

# Hiring Agreement for Hambledon Village Hall GU8 4HG

## DATED

**PARTIES** (1) The Village Hall named in clause 2.2 acting by its management committee.  
(2) The person or organisation named in clause 2.3.

**AGREED** as follows

:

**1.** Throughout this Agreement:

- the Village Hall named in clause 2.2 is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the Village Hall’s charity trustees, employees, volunteers, agents and invitees.
- the person or organisation named in clause 2.3 is referred to as “you”; and “your” is to be construed accordingly; “you” also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees.
- where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Hall Secretary (Graeme Guthrie on 07836 343 478) or, if he is not available, any of our charity trustees.

**2.** In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.5 for the purpose described in clause 2.6 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.11 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

**2.1 Date and times required:**

Date

Total number of hours required :

From to including preparation and clearing away.

**2.2 Hambledon Village Hall**

(a) Registered Charity No 305057

(b) Authorised Representative Ruth Canham

Address 2 Bryony Cottages  
Malthouse Lane  
Hambledon  
Surrey GU8 4HJ

Telephone Numbers and Email 01428 685 729  
07977 584 596

[villagehall@hambledonsurrey.co.uk](mailto:villagehall@hambledonsurrey.co.uk)

**2.3 Hirer:**

(a) Name .....

(b) Organisation .....

(c) Organisation's Authorised Representative ("AR")

Name .....

Address.....

Telephone Numbers .....

Email .....

**2.4 Hire Fee**

Hire Fee £..... as advised by bookings clerk

Payable on or before the conclusion of the event for which the premises are hired. If paying by bank transfer please put your surname and invoice number as the reference.

Lloyds Bank, Sort Code 30 93 49 Account Number 00802877

Is this a commercial hire? Yes / No

**2.5 Premises**

Please circle which you require: Whole of hall or Committee room only

**2.6 Purpose/description of hiring** .....

.....

**2.7** Will tickets be sold for your event? Yes / No

**2.8** Is food to be provided at the event? Yes / No

**2.9** Is alcohol to be provided at the event? Yes / No

- **Please note: the hall is licenced for the sale or supply of alcohol. If you intend to sell (which includes supplying alcohol within the ticket price, for example) alcohol at your event, you must obtain our prior written consent to do so under the authority of the hall's Premises Licence. If we do not give consent or you do not make a request, a temporary event notice must be obtained by you from Waverley Borough Council costing £21. Please contact Ruth Canham for details at [villagehall@hambledonsurrey.co.uk](mailto:villagehall@hambledonsurrey.co.uk) at least two weeks before the event.**

**2.10** Will there be exhibition of a film? Yes / No

**2.11** Will live music be performed or recorded music played? Yes / No

3. You agree not to exceed the maximum permitted number of people per room including the organisers/performers

**Main hall:** 100 standing, 90 seated at tables, 94 seated in rows

**When using chairs and or tables please ensure that gangways connecting all fire exits are put in place and maintained at all times.**

4. The hall has a licence with the Performing Right Society (PRS) for the performance of copyright music from Phonographic Performance Licence (PPL).

4.1 We have a Premises Licence authorising regulated entertainment and the sale or supply of alcohol. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein.

(i) You agree that if regulated entertainment, not covered by our Premises Licence, is to be held you must obtain our consent to give notice of a TEN to the licensing authority. We will advise if a TEN is not needed.

(ii) You agree to give us notice of your intention to provide and/or sell alcohol at the event. We may (but are not obliged to) agree that alcohol may be sold under the authority of our Premises Licence. If our consent is not obtained, you must give notice of a TEN to the licensing authority, again with our prior consent. In either case, you must comply strictly with the conditions relating to the supply of alcohol, a summary of which is attached.

If you fail to comply with (i) or (ii) above, we will cancel the hiring without compensation. This is because (a) there is a limit on the number of TENs that can be granted annually for any premises and (b) we are liable to ensure compliance with the conditions attached to our Premises Licence and licensing law in general. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

5. You agree with us to be present (or your authorised representative, if appropriate) during the hiring and to comply fully with this agreement.

6. We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional conditions imposed under the Premises Licence or that we deem necessary form part of the terms of this Agreement unless we and you agree in writing.

7. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

**Signed by the person named at 2.2(b) above, duly authorised, on behalf of the Village Hall.**

.....  
**Signed by the person named at 2.3(a) above or at 2.3(c) above, duly authorised, on behalf of the organisation named at 2.3(b) above, where applicable.**

.....

## **Standard Conditions of Hire**

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

### **1. Age**

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

### **2. Supervision**

During the period of the hiring, you are responsible for:

- (i) supervision of the premises, the fabric and the contents;
- (ii) care of the premises, safety from damage however slight or change of any sort; and
- (iii) 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 us, you must 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.

### **3. Use of premises**

You must not use the premises, including the car park, for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring onto the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission.

### **4. Insurance and indemnity**

(i) You are liable for:

(a) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents

(b) the cost of repair of any damage (including accidental and malicious damage) done to our WiFi service.

(c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our WiFi service and

(d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our WiFi service and subject to sub-clause (ii), you must indemnify us against such liabilities.

(ii) We will take out adequate insurance to insure the liabilities described in sub-clauses (i)(a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (i)(c) and (d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:

(a) any insurance excess incurred and

(b) the difference between the amount of the liability and the monies we receive under the insurance policy.

(iii) Where we do not insure the liabilities described in sub-clauses (i)(c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Hall Secretary. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

We are insured against any claims arising out of our own negligence.

#### **5. Gaming, betting and lotteries**

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

#### **6. Music Copyright licensing**

You must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, you must hold such licence(s).

#### **7. Music**

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

#### **8. Film**

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

#### **9. Safeguarding children, young people and vulnerable adults**

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).

#### **10. Public safety compliance**

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment 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. You must also comply with our health and safety policy.

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Hall Secretary, Graeme Guthrie on 07836 343 478

(i) You acknowledge that you have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment. (Include diagram of location when handing over keys.)
- Escape routes and the need to keep them clear.
- 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.
- Location of the first aid box.

(ii) In advance of any activity whether regulated entertainment or not you must check the following items:

### **11. Noise**

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

### **12. Drunk and disorderly behaviour and supply of illegal drugs**

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

### **13. Food, health and hygiene**

You must, 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 and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer. Please check that the fridge is at a temperature of 5c or less prior to using.

### **14. Electrical appliance safety**

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. All electrical appliances which are to be plugged in must have an up to date PAT certificate. Members of the village hall committee are qualified to carry out PAT testing so please contact Paul Vacher, on 07850 430 162 to arrange this if necessary. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

### **15. Stored equipment**

We accept 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 we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- (i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended
- (ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.

### **16. Smoking**

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

### **17. Accidents and dangerous occurrences**

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section on an accident form in the Policy File in the kitchen. You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our Hall Secretary will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

### **18. Explosives and flammable substances**

You must ensure that:

- (i) Highly flammable substances are not brought into, or used in any part of the premises.
- (ii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.

### **19. Heating**

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

### **20. Animals**

You must ensure that Guide dogs, Hearing dogs and Assistance dogs are allowed on the premises. All other dogs are only allowed with the permission of committee members and must not be allowed in the kitchen or committee room.

### **21. Fly posting**

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and must indemnify and keep us indemnified accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority.

### **22. Sale of goods**

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

### **23. Cancellation**

If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we may, in our complete discretion, require payment of the hire fee.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- (i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- (ii) our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- (iii) the premises becoming unfit for your intended use;
- (iv) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

**24. End of hire**

You are 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 we may make an additional charge.

**25. No alterations**

You must not make any alterations or additions to the premises, nor install or attach any fixtures or placards or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such removal.

**26. No rights**

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.



## Summary Licensing Conditions

1. This is a summary of the principal conditions attached to the Hall's Premises Licence in relation to the sale or supply of alcohol. If you require further details or clarification, please ask a member of the Management Committee.
2. It is essential that these conditions are strictly complied with, firstly to ensure that the Hall is not in breach of its Licence and secondly to enable the relevant function to be held safely and within the Law.
3. At all functions at which alcohol is to be served, at least one person must be designated as responsible for securing compliance.
4. The principal conditions are:
  - a. There must be no "**irresponsible promotions**" of the sale of alcohol. Examples include:
    - i. Games encouraging individuals to drink a specified quantity of alcohol within a time limit or drinking as much alcohol as possible (whether by a time limit or not)
    - ii. Providing unlimited or unspecified quantities of alcohol free or discounted
    - iii. Providing free or discounted alcohol as a prize to encourage excessive drinking
    - iv. Selling or supplying alcohol in association with promotional posters or flyers which might condone or glamorise drunkenness or anti-social behaviour
    - v. Pouring alcohol directly into the mouth of another (save for legitimate disability reasons).
  - b. The responsible person must ensure that **free drinking water** is provided on request.
  - c. The responsible person must ensure that an **age verification policy** is adopted and fully adhered to at the function to ensure that alcohol is not supplied to minors. The policy must require individuals who appear to the responsible person to be under 18 years of age to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either (i) a holographic mark or (ii) an ultraviolet feature.
  - d. Alcohol that is sold other than in cans or bottles must be made available in the following **measures**:
    - i. Beer or cider: ½ pint
    - ii. Gin, rum, vodka or whisky: 25ml or 35ml
    - iii. Still wine in a glass: 125ml
  - e. These measures must be displayed in a price list available to customers at the premises.
  - f. Where a customer does not specify the quantity requested, the customer must be made aware that these measures are available.
  - g. Alcohol shall not be sold below the legally prescribed **minimum price**- roughly, twice the duty+VAT.

## Practical Information for Using the Village Hall

### Hall Key

Instructions for collecting the key will be sent to you once this form has been returned and payment received. Please return the key immediately after locking up.. Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period except by prior arrangement with the booking clerk.

### Car parking

The lane outside the village hall is a public road and this must not be obstructed although parking along it is permitted. The village hall car park will accommodate approximately 12 to 15 cars if they are parked carefully.

### Power circuits/heating

Lighting and heating comes from two electricity meters which are with the hall light switches just inside the kitchen, on the wall to the right of the sink. The upper meter runs the heaters and the lower one runs the lights, oven, electrical sockets. They accept £1 and £2 coins and it costs about £5 to £6 an hour.

### Kitchen

The kitchen is equipped with crockery and cutlery for 90 people. There is a cooker, microwave, fridge and dishwasher. There are two kettles and an urn. Please keep these appliances close to the back of counter tops and be careful to avoid burns or scalds. There is a first aid kit in the kitchen to the left of the cooker. **Children under the age of ten should not be allowed in the kitchen and the door between the kitchen and the committee room and the hatch door should be kept closed.**

### Decorations

Please **do not** use drawing pins, sellotape or blu tac on the walls or other surfaces as all of these have damaged our paintwork in the past. There are metal 'eyelets' all around the dado rail to attach balloons etc to. If you need to put up notices or decorations on the walls, please use the low-tack tape provided in the kitchen and remove carefully at the end of your event to avoid damaging the paintwork. Do not fix decorations near light fittings or heaters.

### Moving Furniture

Please use the trolleys provided for moving chairs in order to avoid injury. Please stack chairs no more than 4 high and stack tables in the storeroom at the back of the stage area.

### WiFi

WiFi is available at the hall.

Please scan the QR code on the hall noticeboard and this will connect you to our WiFi without the need for a password or logon using:

ID: Hambledon Hall

Password: Vill4geH4ll

### Hall telephone

The village hall has no telephone. The nearest public telephone is located outside Hambledon Village Shop, Cricket Green, GU8 4HF so you are advised to bring a fully charged mobile telephone for use in case of emergency.

## **Leaving the Hall**

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve) only those helping to clear up the village hall should be on the premises. Failure to comply with this may result in forfeiture of any deposit.

Please leave the village hall clean and tidy and take rubbish home. In particular we ask you to ensure tabletops are wiped clean before being stacked. Vacuum cleaner, brooms and mop bucket are available for your use in the storeroom to the back of the stage area.

## **Consideration for others**

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

## **Checklist for Hirers**

### **Before admission of the public please check that:**

1. All exit doors are unlocked, any fastenings removed and the push-bar mechanism tested and in good working order. Bolts on fire exits 1 and 2 must be unlocked. If young children are present, then these bolts may remain locked but all supervising adults must be made aware of them and the need to unlock them in an emergency.
2. Escape routes are free from obstruction and available for use.
3. Any fire doors are closed and not wedged or propped open.
4. Fire-fighting equipment is in place and unobstructed.
5. There is no combustible storage in areas open to the public.
6. Exit signs are illuminated.
7. There is no obvious fire hazard in or near the building.
8. All of your own portable electrical appliances have been PAT tested as necessary.

### **End of function**

1. Search for anything smouldering, clear waste paper and remove all rubbish. Ensure no risk of fire starting.
2. Check that heaters and cookers are turned off.
3. Check that all electrical appliances are turned off and unplugged.
4. Turn out all lights not required for security purposes.
5. Close all internal doors and the roller shutters in the kitchen.
6. Slide bolts back on fire exits 1 and 2.
7. Secure all outside doors and windows.
8. Please take all rubbish with you.
9. Push-button light in kitchen turns on outside lights for 3 minutes to give you time to leave the premises.

## **Health and Safety at Hambledon Village Hall**

It is the intention of Hambledon Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The committee has carried out risk assessments. The following practices must be followed in order to minimise risks:

- **Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.**
- **Bolts on the doors leading to Fire Exit 1 and on Fire Exit 2 must be unbolted before any event and bolted again at the end of the event. The only exception for this is children's parties/activities where it is deemed that there is a risk of children leaving the building unsupervised. Adults supervising must be aware of this and unbolt doors in an emergency.**
- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- **Do not** work on steps, ladders or at height until they are properly secured and another person is present
- **Do not** leave portable electrical or gas appliances operating while unattended
- **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested (PAT tested).
- **Do not** attempt to move heavy or bulky items (eg stacked tables or chairs) - use the trolleys provided
- **Do not** stack more than four chairs
- **Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- **Do not** allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid overcrowding in the kitchen and do not allow running.
- **Wear** suitable protective clothing when handling cleaning or other toxic materials
- **Report** any evidence of damage or faults to equipment or the building's facilities to Ruth Canham on 07977 584 596
- **Record** every accident on an accident form found in the policy file in the kitchen and report to Ruth Canham.

#### **Be aware and seek to avoid the following risks:**

- Creating slipping hazards on stairs, polished or wet floors – mop spills immediately
- Creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
- Use adequate lighting to avoid tripping in poorly lit areas
- Risk to individuals while in sole occupancy of the building
- Risks involved in handling kitchen equipment e.g. cooker, water heater and knives
- Creating toppling hazards by piling equipment e.g. in store cupboards, crockery in kitchen cupboards.

#### **Contractors**

The management committee will check with contractors (including self-employed persons) before they start work that:

- the contract is clear and understood by both the contractors and the committee
- the contractors are competent to carry out the work e.g. have appropriate qualifications, references, experience
- contractors have adequate public liability insurance cover
- contractors have seen the health and safety file and are aware of any hazards which might arise (e.g. Electricity cables or gas pipes)
- contractors do not work alone on ladders at height (if necessary a volunteer should be present)

- contractors have their own health and safety policy for their staff
- the contractor knows which member of the committee is responsible for overseeing that their work is as asked and to a satisfactory standard
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

### **Safeguarding children, young people and vulnerable adults**

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service.

### **Public safety compliance**

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment 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. You must also comply with our health and safety policy.

### **Fire Safety**

The village hall has a No Smoking Policy.

As the person hiring the hall, you, are considered to be the 'responsible adult' in case of emergency.

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Hall Secretary.

(a) You acknowledge that you have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment. (Include diagram of location when handing over keys.)
- Escape routes and the need to keep them clear.
- 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.
- Location of the first aid box. (On kitchen surface to left of cooker)

(b) In advance of any activity whether regulated entertainment or not you must check the following items:

- That all fire exits are unlocked and bolts on Fire Exits 1 and 2 are unlocked. If the activity is for young children, then the bolts on fire exits may remain locked but all the

responsible adult and all supervising adults must be made aware of them and the need to unlock them in the event of an emergency.

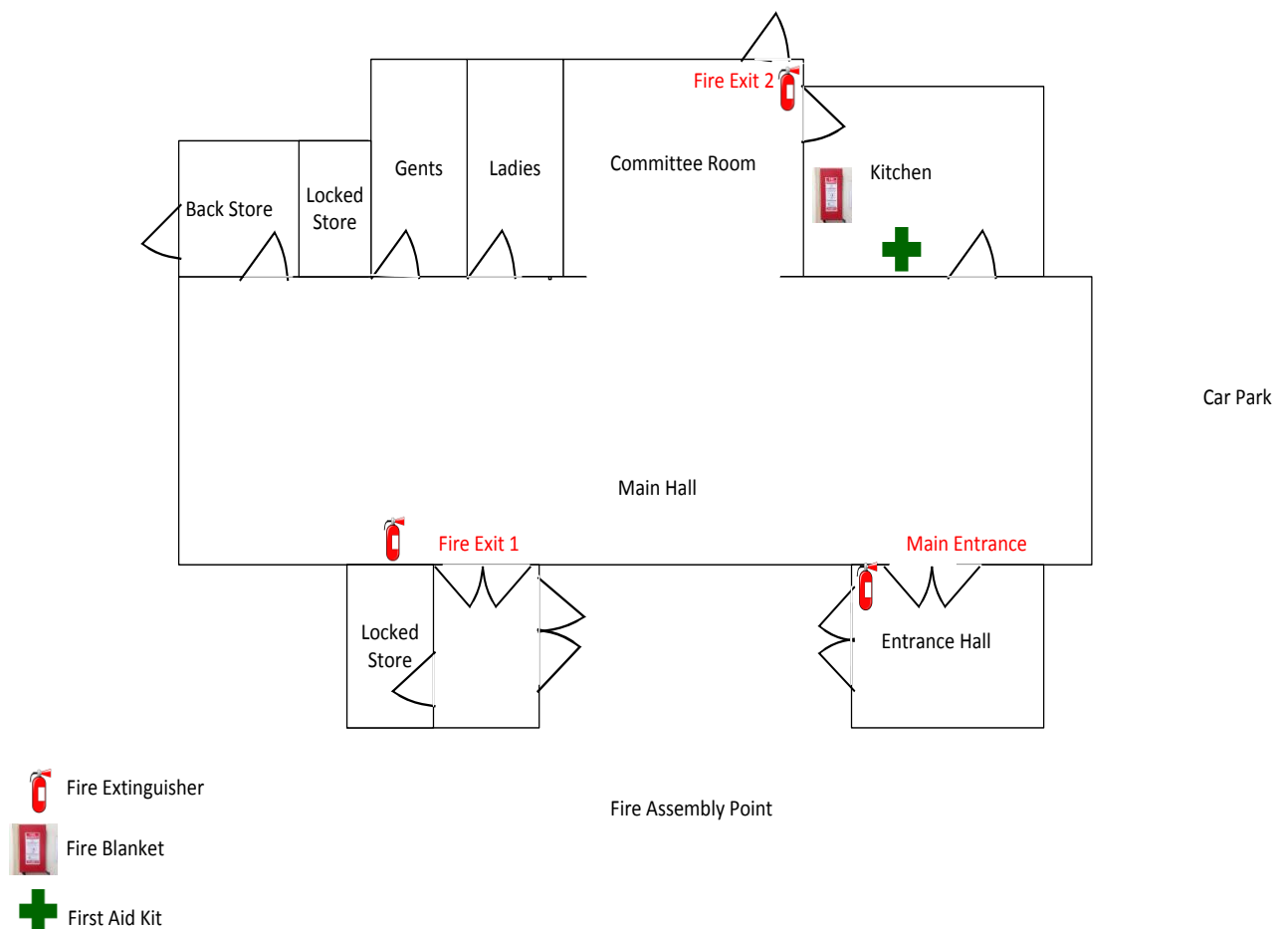
- That all escape routes are free of obstruction and can be safely used for instant free public exit.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no fire-hazards on the premises.

The village hall's policy/health and safety file is kept on the kitchen surface to the left of the cooker.

A first aid box is located on the kitchen surface to the left of the cooker.

There is a defibrillator for public use outside the village shop to the left of the phone box.

### Location of fire doors and equipment.



**In case of difficulty please telephone:**

**Graeme Guthrie – Secretary on 07836 343 478**

**Ruth Canham – Chair on 07977 584 596**

**Martyn Grove – Caretaker on 07768 294 845**

### **FIRE ACTION PLAN**

1. In the event of a fire, the person in charge of the hall or function will **RAISE THE ALARM** by the shout of FIRE and instruct all persons to **LEAVE THE BUILDING** and assemble to the front of the building, using the nearest available exits. Anyone with limited mobility should be helped from the building and, if it is safe to do so, the person in charge should check that everyone is evacuated from all parts of the hall including toilets and store rooms.
2. **CALL THE FIRE BRIGADE.**  
DIAL 999 AND GIVE THIS ADDRESS: Hambledon Village Hall, Malthouse Lane, Hambledon, Surrey **GU8 4HG**.  
The nearest public telephone is at Hambledon Village Shop, Cricket Green, Hambledon, GU8 4HF.
3. Attendants should ensure that once the hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc.
4. On the arrival of the Fire Brigade, the person in charge of the hall should report to the Officer in Charge that all persons are safe or should inform him/her of their last known position.
5. Attendants should only attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so.

**Please note, the Fire Service must be called to any outbreak of fire, however slight, and details given to the Hall Secretary, Graeme Guthrie on 07836 343 478**

### **Accidents and dangerous occurrences**

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete an accident form found in our policy file which is under the first aid kit on the kitchen counter to the left of the cooker. You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our Hall Secretary will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

### **Insurance**

Hambledon Village Hall's Employer's Liability and Public Liability insurance cover is provided by: **Aviva**

Telephone no of insurer	0345 030 7041
Policy No.	VH88/004744/BS63198
Date of Renewal	12 <sup>th</sup> June 2024

### **Review of Health and Safety Policy**

The management committee will review this policy annually. The next review is due in September 2024

Committee members with responsibility for aspects of health and safety will report to the committee regularly, including any accidents, faults, misuse by hirers or other matters which could affect the health and safety of users or employees.

Address and telephone number of organisations that can give advice on health and safety:

- The Health and Safety Executive 0845 345 0055
- The Fire Authority 0800 085 0767
- The local environmental health department. 01483 523 393  
[environmentalhealth@waverley.gov.uk](mailto:environmentalhealth@waverley.gov.uk)

Signature of Licensee

Date