

Sheepscombe Village Hall

Hire Conditions

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



Quentin Thompson, Chairman

Reviewed 1 February 2022

Next Review Date 1 February 2024

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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.

**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		Date.....
	 For Village Hall Trustees		
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.