

Standard Conditions of Hire

1. Hirer conditions

The hirer must be over the age of 21 years and **must** be on the premises at **all** times during the hiring period. There **must** also be another responsible adult on the premises **throughout** the hire period. These people are to be aware of what action to take in the event of a fire or accident. During the hire period they are responsible for:

- Supervision of the hall and prevention of damage to the hall and its contents
- The behaviour of all persons using the premises, including their arrival and departure. The hirer will ensure that alcohol is **not** served to anyone **under the age of 18 years** or to anyone who appears to be drunk. No illegal drugs may be brought or consumed on the premises.
- Car parking arrangements, ensuring there is no obstruction of the road, no parking on the adjacent field or inconvenience to local residents.
- Ensuring the equipment stored at the premises belonging to the Pre-school or any of the clubs must **not** be used.

The hirer will pay a deposit of £_____ at the time of booking. Following a satisfactory inspection of the premises, this deposit will be returned within **three weeks** of the hire.

Cheques will be cashed and a new cheque raised to return the deposit. **In the event of damage**, the deposit will be retained and the hirer will be invoiced for the cost of the repair.

2. Use of Premises

The hirer shall not use the premises for any other use than stated in the **Hiring Agreement** and shall **not** sub-hire the premises or allow the premises to be used for any unlawful purpose. The hirer must **not** do anything or bring anything into the premises which endanger the same or render invalid any insurance policies in respect of the premises. The Village hall accepts no responsibility for any stored equipment of other property brought onto the premises.

3. Performing Rights Society

Blue Bell Hill Village Hall holds a valid **Performing Rights Society Licence**. This permits the use of copyright music in any form or by performers in person.

4. Public Safety

The hirer's attention is drawn to the emergency exit in the front lobby area of the main hall. Please be aware that the door is opened by a push pad. This is to comply with legislation regarding disabled access. However, it can be easily opened by a child. Please ensure that children are well supervised. As this door is a designated emergency exit it therefore must not be blocked off.

The hirer's attention is drawn to the Health and Safety Policy displayed on the notice board within the hall and to the Health & Safety Folder which is stored in the kitchen.

The hirer acknowledges that they are aware of action to be taken in the event of a fire i.e. calling the fire brigade regardless of the severity of the fire and evacuating the premises. The hirer must be aware of the

location of fire alarms, fire extinguishers and emergency exits. They must be aware of the necessity of ensuring escape routes are kept clear and how to operate them.

No lit candles are permitted on the premises and to comply with legislation, this is a **non-smoking** premises. **All** electrical equipment must be in good working order and be used in a safe manner. Electrical circuits must **not** be overloaded especially with regard to disco equipment. The hirer shall ensure that highly flammable substances are not brought into the premises.

No banners, balloons or other decorations are to be applied to the walls using sticky tape, drawing pins, or 'Blu-tac'. Any damage to the walls, doors or woodwork will result in the loss of some/or all of the deposit.

The hirer shall ensure that if heating is required, then the premises heating system only is used. Portable Liquefied Gas (**PLG**) is not permitted. The hirer shall ensure that no animals (other than guide dogs) are brought into the premises, other than by special arrangement with the committee. No animals are to be allowed into the kitchen under any circumstances.

Any organisations or persons with unsupervised access to children; must have the necessary registrations and check in place. They must have the appropriate documentation to prove that these checks have been carried out.

The first aid box is located in the kitchen. The key is on top of the box. Please note that the items inside this box are for emergency use only. Accidents should be reported using the accident book and the report given to the caretaker when the key is returned at the end of the hire period. Please note if any first aid supplies have been used, so that they can be replaced.

5. Cancellation

If the hirer wishes to cancel the booking before the fee is paid, then the deposit will be forfeited. A refund for cancellation made after the fee has been paid is at the discretion of the committee. The Committee reserves the right to cancel this agreement 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 committee has reason to believe that the hiring will lead to a breach of licensing conditions of other legal or statutory requirements.
- c) The committee has reason to believe that illegal or unsuitable activities will take place.
- d) The premises become unfit for the use intended by the hirer.

In the case of cancellation by the committee, any fees already paid will be returned immediately. However the committee cannot take any responsibility for any consequential loss to the hirer.

6. End Of Hire

The hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, with all litter cleared away. The premises must be properly locked and secured unless otherwise directed by the committee. Any items such as tables, chairs etc. moved during the hire period must be replaced. All lights, extractor fans and heaters must be switched off. All waste is to be placed into rubbish bags and either placed into garbage silos outside or removed from the premises for recycling by the hirer. Evening

hiring's must finish at 11:30pm. Hall premises must be vacated by 11:45pm. **Failure to leave the premises in a satisfactory condition may result in loss of deposit.**

7. Indemnity

The hirer shall indemnify and keep indemnified each member of the committee against:

- a) The cost of repairs to the premises or any part of the premises
 - b) All claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of using the premises (including storage of equipment) by the hirer.
 - c) All claims, losses, damages and costs suffered or incurred as a result or any nuisance caused to a third party as a result of the use of the premises by the hirer.
- 8.** The hirer shall ensure that any goods for sale during a hiring comply with the sale of goods act and any other relevant legislation.
- 9.** The hirer must have due respect for our neighbours. Please ensure that if loud music is played (live music, recorded music or karaoke) doors and windows should be closed to avoid disturbance. Also, when clearing rubbish, especially glass and leaving the premises, please do so quietly.
- 10.** We do not hold a television licence. Therefore live television **must not** be watched on any device including computer, laptop, mobile phone or television screen. If the licensing authority finds anyone watching live television without a licence, there could be a fine of up to **£1000**. The hirer will be liable for this fine.

Fire Safety Maintenance Checklist

Before Use Checks

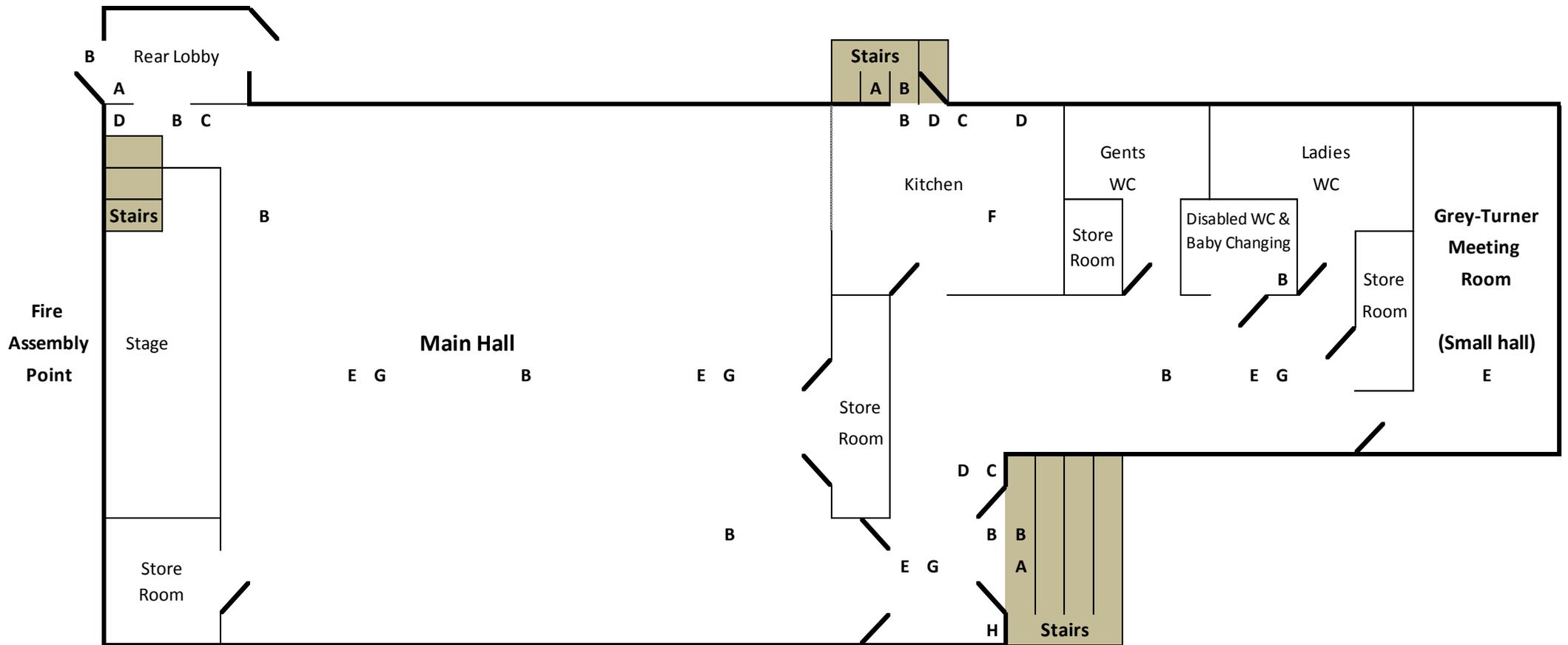
Before Use Checks		Y	N
Escape Routes			
1.1	Can all 3 fire exits be opened immediately and easily?		
1.1a	1. Main Entrance		
1.1b	2. Rear Exit		
1.1c	3. Kitchen		
1.2	Are all fire doors clear of obstructions?		
1.3	Are escape routes clear?		
Fire Warning Systems			
2.1	Is the indicator panel showing 'normal'? (see photo by panel)		
2.2	Are any fault lights illuminated on the panel?		
Escape Lighting			
3.1	Are fire exit signs in good condition and undamaged?		
3.2	Is emergency lighting/sign lighting working correctly and showing operational green light?		
3.2a	Kitchen x 2 - inside and outside		
3.2b	Main entrance x 2 - inside and outside		
3.2c	Lobby x 1 - outside gent's toilet		
3.2d	Disabled toilet x 1 - inside toilet		
3.2e	Main hall x 3 - ceiling lights		
3.2f	Rear hall x 2 - inside and outside		
Firefighting Equipment			
4.1	Are all fire extinguishers in place and accessible?		
4.1a	1. Main Entrance - 2 x 6kg water		
4.1b	2. Rear Exit - 1 x 6kg water		
4.1c	3. Kitchen - 1 x 2kg CO2 and 1 x fire blanket		

It is the responsibility of the hirer to ensure that a 'before use fire safety check' is completed using the above checklist.

If any of the above responses are NOT in the grey boxes please report immediately to a Blue Bell Hill Village Hall representative.

Please familiarise yourself with the fire action notice at the main entrance and the fire assembly point in the car park at the front of the building.

Blue Bell Hill Village Hall



This plan of the village hall is an approximate representation and is not to scale.

Key:

- A** Escape Routes x 3
- B** Emergency Lights x 11
- C** Manual Call Points / Break Glass x 3
- D** Firefighting Equipment x 4 Extinguishers and 1 Fire Blanket
- E** Automatic Smoke Heads x 5
- F** Automatic Heat detector x 1
- G** Automatic Alarm Sounders x 4
- H** Automatic Fire Alarm Control Panel x 1