

Tiverton Village Hall - Standard Conditions of Hire

These standard conditions apply to all hirings of the Hall. If the Hirer is in any doubt as to the meaning of the following, the Hall Bookings Officer should immediately be consulted.

'Premises' shall include the hall and the outside patio and steps area.

Our Premises License conditions prohibit the hire of the hall to anyone under the age of 18 years.

1 Supervision

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

As directed by the Hall Bookings Officer, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

2 Use of Premises

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 onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission. The Village Hall operates an Equal Opportunities policy and expects any Hirer to support the aims of the policy in their use of the Hall.

The Village Hall operates a Smoke Free policy throughout all the enclosed spaces of the hall.

3 Licences

The Hall does not have an alcohol licence. The Hirer shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor, or in respect of public performances.

4 Gaming, Betting and Lotteries

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.

5 Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

A fire-risk assessment for the known hazards has been carried out by the management committee. The introduction of a new fire risk by the hirer either as a source of ignition eg lighted candles, or as new flammable materials eg solvents, paper hangings must be accompanied by a risk assessment carried out by the hirer.

6 Health and Hygiene

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

7 Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order, and used in a safe manner.

8 Indemnity

The Hirer shall indemnify and keep indemnified each member of the Village Hall management committee and the Village Hall's employees, volunteers, agents and invitees against:

- (a) the cost of repair of any damage done to any part of the premises including the curtilage 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 (including the storage of equipment) by the Hirer.

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 and on demand shall produce the policy and current receipt or other evidence of cover to the Hall Bookings Officer. Failure to produce such policy and evidence of cover will render the hiring void and enable the Hall Bookings Officer to re-hire the premises to another hirer.

(The Village Hall is insured against any claims arising out of its own negligence).

9 Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to a member of the Village Hall management committee as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Hall Bookings Officer will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Any failure of equipment either that belonging to the Village Hall or brought in by the Hirer must also be reported as soon as possible

10 Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Village Hall. No animals whatsoever are to enter the kitchen at any time.

11 Compliance with The Children Act 1989

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 that only fit and proper persons have access to the children.

12 Sale of Goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

13 Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Village Hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Village Hall Management Committee.

The Village Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election
- (b) the Village Hall management committee reasonably considering that (i) such hiring might lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring

(c) the premises becoming unfit for the use intended by the Hirer

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

14 End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Village Hall shall be at liberty to make an additional charge.

15 Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. It is a condition of our Premises License is that the front door is kept closed to limit neighbour noise.

16 Stored equipment

The Village Hall Management Committee accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Village Hall may, in its discretion, in either of the following circumstances:

(a) in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended;

(b) in respect of any other property brought on to the premises for the purposes of the hiring, failure by the Hirer to remove the same within 7 days after the hiring;

dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

17 No alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Hall Bookings Officer. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Village Hall remain in the premises at the end of the hiring and become the property of the Village Hall or be removed by the Hirer who must make good to the satisfaction of the Hall any damage caused to the premises by such removal.

18 No rights

The hiring agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

As Witness the hands of the parties hereto:

Signed by the authorised representative on behalf of the Village Hall.

Date: Signed:

Print Name

Signed by the hirer

Date: Signed:

Print Name

Emergency Policy

The village hall is located 50m west of the junction between A49 and Huxley Lane and has a post code CW6 9NB. There is a large sign announcing Tiverton Village Hall on the outside wall facing Huxley Lane.

Fire Brigade/Ambulance: Dial 999

Nearest Telephone: turn right onto Huxley Lane, 180m to phone box by Methodist Chapel

- 1 Fire
 - Evacuate Building
 - Call fire Brigade
 - Close windows & doors
 - (Water extinguishers by main doors, Dry powder in kitchen, Blanket in kitchen)
- 2 Medical Emergency
 - Nearest Doctor: Tarporley Health centre Tel 0182973 3456/2401
 - First Aid Kit: located in kitchen
 - Emergency Life Support information in First Aid box
- 3 Other emergency
 - Main Electricity Switch: by entrance door high up on wall (emergency lighting will come on when electricity supplies switched off or interrupted)
 - Water: stopcock in Gents cubicle
 - Heating Oil isolation valve: at base of oil tank, west side of Hall.
- 4 All emergency situations to be reported to a committee member.

Safety Procedures when hiring Tiverton Village Hall

- 1 Read Emergency Policy
- 2 Familiarise yourself with location of fire extinguishers
- 3 Unbolt both front doors (to facilitate rapid exit in case of emergency)
- 4 Ensure emergency exit doors at rear of hall are kept clear at all times
- 5 Read and understand the Fire-Risk Assessment and carry out your own Fire-Risk Assessment if you introduce a new source of ignition or flammable materials (Pro-forma attached)
- 6 Hirer to be responsible for:
 - a) Raising alarm
 - b) Supervising evacuation
 - c) Reporting incidents/accidents/potential hazards to a committee member
 - d) Complete a simple building check on departure
 - Electricity off - switches/appliances/plugs (incl hot water switch)
 - Water off at all sink taps
 - Heating off
 - External doors (& emergency exit doors) closed/bolted/locked
 - Internal doors to foyer closed
 - Windows closed
 - Rubbish emptied to bin at bottom of outside steps
 - Toilets vacated, all cubicle doors left open.
 - Bar area door left open

Risk Assessment — Temporary introduction of fire risk

| | | |
|-------------------------------------------------------------------|--------------------------|-------|
| Risk assessment for | Assessment undertaken by | |
| Property/Address | Date | |
| Tiverton Village Hall Huxley Lane Tiverton CW6 9NB | Completed by | |
| | Signature | |
| Sheet number | Floor/area | Event |
| | Ground floor 90m2 | |

Step 1 — Identify the temporary hazards

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|-------------------------|---------------------|-----------------------|
| New sources of ignition | New sources of fuel | New sources of oxygen |
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Step 2 — People at risk

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Step 3 — Evaluate, remove, reduce and protect from the new, temporary risk

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|-------|------------------------------------------------------------------|--|
| (3.1) | Evaluate the risk of the fire occurring | |
| (3.2) | Evaluate the risk to people from a fire starting in the premises | |
| (3.3) | Reduce and remove the hazards that may cause a fire | |
| (3.4) | Reduce and remove the risks to people from a fire | |

User notes

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