

Hiring Terms and Conditions

General

1. The Trustees retain the right to refuse any application for the hire of the Reading Room. No sub-letting is allowed.
2. Persons under 18yrs age cannot make a booking. Anyone attending under 18yrs should be appropriately supervised by a 'responsible adult' that meets safeguarding legislation.
Name of person responsible for safeguarding is:.....
The Trustees will follow the principles set out in the Safeguarding Policy which can be viewed online or hard copy in Health and Safety/Information File on the notice board.
3. A signed and completed Hiring Agreement form should be emailed to the Booking Secretary.
4. The appropriate booking fee must be paid in advance. The trustees reserve the right to give precedence to official village functions and alter charges at any time.
The Hirer is responsible for:
5. Proper and orderly use of the Reading Room and equipment (see Health and Safety Policy).
6. Any equipment/furniture fault, damage or other situation which might cause injury and cannot be rectified must be reported to the Booking Secretary as soon as possible including; accident reporting, use of safety equipment or call to the emergency services.
7. The hirer uses the Reading Room at their own risk and the hirer should take out their own insurance to cover personal injury or damage to their property if it would be deemed to be reasonable and prudent to do so. Trustees cannot be held responsible for loss or damage to any property of the hirer.
8. Nothing should be fixed to walls, ceilings or other surfaces without prior approval of the Bookings Secretary.
9. Control car parking arrangements. Parking on the grass outside is not permitted. Please use the car park opposite on Mill Hill.
10. Manage noise levels and be thoughtful of local residents including the flat above the hall. The premises are to be vacated by midnight.
11. Make sure the correct food preparation and health and safety procedures are followed. Please refer to: <https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>.
12. Sign the ACTIVITY BOOK located in the kitchen.
13. **Sale of Alcohol** – Alcohol maybe consumed and sold under The Reading Room and Recreation Ground license where a 'responsible person' is appointed and who must submit a signed 'Designated Premises Supervisor' (DPS) Sale of Alcohol Staff Authorisation' form. Alcohol must NOT be served, sold or provided to those under 18yrs that is consumed on or off the premises. 16-17yr olds may serve alcohol but every sale must be under direct supervision of the 'responsible person' or their deputy. In addition, storage of alcohol on the premises overnight is forbidden (see website under 'Alcohol licence').
The Responsible Person is.....
14. **Internet, using AV equipment** – There is free Wi-Fi access. Hirers must indicate if AV and selected kitchen equipment is to be used.
15. **Fire Regulations and Evacuation Procedures** – Your attention to the Fire Alarm Activation, Fire Exits and Evacuation Procedure are essential (Notice Board). Fire risk capacity is max 60 persons.
16. Our existing cleaning procedures ensures, as far as possible, that every hirer inherits the Reading Room in a clean and tidy condition and it is the responsibility of the hirer to

return furniture, equipment, crockery and cutlery cleaned and to the position it was found, clean the premises, empty bins (see Procedure to Exit the Reading Room).

Please see related documents on website:

Hiring Policy and Procedures

Hiring Agreement

Health and Safety Policy and Procedures

Safeguarding Policy

Premises Licence Schedule 12 Part A

Premises Licence Schedule 12 Part B

Designated Premises Supervisor (DPS) Sale of Alcohol Staff Authorisation (form)