

SHAW HILL PLAYING FIELD & VILLAGE HALL (SHAW VILLAGE HALL) CONDITIONS OF HIRE

Liability

1. No liability will be accepted by the Shaw Hill Playing Field and Village Hall Management Committee (the Committee) for any injury which may be sustained by any person using the premises / playing field.

2. An adult, over the age of 18 years, nominated as the 'Temporary Responsible Person' must be present throughout the full period of hire.

3. The nominated 'Temporary Responsible Person' is to read and sign the conditions of use/ hire of Shaw Village Hall (in respect of the application of the regulatory reform fire safety order) and sign the booking form to acknowledge their acceptance of these conditions.

4. The Hall's third-party insurance provides daily cover only between 6.00am and 1.00am the following morning. Overnight occupation of the hall is not permitted. Booking

5. Reservations will only be accepted from persons over the age of 18 years.

6. Cancellation policy:

Cancelation up to 3 days (72 hours) before the event = Full refund

Cancelation between 3 days (72 hours) - 1 day (24 hours) before the event = 50% refund

Cancelation less than 1 day (24 hours) before the event = No refund

7. If due to circumstances beyond its reasonable control, the Committee is unable to provide the Hirer with the use of the hall, the hire charge will be refunded in full. The Hirer will have no further claim upon the Committee.

Use of the hall/Playing field

8. Smoke free Legislation, effective 1st July 2007 applies. Smoking may not take place within the hall premises.

9. It is the Hirer's responsibility to read and adhere to the terms and conditions under which the Premises Licence is granted. A copy of the licence and the terms and conditions of issue are posted in the hall.

10. The Committee cannot permit alcoholic drinks to be sold or supplied in the hall or on the playing field without the appropriate license.

11. A copy of the Village Hall Health and Safety Policy is posted upon the hall notice board.

12. The Hirer shall not sub-let or use the premises for any unlawful purpose or do anything that may endanger the premises and/or contents or endanger any insurance policies covering the premises and/or contents.

13. At all times the Noise Level must not be excessive nor create a nuisance to the public or the neighbourhood. Particular attention should be paid to noise level when leaving after 10 pm. It would be appreciated if no bad language were used in the hall, playing field or car park.

14. No naked flame, pyrotechnics or smoke making equipment shall be used in the hall building or changing rooms.

15. No lasers or strobe lighting devices may be used without the approval of the Committee. Strobe lights, operating at more than 5 flashes per second will not be approved.

16. No portable foil BBQ's are to be used, either on the patio or playing field.

17. No paper or foil confetti/table decorations are to be used either in the hall or playing field.

Safety Procedures

18. The Hirer is to read the 'Procedure in case of fire or emergency' posted next to the telephone in the hall entrance lobby

19. The telephone does not need payment to make connection with the emergency services.

20. In the event of fire or other emergency the emergency services are to be summoned to: "THE VILLAGE HALL at THE BEECHES, SHAW (quoting postcode) SN12 8EP."

21. Accidents that occur in the hall or on the playing field are to be reported and an Accident Form completed. The Accident book is held in the hall by the First Aid box

22. The numbers attending any function in the hall are limited to 100 Standing/Seating or 67 Dancing / Dining & Dancing.

23. Children under the age of 12 are not allowed in the kitchen when cooking is in progress.

24. Where equipment is damaged a warning notice should be placed on it and reported to the village hall

25. When possible, damaged items are to be separated from equipment in use.

Facilities

26. Access to and general use of, the playing field is permitted but use of the football pitch and changing rooms is not included in this Hall Hire Agreement.

27. Hall Charges include the cost of gas, electricity, cleaning materials and kitchen facilities.

28. Use of the cooker and dishwasher are by prior agreement only and Instructions for using the cooker and dishwasher are available on request.

29. In the event of any damage or loss of property occurring, the Hirer shall be required to meet in full any expense incurred by the Committee in having such damage repaired or items replaced.

30. Cooker User Instructions are to be followed at all times.

31. The Hirer shall be responsible for leaving the hall, outbuildings, car park and playing field clean and tidy. Failure to do so may incur a payment to cover cleaning costs. (Cleaning materials including mop and bucket and black bags are available.)

32. Toilet facilities are available for use by hirers with less than full mobility.

33. Baby change facilities are also available. Please note, used nappies MUST be removed from the hall, not disposed of in hall bins.

34. The use of the garden to the rear of the hall is not included in the hire of the hall nor is the equipment in the end cupboard or behind the barrier. These are for use by the pre-school only.

35. The folding tables in the table trolley and the white plastic garden chairs may be used by hirers but must be returned and stored as found.

Obligations of the Temporary Responsible Person

That our "Responsible Person" required under the terms of the Fire Safety Order, will be named at the end of this form and that they are fully conversant with and capable of implementing the terms of the Order which includes any occupancy limits as may be imposed.

That they are responsible for fire precautions and all occupants during their tenure and must conform to all cautionary measures and practices specified by the Committee. That they will be responsible for explaining and maintaining the means of escape and in addition provide adequate carers for any occupant with any disability, the elderly or children, together with an ability to account for all occupants at the Assembly point, should an evacuation be necessary.

That they must be aware that smoke alarms are installed in the hallway, adjacent to the kitchen door, and in the main hall, above the entrance door, and also of the need to reduce the noise level of any activity taking place in order that the verbal warning FIRE! FIRE! FIRE! can be heard throughout the premises. That no hazardous material, smoke making equipment or pyrotechnics are to be brought into and no hot work involving cutting or welding takes place on, the premises. That they will apply the principles of fire prevention, avoiding, evaluating and combating risk.

That if required The Fire Service will be called in accordance with the Committee's Fire Notice posted in the hallway, met on arrival and made aware of any missing persons and the location of main services shown in the hall layout drawing adjacent to that notice. That all person's present are to be aware that no attempts is to be made to extinguish any fire, no matter how small, unless they have received training in the use of the firefighting equipment.

That good housekeeping practices will be applied, and a record maintained of training given, fire drills conducted etc. as may be required to conform to the terms of the Regulatory Reform Fire Safety Order. Copies of this booking form to be held by:

1. The User Group / Hiring Party Representative
2. The nominated Responsible person (if different from 1 above).

Revised 05/2023