

Tirril & Sockbridge Village Hall (Reading Room and Library)
Standard Conditions of Hire

The maximum number of persons permitted in the Hall at any one time is 120.

For the purposes of these conditions the term "HIRER" shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.

1) SUPERVISION

- a) The HIRER will, during the period of hire, be responsible for supervision of the premises and the care of the fabric and contents of the building including safety from damage and loss, however slight.
- b) The HIRER will be responsible for the behaviour of all persons in whatever capacity using the premises.
- c) The responsibility of the HIRER extends to the proper supervision of car parking, avoiding obstruction of the public highway.

2) USE OF PREMISES

- a) The HIRER shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or allow the premises to be used for any unlawful purpose or in any way do or bring anything onto the premises which may endanger the same or render invalid any insurance policies in respect thereof.

3) LICENCES

- a) The HIRER must alert the Booking Officers of any intention to provide or sell alcohol and this can only be provided between the hours of 10.00 and 24.00. The licence specifically bans any form of drinking games.
- b) If the HIRER has a mobile bar for an event at Tirril and Sockbridge Village Hall then it is the Hirers responsibility to provide their own valid TEN licence. All such licences must be agreed with the Hall Booking Officers before submission as such TENs count towards Tirril and Sockbridge Village Hall's allocation under its Premises Licence
- c) For evening parties and public entertainment Tirril and Sockbridge Village Hall's licence is valid until 12 midnight. Events must be over and the Hall secured by this time.
- d) If the HIRER is providing entertainment for their own profit then they will need their own PPL/PRS licence.
- e) If the HIRER is showing film then they are responsible for obtaining the appropriate copyright licences. The HIRER must restrict children from viewing age restricted films according to the recommendations of the British Board of Film Classification.

4) CONTRAVENTION

- a) The HIRER shall ensure that nothing is done within the boundaries of the Hall in contravention of the law relating to gaming, betting and lotteries. This includes the use of illegal substances.

- 5) LOCAL AUTHORITY AND STATUTORY REGULATIONS
 - a) THE HIRER shall comply will all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court or the Police Authority or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

- 6) PUBLIC SAFETY COMPLIANCE
 - a) Tirril and Sockbridge Village Hall is a no-smoking area
 - b) Action to be taken in the event of a fire is given in Appendix 1, this includes calling the Fire Brigade and evacuating the Hall
 - c) The HIRER shall ensure that there is the minimum of noise at all times and most particularly on arrival and departure.

- 7) HEALTH AND HYGIENE
 - a) The HIRER shall, if preparing, serving or selling food, observe all relevant food, health and hygiene legislation and regulations.

- 8) ANIMALS
 - a) The HIRER is responsible for all animals allowed on the premises. The HIRER must ensure that Guide Dogs, Hearing Dogs and Assistance Dogs are allowed on the premises.

- 9) SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK
 - a) The Tirril and Sockbridge Village Hall (Reading Room and Library) Safeguarding Policy is available on request.
 - b) The HIRER shall ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested the Hirer must provide the Booking Officers with a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring service (DBS). All reasonable steps must be taken to prevent harm and to respond appropriately when harm does occur. Relevant concerns must be reported.

- 10) ELECTRICAL APPLIANCES
 - a) The HIRER shall ensure that any electrical appliances brought to the premises and used there shall be safe and in good working order and used in a safe manner.

- 11) STORAGE AREAS
 - a) HIRERS with their own storage areas, eg Art Group, Bowling Club, etc, are responsible for keeping such areas clean and tidy.
 - b) These areas may be inspected by the Fire and Health Authorities at any time, together with the rest of the premises.

12) REPAIR AND DAMAGE

- a) The HIRER shall indemnify the COMMITTEE for the cost of repair of any damage incurred to any part of the property, including the curtilage thereof or the contents of the building, which may occur during the period of the hiring and as a result of the hiring.
- b) Do not use “ blu- tak,” or any equivalent, on any of the walls in the hall.

13) INSURANCE

- a) The HIRER is responsible for any equipment stored at the Village Hall, whether in a designated cupboard or simply overnight prior to or following an event.
- b) The Village Hall insurance does not cover HIRER's equipment or belongings.

14) HIRER'S RIGHT TO CANCEL

- a) If the HIRER wishes to cancel a booking before the date of the event and the COMMITTEE is unable to conclude a replacement booking, the question of payment or the repayment of the fee shall be at the discretion of the COMMITTEE.

15) COMMITTEE'S RIGHT TO CANCEL

- a) THE COMMITTEE reserves the right to cancel a hiring in the event of the Hall being required for use as a Polling Station, for Parliamentary or Local Government Elections or any other reason which might arise, in which case the HIRER shall be entitled to a refund of any deposit already paid.
- b) IN THE EVENT of the COMMITTEE canceling an event, the liability to the HIRER is limited to the total hire charge or deposit paid.
- c) In the event of the Hall, or any part thereof, being rendered unfit for the use for which it has been hired, the COMMITTEE shall not be liable to the HIRER for any resulting loss or damage whatsoever.

16) MISREPRESENTATION

- a) In the event that it transpires that the HIRER has misrepresented the use to which they intend to use the Hall, the COMMITTEE reserves the right to cancel the booking without liability.

17) ALTERATIONS AND AMENDMENTS

- a) THE COMMITTEE reserves the right to alter or amend any of the above conditions as circumstances require.

18) ACCIDENTS AND DANGEROUS OCCURRENCES

- a) The HIRER must report all accidents involving injury to the public to a member of the management committee as soon as possible. There is an accident report book with the first aid kit in the kitchen.
- b) Any failure of equipment, either that belonging to the hall or brought in by the hirer must also be reported as soon as possible

19) DATA PROTECTION

- a) The Tirril and Sockbridge Village Hall (Reading Room and Library) Data Protection Policy is available on request.
- b) Any booking forms or information relating to HIRERS will be retained as long as necessary to provide evidence in the event of future issues arising from the use of the Hall, for example for insurance purposes. After this period, they will be destroyed.

20) END OF HIRE

- a) The HIRER shall be 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 position be properly replaced, otherwise the Committee shall be at liberty to make an additional charge, or withhold any deposit paid.
- b) Both the back and front doors should be left locked. The front door needs to be locked using the key in the key box by the door. If you use the back door at all it must be locked from the inside. The crash bar unlocks the back door but the knob on the inside of the door needs to be turned to lock it. You cannot lock the back door from the outside.
- c) The HIRER at the end of the hiring shall be responsible for removing all rubbish from the Hall.

21) NO RIGHTS

- a) This agreement constitutes permission only to use the premises as agreed and confers no tenancy or right of occupation on the HIRER.

October 2021

Appendix 1

FIRE SAFETY

- The fire risk to people has been reduced to as low as reasonably practicable by ensuring that adequate fire precautions are in place to warn people in the event of a fire and to allow them to escape safely. HIRERS can request a copy of the latest Tirril and Sockbridge Village Hall (Reading Room and Library) fire risk assessment.
- Fire extinguishers are situated in the main entrance, main hall, kitchen and back hall. Each fire extinguisher has operating instructions clearly displayed. These are inspected annually, and the certificate of inspection is displayed on the notice board. A fire blanket is located in the kitchen.
- There are two main escape routes available. These are accessible from all parts of the building. They are independent of each other with emergency escape lighting. These exits must be kept clear at all times.

EVACUATION STRATEGY

- In the event of an alarm everyone should leave the building via the nearest emergency exit.
- The crash bars are designed to open easily.
- The assembly point is the Green in front of the Hall.
- The Fire Brigade must be called by the HIRER, or someone delegated by the HIRER.

Appendix 2

ADVICE TO HALL USERS FROM JANUARY 2022

- For all Hall Bookings the risks are managed by the Hirers. The risks from Covid can be mitigated through ventilation, encouraging social distancing, wearing masks, hand washing and use of hand sanitiser.
- It remains important to respect and be considerate of those who are more vulnerable and who may wish to take a more cautious approach so that they can enjoy activities with minimal anxiety.
- For activities that involve greater numbers than 15 it may be appropriate for mask-wearing and social distancing to be used to protect those who wish to attend and are more vulnerable or who have not yet been fully vaccinated. Good ventilation is the best means of reducing the risk of transmission.
- If the Kitchen is being used, the number of individuals using the kitchen at any one time should be kept to a minimum (preferably 2), and masks should be worn whilst using the kitchen and/or serving drinks and food.
- All surfaces should be sanitized at the end of the hire including tables, sinks, doors and toilet handles.

Appendix 3

WIFI SERVICES

- When using the wifi the HIRER agrees at all times to be bound to the following conditions
 - ❖ The HIRER must keep username, password, or any other information regarding the wifi security confidential and the HIRER must not disclose it to a third party without explicit permission of the Booking Officers.
 - ❖ The HIRER must not use the wifi for
 - ◆ Disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws
 - ◆ Transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice
 - ◆ Interfering with any other persons use of the wifi service
 - ◆ Making, transmitting or storing electronic copies of material protected by copyright without permission of the owner
- We have the right to suspend or terminate our wifi service if there is any breach of these conditions.
- We make no promise that the wifi service will meet your requirements and we cannot guarantee that our wifi service will be fault-free or accessible at all times.