

# Terms & Conditions of Hire

Once their booking is approved, hirers are deemed to have read, understood and accepted the following T&Cs of Hire

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|---|---|
| 1 | <p><b>General Conditions</b></p> <ul style="list-style-type: none"> <li>· <b>Hall capacity: 184 people standing, 92 people seated.</b></li> <li>· <b>Health and safety.</b> Hirers must familiarise themselves with the Safety Notice, Opening and Closing Procedures, Accident procedure and Floor Plan of the Hall in Appendices 2 – 4. Either the Hirer (or a responsible person nominated by them and advised to the secretary) should be in attendance at the hall at all times during the booking period.</li> <li>· <b>Duty of care.</b> Hirers are responsible for the care of the premises, the fabric, the fittings and contents and must notify the Secretary of any damage or breakages during the period of hire and pay the invoice cost of any replacement or repair.</li> <li>· <b>Property brought into the hall</b> by the Hirer is at the Hirer's own risk and must be removed at the end of the function. Due to shortage of storage space no equipment etc. is to be left in the hall without agreement from the committee.</li> <li>· <b>Vehicles.</b> Hirers must ensure that all vehicles are parked so as not to obstruct or interfere with local residents and traffic, and to ensure that, during and after a function, that a minimum amount of disturbance takes place outside the hall.</li> <li>· <b>No Smoking</b> in any part of the hall building in line with government legislation.</li> <li>· <b>Strictly no dogs</b> except guide dogs.</li> <li>· <b>The WMI committee reserves the right to refuse admission.</b> <i>Committee members shall not enter the building when it is in authorised use by the hirer, unless permission has been given prior to the session commencing by the hirer. An exception to the condition is where the committee receives representations from a third party or perceives for themselves that the authorised user is using the premises for immoral, unlawful purposes, or that present a risk to the premises or are causing a nuisance to a third party. In such cases, the Committee member shall immediately upon entering the premises, identify themselves to the hirer and explain the reason for entering the premises.</i></li> </ul> |
| 2 | <p><b>Safety Notice (see Appendix 1)</b> This has been noted and its requirements will be observed.</p>   |
| 3 | <p><b>Opening &amp; Closing Routines (see Appendix 2)</b> These have been noted.</p>  |
| 4 | <p><b>Accidents (see Appendix 3)</b> The location of the First Aid box and required procedure for completing the Accident Book have been noted.</p>   |
| 5 | <p><b>DAMAGE &amp; BROKEN GLASS.</b> Please report any damage or faults to equipment or the building's facilities to the Secretary as soon as possible (all breakages will be charged for). No posters etc to be attached to the painted walls. Strictly no party poppers (they contain indelible dye). If you break any glass, please sweep it up, dispose of it carefully and then notify Clare (dance teacher) on 07786 545113.</p>  |
| 6 | <p><b>Complete Plan of the Hall (see Appendix 4)</b> This has been noted.</p>   |
| 7 | <p><b>Music.</b> Music and speech are to be kept to a level which does not annoy neighbouring residents and must be no louder than the background level of noise at the boundary of the neighbouring residential properties after 23:00 hours; it must end at Midnight (Monday to Friday), 1am on a Saturday and 23.00 on a Sunday. Under the terms of our Premises Licence, no music is to be played <u>outside</u> during any event.</p>  |
| 8 | <p><b>Alcohol.</b> No intoxicants may be brought into the Hall without the permission of the WMI committee. If intoxicants are to be sold, the Hirer must abide by the conditions set out in our Premises Licence, a copy of which has been sent with this booking form (if relevant). These conditions include: the sale of alcohol must end at Midnight on a Monday to Friday, 1am on a Saturday and 23.00 on a Sunday; alcohol is only sold to those attending the event, not the general public; there is an age verification policy in place; alcohol is not sold or supplied for less than the permitted price; there are no irresponsible alcohol promotions; alcohol is sold in the correct measures and a price list is available.</p>   |

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| 9  | <p><b>This section applies to commercial organisations or individuals earning an income from providing activities e.g. exercise classes.</b></p> <p>Please email a copy of your policy/confirmation to the Booking Secretary on WMIquery@gmail.com:</p> <ul style="list-style-type: none"> <li>- <b>Insurance</b> adequate current insurance to cover your activities at the hall;</li> <li>- <b>Music Licence</b> your own PPL licence (the WMI's Music Licence does not cover third party hirers).</li> </ul>  |
| 10 | <p><b>Use of Bouncy Castles and Similar Equipment.</b> The Hirer must obtain permission from the Booking Secretary for a bouncy castle or similar to be used inside the hall (the rear grass area is not normally available for this use). <i>Only the Supplier approved by the Hall Management Committee</i> may be used i.e. <a href="http://www.poshcastles.co.uk">www.poshcastles.co.uk</a> unless approval is given by the committee of a suitable alternative Supplier with appropriate current Public Liability cover and official equipment safety checks. <b>The Hirer MUST acknowledge their responsibilities on the safe use and management of the inflatable and accept sole responsibility and full liability for any accidents, injury or damage occurring from, or as a result of, misuse or reckless behaviour as noted in this section 10.</b></p> <p><b>a)</b> The Hall Management Committee in approving a bouncy castle supplier, will ensure that the supplier provides a current Certificate of Public Liability Insurance, and a copy of the supplier's terms and conditions.</p> <p><b>b)</b> The Hall accepts no liability for any accidents, injury or damage to users or the equipment, occurring from, or as a result of, misuse or reckless behaviour on the part of the Hirer, and/or the Hirer's guests. All persons using the equipment do so at their own risk.</p> <p><b>c)</b> The Hirer MUST receive safety instructions from the Supplier at the Hall, and sign the Supplier's DISCLAIMER confirming that the equipment will be supervised at all times, operated in compliance with the Supplier's Terms and Conditions, and that the Hirer accepts sole responsibility and full liability for any accidents, injury or damage occurring from, or as a result of, misuse or reckless behaviour. The Hirer must provide the Booking Secretary with a signed copy of the Supplier's DISCLAIMER, and to confirm that they, the Hirer, have read, understood and will comply with the Supplier's Terms and Conditions of Usage, and have received on-site instructions on the correct usage from the Supplier.</p> <p><b>d)</b> The Supplier's DISCLAIMER includes the following safety instructions which the Hirer must agree to follow:</p> <ul style="list-style-type: none"> <li><b>i) SUPERVISION &amp; MEDICAL:</b> At all times the inflatable will be supervised by a responsible person over the age of 18 who has been advised of the following safety instructions. No persons under the influence of alcohol and/or drugs and/or medicines are allowed to use, operate or supervise the inflatable or equipment. No one with a history of back or neck problems is allowed on the inflatable.</li> <li><b>ii) USERS' AGE, SIZE AND NUMBERS:</b> No use by anyone over the age of 12 or under 2 years. No overcrowding: limit the numbers depending on age and size of children: the provider suggests a maximum 6 to 8 children. Restrict use by age group and size, keeping use by children aged 2-5 years and 6-11 years and small and large children separate.</li> <li><b>iii) EATING/DRINKING:</b> No food or drinks to be consumed on the inflatable (to avoid choking and damage to the equipment).</li> <li><b>iv) ACCESSORIES:</b> Shoes, badges, jewellery, (large earrings, necklaces etc) <b>MUST</b> be removed before any person uses the equipment. It is also recommended that spectacles are removed.</li> <li><b>v) ACTIVITIES:</b> No somersaults, back or front flips; pushing or rough play, bouncing off walls, wrestling or kicks; climbing, hanging, sitting or sliding down the safety walls; bouncing on the front step (it is there for the purpose of helping users to get on and off the inflatable); no water fights or pets allowed near or on the equipment; Inflatables with a slide: only go down 1 at a time and feet first only; do not jump from the top of the slide; do not bounce on top of the slide; do not slide into people below.</li> <li><b>vi) SET UP/OPERATION/DISMANTLING:</b> Once the inflatable is set up and positioned by the provider, it must not be moved. Users are not allowed on the inflatable during inflation or deflation. The blower must never be switched off whilst the inflatable is in use as injury and/or suffocation could occur. The intake vent on the side of the blower must be kept clear at all times. The supplied residual current device (RCD), must be plugged into the electrical socket at all times during operation of the inflatable.</li> </ul> |

# Safety Notice

**FIRE EXITS** When the hall is in use **BOTH FIRE EXITS MUST** be **unlocked** and **kept clear**.

It is the responsibility of the Hirer to ensure this, carry out their own fire risk assessment and fire drills and be ready to undertake a roll call. **NO smoking allowed in the building.**

1 **Front door** main external door - hold the door open using the hook provided

2 **Patio doors** to the garden at the rear, both left hand side doors

## IN CASE OF FIRE

- **Shout 'FIRE'** loudly and leave the building by the nearest available exit. Hirers to ensure that disabled persons are given adequate assistance in the event of an evacuation and leave via the front or rear emergency exits as these are on a level with the areas or have ramps outside.
- **Report** to the Assembly Point by the Parish Council Notice Board on Main Street.
- **Do not stop** to collect personal belongings or take risks or go back into the building.
- Hirers to take a **roll call** and **Call 999** and ask for the Fire Service.
- **Call the WMI Chair** (07484 217971) or Secretary (07801 970883) as soon as possible.

## GENERAL SAFETY & HIRER RULES

- **SOLE OCCUPANCY:** advise someone else of your presence if you are alone in the building.
- **FIRST AID BOX** in kitchen, follow instructions and report all **ACCIDENTS** in Accident Book.
- **ELECTRICAL EQUIPMENT:** do not operate or touch any electrical equipment where there are signs of damage, exposure; of components or water penetration etc; no trailing electrical leads or cables (use floor cable covers or tape them down as necessary),
- **HEIGHTS:** adhere to the ladder safety notice in the store and telescopic ladder guidance kept with it. Only work on steps/ladders when they are properly secured/another person present. Two people must carry the large ladder.
- **CLEANING PRODUCTS:** use safely, follow instructions on the label, dilute properly and never transfer to an unmarked container. Brushes/mops etc should be securely stored; chemicals should be locked in the cupboard under the sink or in the cleaning cupboard in the store.
- **SLIPS AND TRIPS:** take care on polished or wet floors – mop spills immediately, clear away buggies/umbrellas/mops/bags etc in corridors/rooms, hang clothing/bags on the hooks.
- **CHANGING ROOM:** children are not to be left unattended in this room, and the door to the Hall should remain ajar to enable regular monitoring.
- **STORE:** please keep it tidy. NO children allowed in the store room at any time. Please clean tables and chairs after use and stack them neatly and carefully - prevent toppling hazards
- **KITCHEN: NO UNDER 18s** allowed in the kitchen.
  - **WEAR** suitable protective clothing when handling cleaning or other toxic materials.
  - **TAKE CARE** handling kitchen equipment e.g. cooker, water heater and knives.
  - **UNDER SINK CUPBOARD** storage for chemicals and sharp knives. The key hangs on the window frame (bottom left) above the big sink.
  - **STORE** glasses, crockery and cutlery as you found them, breakages will be charged for.
  - **REMOVE** your rubbish from the premises, remembering to separate and rinse recyclable items. Only use a new bin bag when a bin is more than half full, otherwise tip it straight into the big bins located outside, at the rear right-hand side of the building.
- **DAMAGE:** please report any damage or faults to equipment or the building's facilities to the Secretary as soon as possible (**all breakages will be charged for**). No posters etc to be attached to the painted walls. Strictly no party poppers (they contain indelible dye).

# Opening and Closing Routines

- A. **Practical:** familiarise yourself with hall pan.
- B. **Routine:** lock up in pairs whenever you can, and get into a 'safe, secure and tidy' routine.
- C. **Safe:** familiarise yourself with the locations of the 11 emergency lights and 6 pieces of firefighting equipment so that you can report any issues (i.e. visually check for green LEDs on every light and ensure that equipment is present and correct) (see hall plan [Section 3.1](#))
- D. **Tidy:** pick up and sort any rubbish/lost property and dispose of it before you start close down.
- E. **Contact** the Secretary with any problems or ideas on [WMIquery@gmail.com](mailto:WMIquery@gmail.com) or 07801 970883.

## OPENING

- 1. **Porch FIRE EXIT:** wedge back the front door so it remains open when the hall is in use
- 2. **Hall:** check emergency lights and fire extinguishers as you go round (see C. above). Walk towards the rear of the Hall and unlock the two left hand patio doors FIRE EXIT using the thumb turn locks (anti-clockwise/clockwise)

## CLOSING

- 1. **Hall:**
  - a. Adjust the 3 window blinds as required as you walk up to the rear of the Hall
  - b. Patio doors, raise door handles and lock both thumb turn (Fire Exit)
- 2. **Store:**
  - a. Secure the cleaning cupboards with the padlock if needed and spin the numbers
  - b. Ensure all equipment is tidied away and safely stored as per the 'guide' in the store
  - c. Lock both store doors with the store key (raise the handles first)
- 3. **Changing Room:**
  - a. Check all the light switches are off.
  - b. Go into the Hall, closing the Changing Room door behind you, and enter the kitchen
- 4. **Kitchen:**
  - a. Hang the **store key** on the brass hook under the key cabinet, just inside the door
  - b. Check **fridge** to remove your perishable goods
  - c. Check **appliance power switches** are off: boiling water tap and both ovens
  - d. Shut and secure the hatch's **folding doors** with at least one bolt on either side
  - e. Ensure the external kitchen **door** facing the road is secure by pushing on it.
  - f. Turn off the kitchen **strip lights** (switch by the door to the Hall) and go into the Hall, shutting the kitchen door behind you
- 5. **Toilets – Accessible/Men's/Ladies:**
  - a. Flush toilets if needed, put any rubbish in bins
  - b. Pull switch toilet lights off (Accessible toilet light already switched off in Changing Room)
- 6. **Hall (near end) and Porch:**
  - a. Switch off 'Porch and Front Strip' lights and 'Corner' lights, if needed
  - b. Close the hall inner door behind you
- 7. **Front door and gate**
  - a. Lock the front door
  - b. Return the key to the wall-safe and ensure it is locked shut with the cover in place
  - c. Close the wooden gate to the pavement, securing the latch as you leave

**Nearest First Aid Box:**

This is located in the kitchen next to the microwave. The premises provide generally low-level risks so the items contained in it are the minimum basics. There are NO tablets or medicines in the first-aid box. Items marked with expiry dates are replaced by the dates given and expired items disposed of safely. The appointed person responsible for keeping it up to date is the Secretary.

**The Accident Book and Reporting Procedure**

An accurate and timely reporting of an accident is essential.

The Accident Book is kept with the First Aid Box in the kitchen.

The records are numbered and should be completed on a page-by-page basis as soon as possible after an accident occurs. The record consists of a description of how the accident happened, who was involved, what the injury was and the date and time that it happened. The injured party could fill out the accident book themselves, but it is preferable for a witness to do it.

Once complete the record should be removed and passed on to the Trustee Chair or Secretary as soon as possible so that any appropriate steps can be taken, including discussion at Trustee meetings, to prevent a reoccurrence or there are any long-term implications. It will then be filed by the Trustee Secretary away from the WMI in a secure place.

**Nearest hospital Accident and Emergency/Casualty departments:**

- **Grantham & District Hospital (9.5miles)** *For anyone aged 18 or over.*  
Manthorpe Road, Grantham Lincs NG31 8DG  
Tel: 01476 565232. Open 8am - 6:30pm 7 days a week.
- **Queen's Medical Centre, Nottingham University Hosp NHS Trust (14.7miles)**  
*For all ages.*  
Tel: 0115 924 9924. Open 24hrs. Derby Road Nottingham NG7 2UH.
- **Leicester Royal Infirmary (20.8 miles)** *For anyone aged 16 or over.*  
Infirmary Square, Leicester LE1 5WW Tel: 0300 303 1573. Open 24hrs.

**The nearest defibrillators:**

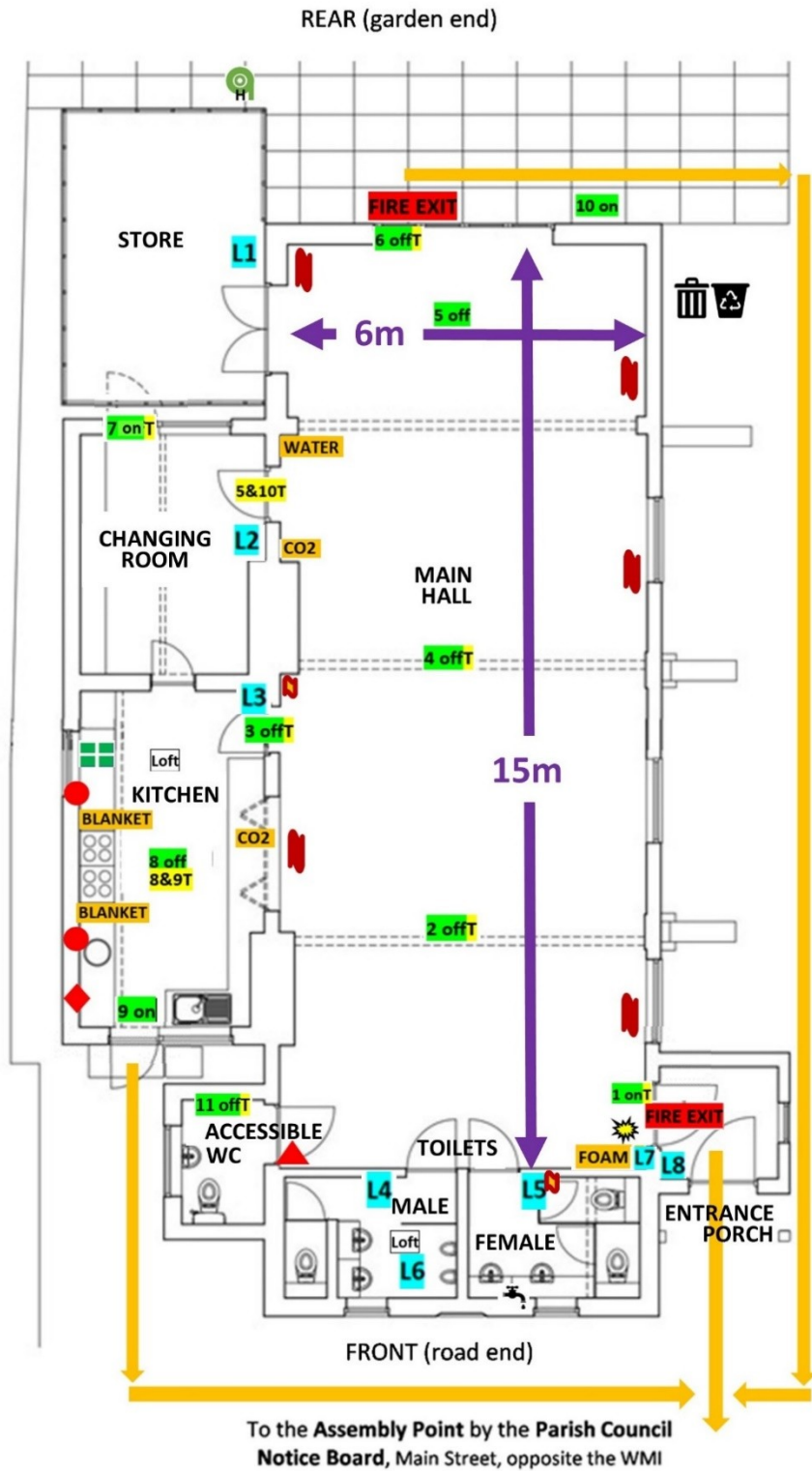
In an emergency, **please ring 999 first** and you will be directed to the nearest available defibrillator (together with confirmation of the code for unlocking the cabinet – as below).

1. **Plough Inn** on the wall of the **pub** opposite the WMI; the code is **(clear) 159X** but **only** if the 999 operator tells you the medical situation requires it.
2. **St Guthlac's Churchyard** on the outside toilet block in, Church Lane (turn left out of the WMI, across up Red Lion Street, bear right into Church Lane, church ahead of you); the code is **(clear) 159XY** but **only** if the 999 operator tells you the medical situation requires it.
3. **Valebrook Road** on the side of the electricity substation wall, on the grass area.

**Nearest doctor's surgery:**

**Long Clawson Surgery**, The Sands, Long Clawson LE14 4PA. Tel: 01664 822214.  
Open Monday to Friday 8am – 6.30pm, Sat 9 – 12noon, Sun closed.

**APPENDIX 4 - FLOOR PLAN OF THE HALL**



| Key              |  |
|------------------|--|
| <b>FIRE EXIT</b> | Emergency exits (x2)   |
|                  | Evacuation route to the Assembly Point   |
| <b>FOAM</b>      | Fire fighting equipment (Foam/Water/CO2/Blanket)   |
|                  | Fuse box cupboard (need ladders from porch)  |
|                  | First Aid Box and Accident Book (kitchen)  |
|                  | Accessible WC alarm  |
|                  | Emergency lights (x11)<br>Permanently lit<br>Lit only when power fails<br>Testing box location                           |
|                  | Stop cock (female toilets, cupboard under sink)  |
|                  | Oven switches (kitchen)  |
|                  | Boiling water tap switch (kitchen)   |
|                  | Bins (black rubbish, brown recycling and green gardening)  |
|                  | Hosepipe   |
| <b>Loft</b>      | Lofts (male toilet and kitchen)  |
| <b>L1</b>        | Store light (sensor)   |
| <b>L2</b>        | Panel of switches<br>- Hall strips (x 3 rear)<br>- Hall spots (x2 rear & x4 front)<br>- Accessible WC<br>- Changing Room |
| <b>L3</b>        | Kitchen strip lights   |
| <b>L4</b>        | Male toilet  |
| <b>L5</b>        | Female toilet  |
| <b>L6</b>        | In loft above male toilet  |
| <b>L7</b>        | Porch & Hall strip (x1)  |
| <b>L8</b>        | Outside corner lights  |
|                  | Heaters (x5 ceiling-mounted, infra-red)  |
|                  | Heater thermostats (x2)  |