

## **BOUGHTON UNDER BLEAN VILLAGE HALL**

### **CONDITIONS OF HIRE**

**FEBRUARY 2020**

The hirer agrees with the committee to observe and perform the provisions and stipulations contained or referred to in the committee's "conditions of Hire" for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges) together with any special conditions set out in the schedule.

1. If the hirer does not fully understand any other conditions they should consult a member of the committee for clarification.
2. A verbal booking (subject to availability) will only be confirmed on receipt of a signed copy agreement of hire. The deposit payment must also be paid at this time.

#### **Care of premises and users.**

3. Hirer will during the period of hire be responsible for the supervision of the premises. This includes: the fabric and contents, their care, safety from damage, however slight. Health and Safety of all persons using the premises is of paramount importance and Hirers will ensure that great care is taken to protect against harm.

4. The hire may relate to part of the premises only, hirers should ensure that users do not without specific permission access other areas of the hall.

5. Hirers are required to ensure that the premises are not used for any unlawful purpose. They will not allow any items to be brought into the premises which may endanger the premises or invalidate any insurance policy.

6. The Hirer shall at all times during the period of hire abide by :-

- (a) fire regulations (see conditions 7-11 below),
- (b) the local authority by-laws and regulations,
- (c) these conditions - issued by the Village Hall Management Committee.

#### **7. EMERGENCIES**

The Hirer will study the Hall Plan and Fire Safety Advice and acquaint themselves with the fire exits.

8. The Hirer shall also acquaint themselves with the positions of the First Aid Box and Fire Fighting Equipment.

**9. IN THE EVENT OF A FIRE OR LOSS OF POWER SUPPLY - THE PREMISES MUST IMMEDIATELY BE EVACUATED BY ALL PERSONS ON THE PREMISES AND RE-ENTRY TO THE BUILDING IS NOT ALLOWED.**

10. Evacuation via fire exits examine the Hall Plan. Should there be a fire the premises should be immediately evacuated of all persons

**11. THE HIRER SHOULD ALERT THE FIRE BRIGADE IN THE CASE OF A FIRE OR IN THE CASE OF ANY OTHER URGENT MATTER A MEMBER OF THE COMMITTEE MUST BE INFORMED.**

12. The Hirer must ensure that no motor vehicles are parked in the approach road near to the entrance to the building or on the grass. Proper supervision of the parking arrangements with

special regard to disabled users and access by emergency vehicles. The approach roads should not be obstructed.

13. The hirer shall indemnify the committee (including their agents, employees or volunteers) for the cost of repair of any damage caused to any part of the property or premises including the curtilage thereof or the contents during or as a result of their hire.

14. The hirer shall indemnify the committee (including their agents, employee or volunteers) for all claims in respect of damage, or loss of property or injury to persons including the storage of equipment by the hirer.

15. Spillages must be cleared immediately (equipment for this is in the pavilion wall cupboards).

16. Capacity of the hall

The hirer should ensure that the capacity of the hall (main hall, pavilion and the bar area inclusive) is NOT exceeded. When the hall is used for:-

- (a) a dance/party etc (with seating and dancing) - 200 persons,
- (b) seating at tables in the main hall (without dancing) - 165 persons,
- (c) closely seated audience - 300 persons.

17. At the end of the hire period the hirer will be responsible for:-

- (a) leaving the premises in a clean and tidy condition,
- (b) replacing any contents temporarily removed from the original and proper positions,
- (c) ensuring all lighting is switched off,
- (d) ensuring the premises are secure and locked,
- (e) returning the keys to the Committee's representative.

18. Cancellation of hire

If the hirer wishes to cancel the booking and the committee are unable to facilitate a replacement booking. The question of payment or repayment of the fee shall fall to the discretion of the committee.

19. The committee will from time to time make spot checks to ensure that ALL conditions are met and will be at liberty to make additional charges if any conditions are broken or ignored by the hirer.

20. SPECIAL CONDITION WHEN THE BAR IS BOOKED

The hirer shall not allow any person to bring in, or consume personal drinks of any kind. If they do the bar reserves the right to charge corkage.

21. When hirers make use of the Hall's electrical supply to power their own appliances of any kind. They will ensure that PAT testing is undertaken prior to their use. The hirer will be responsible for the safety of any of their own electrical appliances. The committee reserve the right to disqualify the use of portable electrical appliances at any time.

**ENTRY TO THE VILLAGE HALL IS PROTECTED BY AN ALARM SYSTEM WHICH IS OPERATED BY THE MAIN DOOR KEY;**

Entry:- The Main Door must always be used for the first entry and final exit from the hall. After unlocking the door a short bleep will be heard - the alarm is now disarmed and the door can be safely opened.

**PLEASE DO NOT ENTER UNTIL THE BLEEP HAS STOPPED SOUNDING.**

EXIT :- When locking the door - lift the door handle as far as it will go and release it, turn the key to lock the door. A short bleep will be heard followed by a longer tone lasting around 15 seconds. This means that the alarm has been set.

Should you need to re-enter please wait a few seconds after the long tone has turned off before unlocking the door.

If any intermittent tones are heard after locking , this means that one of the exterior doors has not been properly secured. Please re-enter and secure any outside door before locking the main door and re-setting the alarm, as above.

If the alarm is set off during your hire, please contact the Committee representative as the system will need to be reset. The tones should stop after about 15 minutes however.