GREYSOUTHEN VILLAGE HALL
Standard Conditions of Hire

If you are in any doubt as to the meaning of the following terms and conditions, you must seek clarification from the Hall Booking Secretary immediately.

1. Age

You, not being a person under 18 years of age, hereby 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, under this Agreement, relating to management and supervision of the premises are met.

2. Supervision

During the period of the hire, you will be responsible for:
a) supervision of the premises, the fabric, and the contents.
b) care of the premises, safety from damage however slight or change of any sort.
c) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of the highway.

As directed by all Trustees, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings, or contents and for loss of contents.

3. Use of premises

You must not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our authorisation.

4. Insurance and indemnity

(a)You are liable for:
(i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the land owned by the hall.
(ii) all claims, losses, damages and costs made against or incurred by the village hall management committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment)
(iii) all claims, losses, damages and costs made against or incurred by the village hall management committee, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of your use of the premises by the Hirer, and subject to sub-clause (b) you must indemnify each member of the village hall management committee and the Village Hall's employees, volunteers, agents and invitees against such liabilities.
(b) The Village Hall shall take out adequate insurance to insure the liabilities described in sub-clauses (a) (i) and (ii) above and may, in our discretion and in the case of non-commercial hirers insure the liabilities described in sub clauses (a) ((iii). The village hall will claim on its insurance for any liability of you incur but you must indemnify us against
(i) any insurance excess incurred and
(ii) the difference between the amount of the liability and the monies we receive under the insurance policy.
(c) Where the Village Hall does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, you must take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Booking Secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable the Village Hall Booking Secretary to rehire the premises to another Hirer.
The Village Hall is insured against any claims arising out of its own negligence.

5. Gaming, betting and lotteries

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

6. Music Copyright licensing

The Village Hall holds relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL)
You must have our permission for the performance of live music and the playing of recorded music by acknowledging your intention to do this on the booking form and by signing the Booking Form and accepting your booking it confers that permission. The hall is licensed to allow the holding of Regulated Entertainment to include: Music, Singing, Dancing, Live performers, Playing of recorded sound, Sporting/game competitions in the presence of an audience (including but not limited to, darts and snooker/pool etc) Other forms of live dance, Showing of a film, Performance of a play; between the following hours: Mon -Sun 8.00 – 23.00, with licensable activity ceasing at 1.30am on Bank and public Holidays (including New Year's Eve) The proposed closing time of the premises will be no later than 24.00 (except as stated on public holidays and New Year's Eve)

7. Film

The Hall does not hold the licences for showing films.
You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You should ensure that you have the appropriate copyright licences for film.

8. Safeguarding children young people and vulnerable adults.

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy or on signing the Booking form you agree to comply with that provided by the management committee. You must provide evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). You agree that only people who have passed the appropriate DBS checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities.

9. Public safety compliance

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and the hall's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, **at which alcohol is sold or provided** or which is attended by children. **The Hall is NOT licenced for the sale of alcohol**. Hirers are required to apply for a temporary event Notice (TENS)

You must also comply with the hall's health and safety policy. And if required by the Trustees and Hall Insurance complete a risk assessment for your event which must be submitted to the Booking Secretary before your event.

You must call the Fire Service to any outbreak of fire, however slight, and details shall be given to the secretary of the management committee.

(a) You acknowledge that you have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment. (pointed out when handing over keys.)
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Location of the first aid box.

(b) In advance of any activity whether regulated entertainment or not you must check the following items:

- That all fire exits are functioning.
- That all escape routes are free of obstruction and can be safely used for instant free public exit
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.
- That the emergency lighting supply illuminating all exit signs and routes is turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

10. Noise

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must if using sound amplification equipment be considerate to our neighbours and comply with any other licensing condition for the premises.as stated in Section 6 above.

11. Drunk and disorderly behaviour and supply of illegal drugs

You must ensure that to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour.
(i) no one attending the event consumes excessive amounts of Alcohol
(ii)No illegal drugs are brought onto the premises.
Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises in accordance with the Licensing Act 2003.

12. Health and hygiene

You must, if preparing, serving, or selling food, observe all relevant food health and hygiene legislation and regulations. (Natasha's Law) Dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.

13. Electrical appliance safety

You must ensure that any electrical appliances brought on to the premises by yourself and used in the village hall is safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

14. Stored equipment

The Village Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will
be charged for each day or part of a day at the hire fee per hiring until removal.
The Village Hall may use its discretion and dispose of left items in any of the following circumstances:
(a) Failure by yourself either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended.
(b) Failure yourself to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the village hall management committee disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit and charge you any costs incurred in storing and selling or otherwise disposing of the stored equipment.

15. Smoking

You must ensure that yourself and invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. Furthermore, you must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

16. Accidents and dangerous occurrences

Any failure of equipment belonging to the village hall or brought in by yourself must also be reported as soon as possible. You must report all accidents involving injury to the public to a member of the village hall management committee as soon as possible and complete the relevant
section in the village hall's accident book. (Available in the bottom kitchen drawer) Certain types of accident or injury must be reported on a special form to the Incident Contact Centre.
The Booking Secretary will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

17. Explosives and flammable substances

You must ensure that:
• Highly flammable substances are not brought into or used in any part of the premises.
• No internal decorations of a combustible nature (e.g., polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

18.Heating

You must ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used. Details for turning on the heating are by the boiler in the kitchen. The heating should be returned to the relevant setting at the end of your hire alongside the thermostat outside the kitchen door.

19. Animals

You must ensure that no animals (including birds) except guide dogs or assistance dogs are brought into the premises, other than for a special event agreed to by the Village Hall. **No animals** whatsoever are to enter the kitchen at any time.

20. Fly posting

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises in any unauthorised places and shall indemnify and keep indemnified each member of the village hall's management committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

21. Sale of goods

You must if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers 'Recommended Retail Prices.

22. Telephone

The Village Hall has no telephone, so you are advised to bring a fully charged mobile phone for use in case of emergency.

23. Cancellation

If you wish to cancel the booking before the date of the event and the Village Hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Village Hall. The Village Hall reserves the right to cancel this hiring by
written notice to the Hirer in the event of:
(a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
(b) the Village Hall management committee reasonably consider that such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful
or unsuitable activities will take place at the premises as a result of this hiring
(c) the premises becoming unfit for your intended use.
(d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.
In any such case will be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to you for any resulting direct or indirect loss or damages whatsoever.

24. No alterations

You must not make any alterations or additions to the premises, nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Booking Secretary. Any alteration, fixture or fitting or attachment so
approved shall at the discretion of the Village Hall remain in the premises at the end of the hiring. It will become the property of the Village Hall unless removed by the Hirer who must make good to the satisfaction of the Village Hall any damage caused to the premises by such removal. (If you do wish to place something on the walls use only Blu tac or Command Strips)

25. End of hire

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the village hall shall be at liberty to make an additional charge. You must empty all bins and place rubbish in the black bin to the rear of the Hall. Plastic, glass, and metals should be placed in the green bin. You are requested to wipe tabletops before being stacked in the storage area. If there is excess rubbish on the floor, please sweep before leaving.

26, Faults/ Damage/ Comments

You are requested to report any faults or damage to the Hall Booking Secretary as soon as possible so that they can be rectified quickly. The Village Hall Management Committee welcome comments or observations that Hirers may have about their hire of the Village Hall

27. No rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

28. General Data Protection

Greysouthen Village Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, staff employment and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data, please request to view our GDPR Policy from the secretary. (Contact details on the notice board)

Thank you for booking our village hall. We are very proud of our hall, which is a community asset.

We undertake to provide you with a clean, safe, and tidy hall. Please respect the hall and leave it as you found it.