

Hall Hire Agreement

Thank you for choosing Sinderby Village Hall as your venue.

We wish to make the Hall a safe and comfortable place for you and your companions, and, as a hirer, you play a part in that aim.

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

You will be provided with information and training by the booking person regarding safety procedures at the hall, which you are expected to follow. You will also be shown the location of the accident book and the health and safety file. You also have a duty to comply with the practices set out by the committee, with all safety requirements set out in this hiring agreement, and with safety notices on the premises, and to accept responsibility for doing everything possible to prevent injury to yourself or others.

The committee has carried out risk assessments, and the following practices must be followed to minimise risks:

- Ensure that all emergency exit doors are clear and unlocked throughout the hiring process.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration, and so on.
- Do not work on steps, ladders, or at height unless properly secured and another person is present.
- Do not leave portable electrical or gas appliances operating while unattended.
- Do not bring any portable electrical appliances that have not been Portable Appliance Tested (PAT) onto the property.
- Do not attempt to move heavy or bulky items — use the trolleys provided.
- Do not stack more than five chairs.
- Please do not attempt to carry or tip a water boiler containing hot water. Please leave it to cool.
- Do not allow children in the kitchen except under close supervision (for example, for supervised cookery lessons or, in the case of older children, for supervised food serving at functions). Avoid overcrowding in the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials.

Be aware and seek to avoid the following risks:

- creating slipping hazards on stairs, polished or wet floors – mop up spills immediately
- creating tripping hazards from items such as buggies, umbrellas, mops and so on
- 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, for example, the cooker, water heater and knives
- creating toppling hazards by piling equipment, for example, in store cupboards.