to the hirer.

6. After the event, the breakage deposit of £50 will be returned to the hirer within 21 days. Reimbursement for any damage or breakage will be deducted but the hirer will be informed of this by email.

7. The Committee maintains building, contents, and liability insurance to reasonably discharge its duties regarding its own responsibilities and activities. The Certificate of Insurance is on display in the Hall. Hirers may view a copy of the policy on request. This insurance may not provide adequate or even any suitable cover for Hirers and their event or activity.

8. Hirers are urged to consider and obtain if appropriate, their own insurance to underwrite their event or activity, to cover any property brought to the Hall and to discharge their own liability towards others involved in or affected by their event or activity.

9. Music is allowed in the village hall, either as recorded, downloaded or live. However, the VHMC asks that the volume be kept to a reasonable level and the peace and quiet of the village is considered and upheld. If music is being played in the main hall then the VHMC would ask that doors and windows are kept closed. The VHMC has the right to ask for a lowering of the volume during an event and in extreme conditions will withhold the right for the music to continue if the volume is not lowered to a considered level.

### **Information regarding the Village Hall and its contents**

Table and chairs are mostly kept in the store room and can be moved on trolleys. It is very important that no chairs or tables are dragged across the floor. Please always leave the furniture arrangements which were in place on your arrival.

Dust pan, brushes and mop are available in the store room and in the cleaner's cupboard in the main entrance- key is high on wall for child safety.

All heaters have thermostats. The heating is automatic and the temperature is set. PLEASE DO NOT adjust any of the thermostats.

Lighting in the main hall there are 3 sets of lights. All florescent ceiling lights are operated from the multiple switch inside the main entrance to the main hall. The wall up lights are operated from the multiple switch with the exception of the up-lights on the far wall which are operated by a switch on the wall of the store room, the button dimmer switch operated the 2 spot lights.

Ceiling fans which can either blow or extract are operated from the multiple switch.

All toilets have automatic extractor fans which operate when someone enters. Please ensure that outside lights are illuminated for the safe arrival/departure of user and also that these switched off when leaving the building.

There is a timed outside lighting system set up until 10.30 pm. After this time, there is a push button lighting system giving 6 minutes to lock up and safely leave the premises. Please ask your duty key holder for instructions if you are hiring for an evening event.

## Fire Safety

The safe use of the premises is a high priority always.

Hirers are responsible for briefing the stewards and those attending on the evacuation procedures and the assembly points.

There is No smoking. All hirers should ensure that no combustible materials are placed near heaters which could cause a fire hazard.

No fireworks are permitted either inside or outside the building.

No highly inflammable substances should be brought onto the premises.

No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) should be put up without the consent of the duty key holder.

Lighted candles will only be permitted on celebration cakes and table decorations. Please ensure close monitoring and safe extinguishing.

The fire exit doors should be kept closed during the period of hire, especially when the noise levels may be high. They should only be opened in the event of an emergency.

Hirers should view the plan of premises on the notice board in the entrance hall.

There are 5 fire alarm points which are located in the entrance hall, half way down the left side of the main hall, at the right at the far end of the main hall, in the small hall and in the store room.

In case of fire, smash the glass panel of the fire alarm point, open exit doors and if possible, switch on the outside lights, (switch is in the service cupboard next to the main entrance door - key on door frame)

Fire extinguishers are placed in the lobby, kitchen, main hall, ante-room, and store room.

Fire equipment must not be moved and in particular, used to keep fire doors open.

The fire exits are the main door and the double fire doors at the far-right side of the main hall.

The double door to the outside from the small hall can also be opened in an emergency.

Fire exits are clearly marked and exit routes automatically illuminated EXIT.

Escape routes must be kept clear at all times. There is a fire blanket in the kitchen on

the right of the entrance door.

Emergency evacuation of the building is clearly displayed in the entrance hall- all hirers please read and follow in an emergency.

In the event of a fire the fire brigade MUST be called using a mobile. No public phone is available.

In the event of an evacuation, the toilets must be searched.

The assembly point is on the playing field and mark by a sign. Those in charge must take a role call.

### Children's Play Area

The play area is designed to be used by children under 11 years of age under parental supervision.

This equipment is to be enjoyed by everyone and is not solely for the hired function.

### Car Park

The car park is not owned by the village hall. All vehicles are left at the owners' risk. Hirers are asked to park in accordance with the layout plan and, in particular, ensure that access to the gate onto the field is kept clear at all times.

### Health and Safety

The Committee maintains a Health & Safety Policy together with a basic Risk Assessment for the premises. These documents are available on request.

### Privacy and Data Protection

Playford Village Hall management committee take your privacy very seriously and will only use your personal information to administer your request for hiring the village hall to you and your family and friends and to process your payment and reimbursement.

We will never pass your information on to a third party or to any other company and will only contact you with regard to your booking and payment.

***By proceeding with the booking the Hirer is deemed to have accepted all these terms and conditions. which constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.***

