

# **Conditions of Hire**

Hire Agreements for Buckland Newton Village Hall are subject to the Conditions of Hire set out below. If the hirer is in any doubt as to the conditions relating to their Hire, the Village Hall Booking Secretary should be consulted.

The hirer accepts responsibility for being in charge of the premises throughout their hire period and for the safety and behaviour of their users. The Hirer must ensure that they and all their assistants understand and comply with the Health and Safety Policy and the Hire Conditions set out below. The premises is defined as the hall building and its surrounding land.

Non-Regular users may be asked to sign a Hire Agreement and pay a refundable deposit at the discretion of the Booking Secretary.

The Hall is only equipped for basic on-site cooking and food preparation. A hirer must inspect equipment provided and supplement, if necessary, at their own expense. With the exception of the cutlery drawer, catering equipment available to hirers is restricted to items stored in upper and lower kitchen cupboards between the fridge and the cooker. Catering items stored under the stage and in kitchen cupboards on the window side are the exclusive property of regular user groups and must not be used.

The Hall's specialist stage lighting/ PA sound equipment and ladders may only be used with the express agreement of the Hall Committee (usually via the Booking Secretary), and at no time may ladders be used by an individual without at least one colleague supporting the foot of the ladder and 2 in the case of the very long ladder.

For emergency use, it is strongly recommended that hirers bring a mobile phone with them, although reliable network coverage is limited to Vodafone. A useable phone signal can be accessed outside the hall on the Patio and in the Car Park, but not in the hall. A First Aid Box is located in the kitchen. A Fire Bell is located in the Kitchen. A defibrillator is available externally on the Patio. In addition, emergency use of a mattress and blanket belonging to a user group is available. The location of all items is posted on the main Hall and Kitchen notice boards.

## **HIRE CONDITIONS**

The Hirer is responsible during the whole period of hire (including any pre-use agreed for setting up) for making sure that:

- use of premises namely the building, its fabric and contents, its access, car park, patio and surrounding land, is fully supervised to keep those premises safe from damage or abuse;
- where the whole hall is not hired, the purpose and conduct of the hire does not disrupt the use of the second room in the hall if hired by others;
- behaviour of all persons, using the premises, remains under control;
- car parking arrangements are controlled to avoid obstruction of the car park entrance or of the highway, including parking on the designated walkway;

- no excessive noise occurs during the hire;
- a minimum of noise is made by any person on arrival or departure particularly during late night hirings;
- any electrical appliances brought onto the premises for use shall be certified safe, recently PAT tested and in good working order, and used in a safe manner;
- nothing that may endanger the premises is allowed to be brought onto the premises;
- NO DRUGS are allowed on the premises and there is NO SMOKING in the building;
- all means of exit from the premises are kept free from obstruction and immediately available for instant free public exit.

At the end of the Hire period, the Hirer is responsible for ensuring that :

- RUBBISH: everything is left clean and tidy with rubbish bagged and placed in the grey wheelie bin (regular users only) and all glass must be taken home. Single event hirers must remove ALL rubbish from the premises;
- EQUIPMENT: all equipment, chairs and tables must be returned to storage positions and chairs stacked in a way that the emergency exit is unobstructed;
- ON LEAVING THE PREMISES: all lights switched off and all doors and windows locked securely and key returned to Key Box.

## **CAR PARKING**

There is limited car parking available at the Hall (approximately 15-20 cars). If you are holding a large event, please ensure so far as possible that street parking is on the far side of the road from the Village Hall. The nearside is for pedestrians only and marked as such and should *not* be used for parking. There are two marked bays for disabled parking next to the front doors of the Hall.

## **ALCOHOL AND PUBLIC ENTERTAINMENT**

The hall holds a Premises Licence which permits the performance of entertainment and the supply and consumption of alcohol on the premises under the authority of the Village Hall Committee.

Any intention to supply or sell alcohol should be discussed with the Booking Secretary.

All performance of entertainment for the public should be discussed with the Booking Secretary.

The Village Hall Committee may require the Hirer to obtain a Temporary Event Licence at their own expense, but no Hirer may seek such a licence without the consent of the Village Hall Committee.

## **COMPLIANCE WITH RELEVANT LEGISLATION**

The Hirer shall ensure that:

- any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and relevant succeeding legislation;
- activities do not contravene the law relating to gaming, betting, and lotteries;
- activities comply with all conditions and regulations required by the Premises Licensing Act, particularly in connection with events which include public dancing or music, or stage plays, or films, or similar entertainment;
- they and all assistants observe all relevant food health and hygiene legislation and regulations in preparing and serving food on the premises.

## **INDEMNITY**

The Hirer shall indemnify each member of the Village Hall Committee and the Hall's employees against:

- the cost of repair of any damage done to any part of the premises and including the contents of the premises during their hire period;
- all actions, claims, and costs of proceedings arising from any breach of the Village Halls Hiring Conditions;
- all claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the premises by the Hirer.

The Village Hall Committee is insured against any claims arising out of its own negligence and its public liability cover extends to cover non profit making, i.e. non-commercial, hirers. Items stored by any Hirer in the building are not insured except by prior arrangement with the Village Hall Committee.

## **ACCIDENTS, DAMAGE AND EQUIPMENT FAILURE**

The Hirer must report all damage to premises or equipment, accidents and failure in hall equipment to the Booking Secretary. This includes use of items from the First Aid Box so that they can be replaced.

## **STORED EQUIPMENT AND LOST PROPERTY**

The Village Hall Committee accepts no responsibility for any stored equipment or other property brought onto or left at the premises and all liability for loss or damage is hereby excluded.

All equipment and other property, apart from that stored on the premises by agreement, must be removed at the end of each hiring or storage period.

Lost Property should be notified to the Booking Secretary as soon as discovered and will be kept for collection for an agreed time period. Unclaimed property will be disposed of after 4 weeks.

## **ADDITIONAL HIRING AGREEMENT FOR USERS OF BUCKLAND NEWTON VILLAGE HALL TO ENSURE THE HALL IS COVID-19 SECURE AND COMPLIES WITH COVID-19 GUIDELINES.**

*(This agreement is in addition to normal Hiring agreement between Hirers and Hall Committee)*

1. No person is allowed to enter if they or anyone in their household has Covid-19 or has symptoms that could be Covid-19.
2. If any hall user develops Covid-19 symptoms within 7 days of last using the hall, they must notify both their class/meeting organiser and Hall Booking Secretary Ian Scott (345455) immediately.
3. The Hirer must ensure that all attendees use the automatic hand sanitiser as they enter the hall.
4. The Hirer must ensure that all attendees maintain good social distancing of at least 1 metre and endeavour not to be facing one another.
5. The hirer must ensure attendees refrain from touching hall surfaces, particularly curtains, unless essential.
6. Only the main Hall, Entrance Hall and Single Toilet are available to use. The kitchen and storage rooms are out of use. The committee room is designated as a Rescue Room, for emergency use only, should an attendee becomes unwell during the hiring. The outreach Post Office has exceptional use of the Cloakroom.
7. The Hall cleaner will have sanitised all surfaces and door handles in the main Hall and the single toilet during the twice weekly clean. The fabric chairs are temporarily replaced by plastic chairs stored on the stage. No use of the green fabric chairs is allowed until further notice. The floor will have been washed on Saturday and Wednesday afternoon.
8. Only the single toilet (disabled toilet) is available for use. If used during a session, surfaces must be wiped at the end of the session.
9. Door handles, chair surfaces and any likely handled surface must be sanitised by the Hirer before and after each session. A mobile sanitising station is provided in the main hall next to the kitchen with wipes, spray, gloves and bin liners.
10. All potentially contaminated material, tissues, cleaning wipes etc. must be disposed of in the bin next to the sanitising station and in the toilet. The Hirer is responsible for placing the bin bags in the outside black council bin and replacing the bin liner
11. Hall users should be encouraged to bring their own equipment, cushions, water and only use the toilet when absolutely essential.
12. The toilet is equipped with disposable paper towels and users must lower the seat lid before flushing.
13. Keep the hall well ventilated during use. This is the greatest deterrent in preventing transmission of the virus. The Hirer is responsible for closing Patio Doors and Windows on leaving.
14. A reasonable time break should be arranged where back-to-back sessions are run. To avoid congestion in the entrance hall, a one way system should be operated, entering by the Entrance Hall and leaving by the Patio Doors.