

FIGHELDEAN VILLAGE HALL

Registered Charity: 1022273

STANDARD CONDITIONS OF HIRE AND SAFETY RULES

All hirers will be expected to read the Standard Conditions of Hire and Safety Rules and should sign the Booking Form as evidence that they agree to these Conditions and Rules which inform hirers about procedures at the Hall which they are expected to follow.

1. The Hirer will, during the period of hire, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, however slight, or change of any sort and the behaviour of all persons, especially minors, using these premises, whatever their capacity, including proper supervision of car parking to avoid obstruction of Pollen lane. The last person leaving the premises will be required to check and ensure that:
 - Water taps are turned off, including showers if hired
 - Windows are closed and secured.
 - Fire doors and exterior doors are shut and secure/locked.
 - Interior fire doors are closed as per signs
 - All lights are switched off and the building is completely empty of personnel.
2. The Hirer undertakes to ensure that all noise, however made, is not at a level to cause a nuisance or disturbance to any persons living in the vicinity. The Committee and its duly appointed members reserve the right in their absolute discretion to terminate the Hirers' use of the Hall if the noise levels are deemed to be unacceptable by the Hall's official representative. If the hire period is terminated due to excessive noise levels then no refund of hire fees or any consequential or other losses will be paid. The Hirer shall ensure that minimum noise is made on arrival and departure.
3. Firework displays are not allowed except with prior permission. They must be notified in advance to the Hall Manager and supervised by a suitably qualified and insured person, who with the hirer will be held responsible for causing excess noise (see Para 2 above) or damage to property. Displays must keep to the statutory national time limits of 11.00 p.m. on all days, except Guy Fawkes Night (12.00 midnight) and New Year's Eve (1:00 a.m. on New Year's Day).
4. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor for any commercial business use, nor do anything to bring onto the premises anything that may endanger the same or contravene any insurance policies thereof.
5. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting, and lotteries.
6. The Hirer shall, if preparing, serving, or selling food observe all relevant food, health and hygiene legislation and regulations.
7. The Hirer shall inform the Hall Manager and shall ensure that any electrical appliance brought by them to the premises and used there shall be in good, safe, working order, used in a safe manner and protected by an appropriate fuse and PAT tested within the last 12 months. Any damaged electrical equipment should be switched off, labelled and removed from service. The Hirer is then to notify the Hall Manager at the earliest opportunity.
8. The Hirer shall be responsible for obtaining such licences as may be needed for the sale, supply or consumption of intoxicating liquor, or from the Phonographic Performance Limited (PPL) for the observance of their conditions, and for all other regulations appertaining to the premises stipulated by the Fire Authority, the Local authority, the Local Magistrates' Court or otherwise. The Hirer shall produce such licence(s) to the Hall manager at least 24 hours before the commencement of hire.
9. If the Hirer wishes to cancel the booking less than seven days before the date of the event payment or repayment of fees will be at the discretion of the Committee.
10. The cost of hiring the Hall, or part thereof, shall be at the rate prevailing on the date of the event. Details are available from the Hall Manager and are displayed on the Hall notice board.
11. The Hirer shall indemnify the committee for the cost of repair or replacement of any damage done to any part of the property, including the contents of the building and surrounding area during or as a result of the hire. This specifically includes china, cutlery, glasses, tea towels etc.
12. At the end of the hire, the Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and any items (including tables and chairs) removed from their usual storage position shall be properly replaced.

13. The Hirer shall be responsible for the removal and disposal of all rubbish/waste from the Hall and its surrounding area; refuse bags will be provided.
14. The Committee reserves the right to withhold the cost of repair, cleaning or waste removal (see 9, 10 & 11 above) from the special deposit. The Committee also reserves the right to refuse bookings, should they appear to be detrimental in any way to the premises, or the neighbourhood. All events must start after 0800hrs and cease by 2300hrs unless prior arrangements have been made with the Committee.
15. The Figheldean Village Hall Committee does not accept any responsibility at any time for any equipment property or possessions left on the premises including vehicles in the car park before, during or after the period of hire.
16. Roller-blades, heelys and black-soled shoes must **not** be worn in the Hall.

SAFETY RULES

17. It is the intention of Figheldean Village Hall Management Committee to comply with all Health & Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.
18. All the Health & Safety Risk Assessments and Health & Safety Policy Documents will be available in the Health & Safety File, together with the Accident Book, in the Kitchen.
19. Employees, volunteers, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the Committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Hirers must have a fully charged mobile telephone available at all times for emergency use. The number of this phone is to be given to the Hall Manager who should be able to contact the Hirer through it during the period of hire.

20. The following practices MUST BE FOLLOWED in order to minimise risks:
21. Make sure that all doorway, corridors and emergency exit doors are clear and unlocked as soon as the Hall is to be used and throughout the hiring;
22. Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc;
- a. Do not work on steps, ladders or at height until they are properly secured and another person is present;
 - b. Do not leave portable electrical appliances operating while unattended;
 - c. Do not bring onto the property any portable electrical appliances which have not been PAT tested;
 - d. Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) – use the trolleys provided;
 - e. Do not stack more than 5 chairs;
 - f. Do not attempt to carry or tip a water heater when it contains hot water. Leave it to cool;
 - g. Do not allow children in the kitchen unless supervised by an adult at all times;
 - h. Wear suitable protective clothing when handling cleaning or other hazardous materials;
 - i. Be aware of and seek to avoid the following risks:
 - (1) Creating slipping hazards on stairs, polished or wet floors – mop spills immediately;
 - (2) Creating tripping hazards such as buggies, umbrellas, mops and other items left in the foyer or corridors;
 - (3) Use adequate lighting to avoid tripping in poorly lit areas;
 - (4) Risk to individuals while in sole occupancy of the building;
 - (5) Risks involved in handling kitchen equipment e.g. cooker, water heater and knives;
 - (6) Creating toppling hazards by piling equipment e.g. in store cupboards.

Evidence of damage or faults to equipment or the building's facilities and **all accidents, however apparently trivial**, must be reported to Judy Hayes (01980 671290) **as soon as possible**.

23. The Hirer is responsible to ensure all their guests are aware of the fire instruction notices displayed in the Hall and what to do in the event of a fire.

THE HIRER IS TOTALLY RESPONSIBLE FOR PROVIDING SUITABLE INSURANCE COVER RELATING TO THE PURPOSE FOR WHICH THE HALL IS BEING HIRED