

# HIGH HALSTOW VILLAGE HALL

## STANDARD CONDITIONS OF HIRE

*These standard conditions apply to all hiring of the High Halstow Village Hall. For the purposes of these conditions, the term HIRER shall mean an individual Hirer or, where the Hirer is an organisation, the authorised representative.*

- 1 The Hirer hereby acknowledges receipt of a copy of the standard conditions of hire for the premises. After the Hall has been hired the Village Hall Management Committee reserves the right to cancel the booking without notice or explanation. In such circumstances any deposit paid will be refunded but otherwise no compensation will be payable under any circumstances as a result of such cancellation.

Cancellation notice of less than one month before the function will incur a charge to be determined by the Village Hall Management Committee.

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the Standard Conditions of Hire relating to management and supervision of the premises are met.

### Supervision

- 2 The Hirer shall during the period of the hiring, be responsible for:
  - supervision of the premises, the fabric and the contents;
  - safety from damage however slight; and
  - the behaviour of all persons using the premises whatever their capacity, including proper supervision car parking arrangements so as to avoid obstruction or safety issues.

The Hirer shall make good or pay for all damage (including accidental damage) to the premises or fixtures, fittings or contents and for loss of contents.

Additional supervision may be required for parties. We recommend two adults over the age of 25 on door duty at all times to supervise entry and exit to the function. An additional two adults over the age of 25 must patrol the Hall, other hired rooms, fire doors, toilets, and stage and kitchen areas throughout the function to prevent any inappropriate activity. The Village Hall Committee restricts parties for 18 to 25-year-olds and requires applicants to attend a Village Hall Committee meeting prior to any decision on the hiring application.

### Use of Premises

- 3 The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way; nor do anything or bring into the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol without the necessary licensing permits.

### Gaming, Betting and Lotteries

- 4 The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

### Public Safety Compliance

- 5 a) The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

- 6 b) The maximum number of persons allowed in the High Halstow Village Hall at any one time is **200 standing or 120 seated**.

c) No smoking is allowed in the High Halstow Village Hall and any smoking outside should be away from the main entrance. Cigarette butts should be disposed of safely or placed in the receptacle provided on the wall and not left outside the High Halstow Village Hall.

d) Action on entering the High Halstow Village Hall

On entering the High Halstow Village Hall, IMMEDIATELY do the following:

- OPEN the two emergency exits in the main hall to ensure the doors can open fully.
- READ the instructions "In case of fire" which is on the noticeboard in the corridor.

e) The Hirer acknowledges that she/he aware of the instructions for the following:

- The action to be taken in event of fire (Fire Precautions notice). This includes calling the Fire Service and evacuating the High Halstow Village Hall.
- The location and use of fire equipment. (As shown on the noticeboard in the main corridor of the hall.)
- Escape routes and the need to keep them clear at all times.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- The Health and Safety Notice and Hirer and guest responsibilities for their own safety.

f) In advance of entertainment the Hirer shall check the following items:

- That all fire exits are unlocked and unobstructed.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That there are no obvious fire hazards on the premises.

### **Means of Escape**

- 7** a) All means of exit from the premises must be kept free from obstruction and immediately available for free public exit.

### **Outbreaks of Fire**

- 8** The Fire Service shall be called to any outbreak of fire, however slight, and details given to the High Halstow Village Hall Management Committee as soon as possible after the incident.

### **Health and Hygiene**

- 9** The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated or stored in compliance with Food Temperature Regulations. The premises are provided with two refrigerators located in the kitchen. Hirers should ensure that these are left switched on. Care should be taken to ensure that all cooking appliances are switched off and wiped over after use. If crockery, cutlery or other items in the kitchen units or plastic boxes are used they should be washed and dried before putting them back.  
Please note that cleaning materials and black rubbish sacks are not generally provided.

### **Electrical Appliance Safety**

- 10** When using the **hot water urns or kettles** please **use them only on the stainless steel counter top** between the fridge freezer and the oven.
- 11** The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in accordance with the Electricity at Work Regulations 1989 (EAWR). Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety. All electrical appliances must be switched off before locking up.

### **12 Indemnity**

The Hirer shall indemnify and keep indemnified each member of The High Halstow Village Hall Management Committee against a) the cost of repair of any damage done to any part of the premises including the cartilage thereof or the contents of the premises and b) all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises by the Hirer. If deemed necessary by the High Halstow Village Hall Management Committee, the Hirer shall take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against all claims arising as a result of the hire.

### **Accidents, Dangerous Occurrences or other Issues**

- 13** The Hirer must report all accidents involving injury to the public to a member of the High Halstow Village Hall Management Committee **as soon as possible** and complete the relevant section in the High Halstow Village Hall's accident book which is kept in the kitchen cupboard. Any issues or failure of equipment belonging to the High Halstow Village Hall or brought in by the Hirer must also be reported and logged as soon as possible. Certain types of accident or injury must be reported on a special form to the Local Authority. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Management Committee will assist with the completion of any forms.

### **Explosives and Flammable Substances**

- 14** The Hirer shall ensure that:
- a) Highly flammable substances are not brought into, or used in any part of the premises and that
  - b) No internal decorations of a combustible nature (e.g. polystyrene or cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

### **Heating and Lighting**

- 15** The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Management Committee. All heating must be switched off before locking up.

### **16 Noise**

a) The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night or early in the morning. The Hirer must ensure that people leaving the High Halstow Village Hall are asked to consider the neighbours and note the requirement to leave in a quiet and considerate manner. This includes vehicles exiting the car park.

b) The level of any amplified music must be kept to reasonable levels. No noise from the High Halstow Village Hall should be audible at any significant distance from the High Halstow Village Hall, in particular at any nearby properties. During an amplified music event all doors and windows must be kept closed as far as practicable. If windows are opened the music volume may have to be reduced in order to comply. Playing of amplified music must cease at 11:00pm on Mondays to Saturdays and at 10:30pm on Sundays.

### **Drunk and Disorderly Behaviour and Supply of Illegal Drugs**

- 17** The Hirer shall ensure that in order to avoid disturbing neighbours to the High Halstow Village Hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk or under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

### **Animals**

- 18** The Hirer shall ensure that no animals (including birds) except trained assistance dogs or Guide Dogs are brought into the premises, other than for a special event agreed by the High Halstow Village Hall Management Committee. No animals whatsoever are to enter the kitchen at any time.

### **Compliance with the Children Act 1989**

- 19** The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children's Act 1989 and only fit and proper persons who have passed the appropriate Disclosure and Baring Service (DBS) checks have access to the children (checks may also apply where children over eight and /or vulnerable adults are taking part in activities). The Hirer shall provide the High Halstow Village Hall Management Committee with a copy of their Child Protection Policy on request.

### **Fly Posting**

- 20** 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 the High Halstow 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.

**21 Adhesives, decoration and other restrictions**

Hirers must not use Sellotape, Gaffer, Duck or other proprietary adhesive tape on any wall, window or painted surface in the hall. Where blue or white TAC is used it must be fully removed immediately after the event.

Party poppers, indoor fireworks, pyrotechnics, naked flames (except tea lights in flameproof containers) are not allowed in the Village Hall. Chewing gum is also not allowed.

**22 Electronic media**

The Village Hall has Wi-Fi which is available on request subject to the normal service being available.

**End of Hire Period**

- 23** a) All clearing up must be completed before the end of the agreed hire period. Please allow sufficient time for setting up, clearing away and any cleaning up when you book the Village Hall.

**All rubbish from events must be removed by the Hirer and failure to do so could affect any deposit paid.**

b) In addition:

- All tables or chairs should be cleaned after use and all furniture and equipment returned to its original place.
- Please check that toilets are clean and the outside area is free from rubbish.
- Please ensure that all windows and fire doors are closed and external doors are shut and locked and the main door is locked from the outside.

- 24** Any keys loaned must be returned as instructed. Lost keys will incur a charge which might include the cost of any replacement locks. Arrangements for key collection and return at agreed times will be discussed when the booking is confirmed. This will either be:

Mrs E Slatcher, 32 Harrison Drive, High Halstow

Or

Mr Martin Mitchell, 81 Harrison Drive, High Halstow ME3 8TG  
07752682437