



## **STANDARD TERMS & CONDITIONS OF HIRE**

***For the purposes of these terms & conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.***

### **Introduction**

This hire agreement is to clarify and formalise the arrangements for complying with the Little Mill Village Hall (LMVH) procedures with regards to Payments, Security, Building Management and Health & Safety.

### **Payments**

**ALL PAYMENTS CAN BE MADE BY BACS. DETAILS WILL BE PROVIDED ON APPROVAL OF BOOKING.**

**All Private Hirers- A non refundable deposit of 10% is required on booking and full payment must be made 2 months prior to your booking. If booking within a month, full payment is required. Bonds will be returned if Terms & Conditions are fully met and no damage incurred at the building.**

**ALL REGULAR HIRERS - WILL BE INVOICED AT THE END OF EACH MONTH. INVOICES WILL CORRESPOND WITH THE HOURS YOU HAVE BOOKED ON THE HALL CALENDAR SO PLEASE CHECK ON THE WEBSITE TO MAKE CERTAIN IT IS CORRECT. PLEASE PAY THE DESIGNATED AMOUNT ON YOUR INVOICE WITHIN FOURTEEN DAYS BY ELECTRONIC BANKING. DETAILS WILL BE ON THE INVOICE. PLEASE MAKE SURE YOU PUT THE INVOICE REFERENCE NUMBER WHEN YOU PAY SO THAT IT CAN BE TRACKED TO YOUR GROUP.**

**ANY REGULAR HIRERS WHO HAVE 3 MONTHS PAYMENTS IN ARREARS WILL NOT BE GIVEN THE HALL ENTRANCE CODE.**

### **General**

The premises is to be used for the agreed purpose only, the hall must not be sub-hired out or be used for any unlawful purpose or in any unlawful way, the following is not permitted at LMVL; gaming involving betting and lotteries.

The hirer is responsible for the supervision of the building and its contents. The hirer is responsible for the behaviour of all persons using the premises whatever their capacity. Where damage to the property or contents has occurred the hirer will be responsible to pay in full for the repair / replacement of items.

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.

The Hirer shall only use the room/s they have booked for. Only the main hall booking includes use of the kitchen. Anyone found abusing this rule will be charged accordingly.

**All light switches, water heaters, microwaves kettles and heaters to be turned off when not in use and on vacating the building. If you have turned up the heating please reduce it on leaving.**

**IMPORTANT: REMOVAL OF WASTE:** - Due to new changes in Welsh Government Legislation we do **NOT** have a waste removal service. Therefore please take **ALL** waste with you on vacating the building. **THIS INCLUDES ALL FOOD WASTE, USED PAPER TOWELS FROM KITCHEN AND TOILET AREAS.** Thank you for your cooperation.

The Hirer shall ensure that the minimum of noise is made on arrival and departure.

### **Capacity**

The maximum number of persons, including staff, permitted to use the various parts of the licensed premises shall be as follows:

- Main Hall: Close seated - 150
- Seated at tables and dancing 120
- Annex: All functions - 60
- Buffet Room - 20

### **Insurance**

All commercial hirers must have their own public liability insurance when using the Hall.

The Hirer shall ensure that separate insurance cover is in place for the use of Bouncy castles and other high risk equipment, as this is not covered by the Hall insurance policy.

### **Public Entertainment**

Where public entertainment is being shown the hirer is to comply with the Public Entertainment's Licence issued under the Local Government (Miscellaneous Provision) Act 1982.

The hirer acknowledges receipt of a copy of the conditions of the Public Entertainment's Licence for the premises. Performances involving danger to the public shall not be given.

The Hirer must not be a person under 18 years of age, must accept 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 Public Entertainment Licence relating to management and supervision of the premises are met.

Highly flammable substances shall not be brought into, or used in any portion of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management Trustee.

### **Supervision of Children**

The Hirer will ensure a parent/responsible adult ratio of a minimum of 1 to 10 for all parties and other bookings in relation to young people under 18.

The Hirer shall ensure that any activities for children comply with the provisions of The Children Act 1989 and that only fit and proper persons have access to the children.

### **Alcohol.**

Alcohol is not to be consumed without written permission from the Trustees. The hirer is requested not to allow alcohol to be brought onto the premises when the bar has been hired, unless otherwise agreed.

The Hirer is responsible for complying with licences that may be needed whether for the sale or supply of intoxicating liquor or otherwise and for the observance of the same.

**The bar is not available and no alcohol is to be brought into the hall for the celebration of aged 18-25 Birthday Parties.**

### **Cleanliness**

The Hirer is responsible for leaving the premises and surroundings in a clean and tidy condition at the end of the hiring, including:

- Floors swept or carpets hoovered for all rooms used.
- All waste to be removed from the premises.
- If the kitchen is used, wipe down work surfaces with the antibacterial spray and cloths provided. Ensure that all dishes and utensils are put away.
- Any contents temporarily removed from their usual positions should be properly replaced e.g. tables/chairs/cups etc

Tea towels are not provided.

**There will be a supplementary charge added for regular hire groups that do not comply.**

### **Car Parking**

The hirer is to ensure that no emergency entrances are blocked by vehicles and that all cars park sensibly within the car park provided. Cars are not to block the entrance to the car park or cause an obstruction to the highway.

### **Health & Safety General**

If preparing, serving or selling food the hirer must observe all relevant food health and hygiene legislation and regulations, including the Trustee's hygiene procedures, which can be found at Appendix A to this document.

### **Fire**

The Hirer must not use a smoke machine as these activate the Fire Alarm System.

In the event of a fire the hirer must call the fire service and be responsible for evacuating the hall. Please follow instructions on Fire Alarm system in hall.

On occupying the hall the hirer must locate the fire extinguishers and ensure that all Escape Routes are free from obstruction at all times. Fire doors must not be propped open.

In the event that there is a smell of GAS please open all doors, ring the emergency gas line and

**VACATE THE BUILDING.**

**GAS - [0800 111 999](tel:0800111999)** do not use any electrical equipment or light switches. Please contact the **TRUSTEES asap** \_\_\_\_\_ .

### **First Aid Provisions**

First Aid Kits are provided in the kitchen and in the small hallway between the main hall and the Annex. A Defibrillator is available on the outside wall of the Hall and is maintained by Llanbadoc Community Council.

All accidents must be recorded in the Accident Report Book which is located in the kitchen. Serious Accidents / Incidents must be reported to the Trustees as soon as reasonably practicable.

### **Electrical Equipment**

The Hirer is to ensure that any electrical appliances brought to the Hall are in good working order, PAT

tested and used in a safe manner. Electrical appliances are to be switched off when not in use. All cables to be positioned to prevent trip hazards. Avoid using extension cables where possible, if extension cables are in use ensure that no daisy chaining to be practiced and large runs of extension or cabling are securely taped down.

**Trustees must be notified of any electrical equipment bought into the hall along with its power unit rating, if deemed necessary there will be extra charges for extensive usage of high power equipment e.g. Bouncy Castles. Heavy use of the kitchen appliances, cooker etc may also incur extra charge.**

#### **Risk Assessments.**

The H&S Representatives of the Hall Trustees have completed a full risk assessment of the building and its contents. The risk assessment is on display for hall users to read in the buffet room. Hirers are responsible for risk assessing and managing their own risks.

#### **Smoking and Vaping.**

Smoking and Vaping are prohibited in LMVH.

#### **Animals.**

The Hirer shall ensure that no animals, with the exception of guide dogs or Canine societies, are brought into the Hall, without the prior approval of the hall trustees.

#### **Security**

**PLEASE READ AND COMPLETE ALL POINTS LISTED ON THE LAMINATED CHECKLIST LOCATED NEXT TO MAIN DOORS OR ANNEX DOOR PRIOR TO VACATING THE BUILDING.**

**The building is to be properly locked and secured after use unless directed otherwise.**

**Storage of Club Equipment - This supersedes any agreements made prior to December 2023.**

An additional fee for storage of any club equipment will be invoiced annually. Specific areas of storage will be allocated by trustees. All equipment must be clearly marked by owner. The storage of club equipment is not covered by LMVH insurance. No cupboards are to be kept locked unless a spare key is provided to the trustees. Flammable equipment is not to be stored at the hall. No food shall be stored at the hall. The trustees have the right to remove any items that have not been agreed for storage by them.

#### **Change to the Agreement**

If the Hirer wishes to cancel the booking before the date of the event the hirer will be liable for a cancellation fee of £50, or the amount determined by the Trustees.

**Regular Users must give advance notice of 7 days if they wish to cancel a booking otherwise they will be liable to pay the usual fee for that date.**

The Trustees reserve the right to cancel this hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary, Local Government election or by-election, or emergency maintenance in which case the Hirer shall be entitled to a refund of any deposit already paid.

The Trustees reserve the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days' notice in writing/email to the Hirer.

The Hirer shall be entitled to reimbursement of monies already paid to hire the hall, including the deposit in this situation.

## **Summary**

This document lays down the basic rules and guidelines for the use of Little Mill Village Hall. It is a 'live' document and may be reviewed and updated as knowledge is gained both in relation to current and future occupancy and when other significant changes occur.

## **APPENDIX A**

### **Food Hygiene Procedures**

#### **Introduction**

When food is prepared at the hall you are required to comply with food hygiene legislation, which includes registration with Monmouthshire County Council, and having and complying with our own procedures.

These procedures apply equally to events run by the Hall Trustees and hirers of the facility.

#### **Procedures**

Read the personal hygiene posters on display on the kitchen wall, and follow the instructions.

The Food Hygiene book is kept on top of the fridge, please refer to this and observe hygiene procedures.

Clean all work surfaces and sink before and after use with the anti-bacterial spray and disposable cloths provided.

Ensure separate areas for cooked and uncooked food, and for clean and dirty dishes.

When using the fridge or microwave cooker, wipe clean after use.

Ensure that all rubbish is removed from the building when vacating the premises.