

HARTING COMMUNITY HALL

TERMS AND CONDITIONS OF HIRE

DEFINITIONS: The use of the term "premises" in these T&Cs relates to all hirers, including those of the Humphrey Sladden Room and the Daphne Gammon Room, unless otherwise stated.

RESPONSIBILITY: The Hirer 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, under this Agreement, relating to management and supervision of the premises, are met. No Hirer may be under the age of 18.

SUPERVISION: The Hirer shall, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents; their care, prevention from damage however slight 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 Secretary, 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.

USE OF PREMISES: The Hirer shall not use the premises or car park 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 Hirer shall not allow more than 120 people to be in the hall and Daphne Gammon Room at any one time or 20 people seated or 25 people standing in the Humphrey Sladden Room.

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.

LICENSABLE ACTIVITIES: The Hirer shall ensure that the Village Hall holds a Performing Society Right Licence which permits the use or copyright music in any form, e.g. record, compact disc, tapes, radio, television or by performers in person. If other licences are required in respect of any activity in the village hall the Hirer shall provide the relevant licence or ensure that the village hall holds it.

PUBLIC SAFETY COMPLIANCE: The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the hall's 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. The Hirer shall also comply with the hall's health and safety policy.

A. The Hirer acknowledges that they have received instruction in the following matters:

- 1) The action to be taken in event of fire, see information notice in entrance hall. This includes calling the Fire Brigade and evacuating the hall.
- 2) The location and use of fire equipment.
- 3) Escape routes and the need to keep them clear.
- 4) Method of operating escape door fastenings.

5) Appreciation of the importance of fire doors and of closing all fire doors in the event of fire.

6) Health & Safety Policy.

B. In advance of an entertainment or play the Hirer shall check the following items:

- 1) That all fire exits are unlocked and panic bolts in good working order.
- 2) That all escape routes are free of obstruction and can be safely used.
- 3) That any fire doors are not wedged open.
- 4) That exit signs are illuminated.
- 5) That there are no obvious fire hazards on the premises.

C. The Hirer shall cause an announcement to be made to those present showing the location of all emergency exits.

MEANS OF ESCAPE: (a) All means of exit from the premises must be kept free from obstruction and immediately available for instant use.

(b) The Hirer must ensure that all the Exit signs are illuminated during the hiring period.

OUTBREAKS OF FIRE: The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the secretary of the management committee.

HEALTH AND HYGIENE: The hirer shall, if preparing, serving or selling food, observe all relevant 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.

ELECTRICAL APPLIANCE SAFETY: 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 a safe manner in accordance with the Electricity at Work Regulations 1989.

INSURANCE AND INDEMNITY: The Hirer shall be liable for:

- a) (i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises,
- a) (ii) all claims, losses, damages and costs made against or incurred by the village hall management committee, their employees, volunteers, agents or invitees 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 and
- a) (iii) all claims, losses, damages and costs made against or incurred by the village hall management committee, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and 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 such liabilities. **Any deposit paid will be set against any liability that may arise.**

The village hall shall take out adequate insurance to insure the liabilities described in sub-clauses (a)(i) above and may, in its discretion and in the case of non commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. The village hall shall claim on its insurance for any liability of the Hirer hereunder but 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) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

Where the village hall does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the village hall secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable the hall secretary to rehire the premises to another hirer.

The village hall is insured against any claims arising out of its own negligence.

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 and complete the relevant section in the village hall's accident book. Any failure of or damage to equipment belonging to the village hall or brought in by the Hirer must also be reported as soon

as possible and recorded in the village hall maintenance book. Certain types of accident or injury must be reported on a special form to the Incident Contact Centre. The Hall Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The Incident Contact Centre can be contacted in any of the following ways:

EXPLOSIVES AND FLAMMABLE SUBSTANCES: 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, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.
- (c) **no fireworks or any other pyrotechnic device to be used in the Hall or its grounds**

HEATING: 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. Portable Liquefied Petroleum Gas (LPG) heating appliances shall not be used under any circumstances.

DRUNK AND DISORDERLY BEHAVIOUR AND SUPPLY OF ILLEGAL

DRUGS: The Hirer shall ensure that in order to avoid disturbing neighbours of the hall and to 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 or to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal substances may be brought onto the premises.

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.

COMPLIANCE WITH THE CHILDREN ACTS: The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Acts and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the village ball management committee with a copy of their CRB check and Child Protection Policy on request.

FLY POSTING: 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 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.

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 on Manufacturers' Recommended Retail Prices where applicable.

FILM SHOWS: Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for exhibiting films.

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 may make an additional charge. All activity must be finished by 11pm and the premises vacated no later than 11.45pm.

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. The Hirer shall, 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. **The Hirer shall respect the Hall's neighbours' environment and leave the Hall and its car park area quietly.**

STORED EQUIPMENT – The Property of the Hirer: The village hall

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 use its discretion in any of the following circumstances:

- (a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended;
- (b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the village hall management committee disposing 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.

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 Secretary. If any such alteration, fixture or fitting or attachment so approved remains on the premises at the end of the hiring, it will become the property of the village hall unless removed by the hirer who must make good to the satisfaction of the Hall Secretary any damage caused to the premises by such removal.

NO RIGHTS: The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

DANGEROUS AND UNSUITABLE PERFORMANCES: Performances involving danger to the public or of a sexually explicit nature shall not be given.

SMOKING and VAPING: The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Vaping and E-Cigarettes are not permitted anywhere on the premises. Any person who breaches this provision shall be required to leave the premises.

CANCELLATION: If the Hirer wishes to cancel the booking before the date of the event and the village hall is unable to find a replacement booking, the question of the payment or the repayment of the fee and/or deposit paid shall be at the discretion of the village hall. 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 by-election;
- (b) the Village Hall management committee reasonably considering that
 - (i) such hiring will lead to a breach of licensing conditions, if applicable, or
 - (ii) other legal or statutory requirements, or
- (c) the premises becoming unfit for the use intended by the Hirer;
- (d) 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 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.

Harting Community Hall

INSTRUCTIONS FOR HIRERS OF THE HALL

In the event of a problem, please contact The Caretaker, Mrs Julie Swain, 3 Peasecroft.
Mobile: 07887 540282 Email: info@hartinghall.org

You can collect the keys from 3 Peasecroft and they should be returned there at the end of the function.

Please ensure that you have read the Terms & Conditions of Hire, the Health and Safety Points, the Emergency Procedure document and studied the Floorplan of the Hall all of which are available on our website and displayed in the Hall. Also identify and suitably brief those individuals who will act as Fire Stewards in the event of a fire. Ensure that you have a fully charged mobile phone with an adequate signal available to you throughout your use of the Hall. Finally, please read instructions below about turning on and off the lights in the Hall.

Before admitting the public please ensure:

- All exit doors are unlocked, any fastenings removed and the push bar mechanism tested and working correctly.
- Escape routes are free from obstruction and available for use.
- Fire doors are closed when not in use, not wedged or propped open.
- Fire fighting equipment is in place and unobstructed.
- There are no combustibles stored in areas open to the public.
- Exit signs are illuminated and not obscured.
- There is no obvious fire hazard in, or near, the building.
- Remember to announce at the beginning of the event the locations of all emergency exits.

At the end of the function, PLEASE:

- Wipe all table surfaces, chairs and kitchen worktops clean of any drink or foodstuffs. (Cleaning materials can be found in the kitchen and bar).
- Replace tables in the areas provided.
- Stack chairs no more than 7 high, and place along the wall of the hall as indicated or other areas provided.
- If used, ensure the Kitchen floor is swept and mopped. (A mop can be found in the electrical cupboard and a brush by the back door.)
- If used, ensure Main Hall floor is swept clear of rubbish (a brush and V sweeper can be found in the kitchen passageway) and any spills cleaned with WATER ONLY (A mop can be found in the electrical cupboard).
- If used, leave the Daphne Gammon room tidy and clean.
- Check all rooms, including toilets, and TAKE AWAY ALL waste and rubbish from inside and outside the premises after the event. PLEASE DO NOT PUT ANYTHING IN THE HALL'S DUSTBINS.
- Ensure taps are turned off in the kitchen and toilets.
- Ensure all electrical appliances, including cooker, water heater, but **not** the refrigerator/freezer, are turned off.
- Search for any smouldering fires, cigarettes or vapes left burning around the exterior of the building.
- Leave all blinds in the hall down.
- Secure and lock all windows and external doors, except the main door. Close all internal doors.
- Switch off all lights (as instructions below). Lock the main entrance door. Check it is locked.
- Report any breakages or problems to The Caretaker and record them in the Breakages & Damage Book in the kitchen.
- **Return the keys to 3 Peasecroft.**

INSTRUCTIONS FOR TURNING ON AND OFF THE LIGHTS

The switches for all the lights are in the cupboard (marked ELEC on Hall layout) opposite the kitchen door.

To switch lights on: Please ensure that ALL the light switches are in the OFF POSITION BEFORE TURNING THE MAINS KEY ON. Then you can turn the lights on.

To switch lights off: Turn the lights off and please ensure that ALL the light switches are in the OFF POSITION BEFORE TURNING THE MAINS KEY OFF.

Harting Community Hall

Registered Charity No. 296532

Peasecroft, South Harting, Petersfield, GU31 5LB

HEALTH AND SAFETY POINTS

General Safety

1. Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
2. Do not work at heights or on step ladders unless they are properly secured and another person is present.
3. Do not leave electrical or gas appliances operating while unattended.
4. Do not bring on to the property any portable electrical appliances which have not been Portable Appliance Tested.
5. Do not attempt to move heavy or bulky items (e.g. stacked chairs and tables) - use the trolleys provided. Do not stack more than **7** chairs.
6. Do not allow children in the kitchen.
7. Wear suitable protective clothing when handling cleaning chemicals.
8. Be aware and seek to avoid creating slipping hazards on stairs, polished or wet floors - mop -up spills immediately.
9. Do not create tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors and use adequate lighting.
10. Do not create toppling hazards by piling equipment e.g. in store cupboards.
11. Be aware and seek to avoid the following hazards particularly when in sole occupancy. Trailing cables, damaged floor surface or covering, defective lighting and handling kitchen equipment e.g. cooker, water heater and knives.
12. Report any breakages or evidence of damage, faults to equipment or the facilities to **the Caretaker and note details in the Breakages & Damage Book which can be found in the kitchen cupboard.**
13. Report every accident to **the Caretaker and complete Accident Report Form in the Accident Book which can be found in the kitchen cupboard.**

Food Safety

14. Hirers must ensure food handlers observe the following precautions
15. Wash your hands thoroughly:
 - before touching food
 - after preparing fresh meat, poultry or fish
 - after using the lavatory
 - after blowing your nose
 - before serving food
16. If you have any skin, nose, throat or bowel trouble - **YOU MUST NOT HANDLE FOOD.**
17. Do not cough or sneeze over food.
18. Wear clean clothes and a protective apron or overall.
19. Use waterproof dressings on cuts, sores or abrasions and keep the dressing clean. Wear thin rubber gloves if necessary.
20. Always use clean utensils in preference to hands when cooking or serving food, as is practical.
21. Taste with a clean utensil, not fingers.
22. Always use clean cloths for washing, wiping and drying. **Please note that these are NOT provided.**
23. Do not use chipped or cracked crockery: put it on one side to be destroyed or replaced.
24. Clean up as you go and wipe up spillages as they occur.
25. Keep prepared foods covered until they are to be served.
26. Keep uncooked products separate from cooked preparations.
27. Keep fish, meat, dairy products and other vulnerable foods below **8 ° C** or, if they are cooked and waiting to be eaten hot, above **63 ° C**.
28. Dispose of food that has been on display out of refrigeration for more than four hours.
29. Clear waste as it occurs and place it in rubbish bins or refuse sacks away from the food preparation area.
30. When you have finished your preparations, please wash and dry everything you have used and put it away.

EMERGENCY

**In the event of any emergency:
Dial 999 on a mobile phone**

FIRE

Fire extinguishers (also see floorplan of hall) are located at:

- Lobby by main entrance door – on the left
- Kitchen – by entrance door – on the left
- Bar - by entrance door – on the left
- Daphne Gammon Room - by entrance door – on the right
- Main Hall – at top end by exit doors on both sides
- Rear passage – right of outer door and top of stairs

In the event of a fire ENSURE ALL FIRE DOORS ARE CLOSED

EVACUATION PROCEDURE

If a seated audience is facing the stage, then those to the RIGHT side should go through the Emergency Exit in the right-hand corner, go round the building to their left and join the others in the car park by the school gate. Those to the LEFT side should leave by the Emergency Exit in the left-hand corner and assemble in the car park by the school gate. Anyone in a wheelchair should ideally leave through the Emergency Exit in the right-hand corner as there is a ramp outside.

If the audience is more than 100 then the door marked PRIVATE to the left of the stage must be opened at the start of the function to allow additional exit through the Emergency Exit of the rear passage.

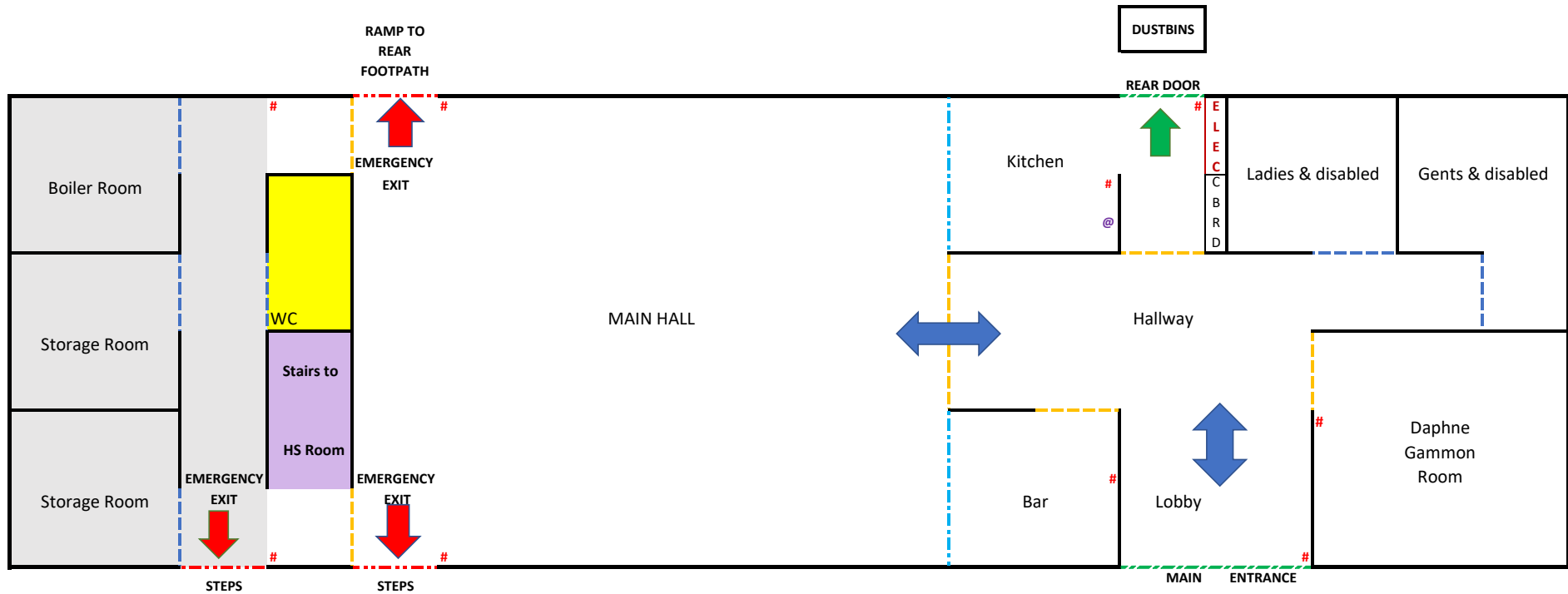
All members should remain in the car park by the school gate to allow stewards to check that all have left the building and to leave access to the car park clear for Emergency Vehicles.

Anyone in other parts of the hall should exit through the nearest safe outside door and assemble in the car park by the school gate.

DO NOT ATTEMPT TO LEAVE THE CAR PARK IN YOUR OWN CAR AS THIS COULD HINDER EMERGENCY VEHICLES.

ACCIDENT should any accident occur, details (name, address, contact no. of those involved, nature of injury and action taken) must be entered into the Accident Book in the kitchen.

HARTING COMMUNITY HALL FLOORPLAN



Fire
Assembly
Point

SCHOOL
GATE

CAR PARK AREA

- @ First Aid Kit
- # Fire Extinguishers
- EMERGENCY EXIT Emergency Exits
- Internal doors
- External doors (unlockable from inside)
- Internal Fire doors
- Counter hatches
- ELEC Light switches & other controls
- Entrance & Exit directions
- Humphrey Sladden Room on floor above this area