

Sheepscombe Village Hall

Hire Conditions

These Hire Conditions were agreed by the Sheepscombe Village Hall Trustees on 1 May 2019.



Quentin Thompson, Chairman

Issue Date 1 June 2019

Review Date 1 June 2021

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Sheepscombe Village Hall

Hire Conditions

When you hire Sheepscombe Village Hall (hereafter “the Hall”), you enter into a contract with us, the Sheepscombe Village Hall Trustees (hereafter “Trustees”, “we”, “us” and “our”), which makes you responsible for the safety and behaviour of the people who use the Hall with you, and for the Hall and its equipment. Therefore, when you sign the Hire Agreement you agree:

Safety

1. That you are responsible for the safety of everyone using Sheepscombe Village Hall with you and that you will reduce risks, particularly from fire, to as low as reasonably practicable.
2. Not to do anything, or bring anything into the Hall or its grounds, that may damage or endanger them or the people using them.
3. To ensure that no more than 110 people are allowed in the Hall building.
4. To ensure that all emergency exits are kept unobstructed and unlocked and that all escape routes are immediately available for exit.
5. That propane or butane cooking or heating equipment will only be used within the Hall building subject to:
 - a) You providing us with a copy of your own and/or your caterer's Public Liability Insurance at least four weeks before your event
 - b) Cooking or heating equipment being attended at all times whilst in use
 - c) Gas cylinders being sited:
 - where they cannot be knocked over
 - outdoors when the Hall is unoccupied
 - external to any marquee or tent
 - d) Equipment, including gas cylinders and pipes, being serviced and maintained in accordance with manufacturer's instructions

If you use such equipment in the grounds, it must be kept at a safe distance from the Hall's doors and windows.

5. To have a competent person check that any cooking, audio, video, pumping or heating equipment brought into the Hall or its grounds will not overload the Hall's electricity circuits.
6. To ensure that all electrical equipment brought into the Hall or its grounds is in good working order, used in a safe manner, fused in accordance with the manufacturer's recommendations and that temporary cables laid across the floor do not create a trip hazard.
7. That if you hire the Hall's audio-visual (AV) equipment, you will nominate an individual to be solely responsible for operating the equipment safely and keeping it secure. Before using the equipment that individual must:
 - receive training from a Trustee
 - read and follow the relevant instructions
8. Not to allow candles or anything else with a naked flame, other than tea lights in heavy containers, to be used in the Hall; not to allow any naked flames, including tea lights, to be present when hay bales or any other readily flammable items have been brought into the Hall.
9. If you erect a marquee in the Hall grounds, to ensure appropriate fire safety precautions are in place, including fire extinguishers and emergency lighting; not to take fire extinguishers from the Hall building into the marquee and to limit the number of people in the marquee to the safe maximum advised by the marquee vendor or the Fire Authority.
10. To observe all relevant food health and hygiene legislation and regulations if you are preparing, serving or selling food.
11. To record any accident in the Injuries Book, kept in the kitchen by the First Aid Box.

Licence compliance and ending times

12. That, if you sell alcohol, you accept responsibility for ensuring that the following conditions are met:
 - no alcohol shall be sold to, or bought for, anyone less than 18 years of age (however an adult may purchase wine, beer or cider for someone aged 16 or over, but only for drinking with a table meal taken with an adult)
 - before alcohol is sold to anyone who appears to be under the age of 25, their age shall be confirmed from identification showing their photograph, date of birth and a holographic mark

- no alcohol shall be sold to, or bought for, anyone who appears to be drunk
- no alcohol shall be sold after the times set out elsewhere in these Conditions (see Licensing Information)
- drunk and disorderly behaviour shall not be permitted
- smuggled goods shall not be sold or kept on the premises
- no person under the age of 16 shall be present after midnight unless accompanied by an adult
- no alcohol shall be sold by any person under the age of 18

Knowingly allowing these conditions to be breached could lead to prosecution.

13. Only to show films which are covered by the Motion Picture Licensing Company umbrella licence.
14. Not to allow people under the appropriate age to be present when films classified 12A, 15 or 18 are shown (see Licensing Information).
15. To stop all music at midnight unless we consented to a later time when you booked the Hall.
16. To leave and secure the premises by 0100 (Friday and Saturday bookings) or by midnight (Sunday to Thursday bookings), unless we consented to a later time when you booked the Hall and we have obtained a Temporary Event Notice from Stroud District Council for your event (cleaning may be done the following morning by prior arrangement with us).
17. Not to erect a marquee in the grounds of the Hall without our consent.
18. Not to use the Hall for any purpose that you did not include when you completed the Booking Form.

Supervision

19. To be responsible for supervision of the Hall, including its grounds, and for preventing damage, however minor, to the fabric, equipment and contents.
20. To be responsible for the behaviour of everyone using the Hall, including avoidance of unreasonable noise; in case of dispute, we will be the arbiters of what is 'unreasonable'.
21. That you, or someone you nominate at the time of your hire application, will be present at the Hall during the entire hire period when the Hall is occupied.
22. To be responsible for the proper supervision of car parking to avoid obstruction of the highway.
23. Not to sublet the Hall.
24. Not to use the Hall for any unlawful purpose.
25. Not to allow any animals other than Guide Dogs to be brought into the Hall building.

Damage

26. To pay for the cost of repairing any damage done to the Hall or its contents, or to the grounds, during or resulting from your hire.
27. To indemnify us against any claims that may arise from any cause from your use of the Hall, including loss of or damage to property and personal injury.

Clearing up

28. To take all rubbish away with you (*as the Local Authority does not collect rubbish from Sheepscombe Village Hall*).
29. To leave the Hall and grounds in a clean and tidy condition and to:
 - wash all the crockery, cutlery and glasses you have used and return them to where you found them
 - drain the dishwasher and clean the filter (see instructions on the wall)
 - return tables, chairs and staging to the storeroom
 - sweep the floors and clean the kitchen surfaces (if you used the kitchen)
 - remove any sticky patches, if there have been spillages on the floor, with small amounts of water (to avoid damage to the floor sealant)
 - turn off all lights and taps
 - properly lock and secure the Hall
30. To have booked enough time to clear up and clean the Hall and, if necessary, the grounds.

Cancellation

31. That if you cancel your booking you may, depending on the reason for the cancellation, lose your deposit unless the Hall is re-let.
32. That we reserve the right to cancel your booking if we have reason to believe that it would result in a breach of licensing conditions, or other legal requirements, or that unlawful or unsuitable activity would take place.

33. That we will not be liable to you for any loss from any breakdown of equipment (including the heating system), failure of supply of electricity or water, leakage of water, malfunction of the sewage system, fire, government restrictions or Act of God that may cause the Hall to be temporarily closed or your hiring to be interrupted or cancelled.

Payment

34. To pay all charges by the date agreed at the time of booking. Failure to pay on time may result in cancellation of your booking.

Insurance

35. To arrange appropriate insurance if you consider it necessary.

- The Trustees purchase insurance for accidents resulting from our management and upkeep of the Hall and its grounds. This insurance includes public liability cover of £2million for individuals or groups hiring the Hall provided:
 - No insurance is held elsewhere
 - The activities are non-commercial and no individual makes or intends to make a profit for themselves; this includes fund-raising for charities
 - The activities are of benefit to the local community; this benefit can be social or educational
- However, the Trustees' insurance, and therefore the hirers' liability insurance, excludes bouncy castles and other inflatable devices, weapons, fireworks, bonfires, animal rides of any kind and a range of other, potentially hazardous, activities. If in doubt about possible cover, ask the Booking Secretary.
- Business or commercial hirers must always arrange their own insurance.

Addendum to the hire conditions

COVID-19 Special Hire Conditions

The aim of these Special Hire Conditions is to minimise the possibility that use of the Village Hall contributes to the further spread of the COVID-19 virus. They have been agreed by the Sheepscombe Village Hall Trustees and will be reviewed and updated in line with Government guidance and in the light of experience.

Approved by the Trustees on 17th August 2020

Issue Date 17 August 2020

Review Date 30 September 2020

These Special Conditions are supplemental to, and not a replacement for, the Hall's standard Hire Conditions. Therefore, when you sign the Hire Agreement you, the Hirer, also agree:

- To ensure that everyone likely to attend your activity or event understands that they must not come if they, or anyone in their household, has had COVID-19 symptoms in the last seven days.
- To ensure that those who do attend know that, if they develop symptoms within seven days of visiting the Hall, they must request a test to check if they have corona virus; if they do, then they should fully cooperate with NHS Test and Trace – which is likely to include contacting all those who attended the Hall with them; they should also inform Kate Amos (07789 456641).

- To record the name and contact telephone number of everyone attending your activity or event, to keep these records for four weeks and provide them to NHS Test and Trace if required.
- Not to admit anyone into the Hall if they display COVID-19 symptoms.
- To isolate anyone displaying COVID-19 symptoms after arrival, in the disabled toilet until they can safely leave; then to inform Kate Amos (07789 456641) immediately so that arrangements can be made to clean the Hall following PHE guidelines. Others in the group should leave immediately, ensuring they have provided contact details. They should be advised to wash their hands thoroughly, to maintain social distancing and to launder outer clothing when they return home.
- To comply with the actions identified in the Hall's risk assessment, which you have been given.
- To be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the Hall. This includes encouraging use of hand sanitiser on arrival and departure, and reminding attendees about social distancing.
- To be responsible for cleaning all regularly used surfaces during your period of hire, and at the end of it, using products supplied by the Hall or your own domestic products. The Hall will be cleaned before your arrival. You must take care cleaning electrical equipment such as light switches.
- To keep the Hall well ventilated throughout your hire, with windows and doors open where possible, closing them on leaving.
- To ensure that everyone maintains 2m social distancing while occupying the Hall and also while waiting to enter and, as far as possible, observes social distancing of 1m plus mitigation measures (such as face coverings) when using more confined areas (like accessing the store room or toilets); such access periods should be kept as brief as possible.
- To limit the number of people in specific parts of the Hall, to maintain social distancing, as follows:
 6. Main Hall: 30
 7. Small Hall: 6
 8. Kitchen: 3
 9. Toilets: 1
 10. Store room: 2
- To take particular care to ensure that social distancing is maintained for those likely to be clinically more vulnerable to COVID-19, including for example those over 70.
- To maintain the equivalent of two-seat gaps between individuals and household groups for seated events, or a one seat gap as long as face coverings are worn and people are not facing each other.
- To ensure a distance of at least 2m is maintained across tables where people are seated face to face.
- To organise advance booking for events that could otherwise exceed maximum permitted numbers: no more than 30 people are to attend any event.
- Not to allow any handling of cash, but to require online payments wherever possible.
- To ensure that all waste is removed from the Hall and its grounds after your event.
- Only to allow refreshments to be consumed in the Hall if they are brought by individuals or household groups for their own consumption and do not require any use of the kitchen for food or drink preparation.
- To ensure that any crockery and cutlery that has been used is washed in hot soapy water, dried and stowed away, using your own clean tea towels.
- Not to allow any live performances of music or drama.
- To reduce the risk of aerosol transmission by avoiding the need for people to raise their voices (e.g. by not playing music or broadcasts at a volume that makes normal conversation difficult).
- Where your group uses its own equipment, not to allow it to be shared and to ensure it is cleaned before storage in the Hall.

We have the right to close the Hall if there are safety concerns relating to COVID-19. The Government may also require us temporarily to close the Hall. If closure becomes necessary, we will do our best to inform you promptly and you will not be charged for any hire that we cancel.

Hirer's agreement to COVID-19 Special Hire Conditions	
I have read and understood the COVID-19 Special Hire Conditions and agree to abide by them.	
Signed - Hirer	
Print name	
On behalf of User Group	
Date	

If you have any doubt about the meaning of these Hire Conditions, please consult the Booking Secretary.

Sheepscombe Village Hall

Hire Agreement

Part A Hirer contact details			
Name		Organisation	
Address		Email address	
Post code		Telephone	
Alternative person(s) in charge		Telephone(s)	

Part B Hire period and charges <i>(please allow for setup and clearance times)</i>					
Date				Is this a private event?	
Morning				Are you part of the Sheepscombe community?	
Afternoon					
Evening				Are you hiring for a User Group?	
Facilities to be used				Do you want to sell alcohol?	
Small hall and kitchen				Do you want to erect a marquee?	
Main hall and kitchen				Do you want to use the AV* equipment?	
Full venue				Total hire cost	
Notes				Deposit	
				Balance to pay	
				Date balance due	

Part C Purpose of the event**Please describe your event**

It is the responsibility of the Hirer to arrange appropriate insurance cover if this is considered necessary. Please refer to paragraph 35 of the Hire Conditions.

How many people will attend?**Will you provide alcohol free of charge?**

YES/NO

Will you sell alcohol?

YES/NO

Do you want music (live or recorded) after midnight?

YES/NO

Do you want to sell alcohol, or have dancing, after 0100 (Fri/Sat) or after midnight (Sun-Thurs)?

YES/NO

Individual nominated by the hirer to be responsible for the safe use of the Hall's AV equipment:**Part D The Village Hall Trustees agree to the Hirer****Having music between midnight and 0100**

YES/NO

Selling alcohol, or having music and dancing, after 0100 (Fri/Sat) or after midnight (Sun-Thurs)

YES/NO

Erecting a marquee

YES/NO

Using the AV equipment

YES/NO

**Signed on behalf
of the Trustees****Date**

Part E Hirer's agreement to Hire Conditions

I have read and understood the Hire Conditions and agree to abide by them.

I agree that I am responsible for:

- the safety of everyone using the Hall with me
- arranging appropriate insurance if I consider it necessary
- taking away all rubbish after the event and leaving the Hall and grounds clean
- complying with the licensing conditions, including those for the sale of alcohol
- preventing damage to the Hall, its contents (including the AV equipment) and the grounds
- minimising disturbance to local residents

Signed - Hirer	
Print name	
On behalf of User Group	
Date	

Deposit received	£	Signed For Village Hall Trustees	Date
Booking Secretary	Maggie McGrath	mcgrathmaggie@aol.com	01452 812403 Spring House, Church Hill, Sheepscombe, GL6 7RE
Treasurer	Rob Jones	rjones1606@aol.com	01452 814198 Lord's Wood Cottage, The Grove, Sheepscombe, GL6 7RJ

Sheepscombe Village Hall

Licensing and safety information

Times when licensable activities are allowed*		
Activity	Sunday to Thursday	Friday and Saturday
Retail sale of alcohol	0900 - 0000 (midnight)	0900 - 0100 (following morning)
Dancing		
Live or recorded music		
Films†	0900 - 0000 (midnight)	0900 - 0000 (midnight)
Plays		
Indoor sports		

*These times are allowed under the Licence issued by Stroud District Council. If Hirers want to hold any activity outside these times, a Temporary Event Notice must be obtained by the Village Hall Management Committee. The charge for this is currently £21.

†Films - the Village Hall licence contains the following mandatory condition:

Where a programme includes a film that has been classified by the British Board of Film Classification as 12A, 15 or 18 category, no person appearing to be under 12 (and accompanied in that case), 15 or 18 as appropriate shall be admitted to any part of the programme. The licence holder shall display in a conspicuous position a notice in the following terms:

PERSONS UNDER THE AGE OF (insert appropriate age) CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME

Public safety guidance

Public safety, in particular reducing the risk from fire during your event, is **your** responsibility during the period you hire Sheepscombe Village Hall. The guidance in the Government publication "Fire Safety Risk Assessments" applies to all Village Halls; it can be found at www.firesafetyguides.communities.gov.uk. Stroud District Council also provides guidance as part of its licensing function; this can be found at www.stroud.gov.uk/info/sdc_licensing_policy.pdf. The following forms part of this guidance and is reproduced here to help you reduce the risk from fire at your event:

- Restrict and control the use of naked flames such as candles to ensure they cannot ignite flammable materials.
- Avoid the use of curtains, display materials (including artificial and dried foliage) and scenery that are easily ignited, unless they have been treated with a fire retardant. Keep sources of heat such as lights away from flammable materials.
- During stage performances, one attendant, readily identifiable to the audience, should be present to assist in the event of an emergency. During film exhibitions, two attendants should be present. Attendants should understand their responsibilities in the event of a fire or other emergency, including helping disabled persons and children, the location and use of fire extinguishers, how to call the fire brigade and evacuation procedures.
- Where a function involves a closely seated audience or people seated at tables, the seating should be arranged to provide free and unobstructed access to all exits and fire extinguishers. Gangways should be a minimum of 1.1m (3ft 6in) wide and the minimum width of seat ways should be 305mm (1ft).
- The Fire Brigade should be called immediately to every outbreak of fire.