

Hilperton Village Hall Hiring Agreement

The parties to this agreement are:

- 1 **Hilperton Village Hall, of Whaddon Lane, Hilperton, BA14 7RN, Management Committee**
herein referred to as the "Village Hall" & represented by the Booking Clerk
CONTACT: Tim Davies, c/o Hilperton Village Hall, Hilperton, Trowbridge, BA14 7RN
Telephone 07719 881248, email hilpertonvillagehall@gmail.com
- 2 **The person or organisation ("Hirer")**

| | |
|------------------|-------|
| Name of Hirer | |
| Address of Hirer | |
| | Email |

| | | | | |
|----------------------------------|--|---|--|---|
| Date of hire | | Start time | | Include set up & break down time Min 3 hours |
| Type of event | | End time | | Total time |
| | | | | |
| Number attending (approx) | | Room must be vacated by end time | | |
| | | Bar Licenced to 11pm, entertainment to 11.30pm | | |

Hire Fees (payable to "Hilperton Village Hall") Hall Hire includes: Stage, Servery and Kitchen - tick box as required

Bank Transfers to Hilperton Village Hall, Lloyds Bank Sort Code 30-98-75 Account Number 00215276

Payment Reference - Your name and date of party

| Facility Booked | Rate/hr or part thereof | Charge | Stage | Kitchen |
|--|-------------------------|--------|-------|---------|
| 1 Main Hall Minimum 3 hour booking | £16 | | | |
| 2 Lounge Bar 9.00 am to 7.00 pm only | £12 | | n/a | n/a |
| 3 Bar Required ** Bar licenced until 11pm | £10 | | n/a | n/a |
| Additional Hours Start time | | | | |
| Minimum 2 hours End time | | | | |
| TOTAL HIRE FEES | | | | |
| DAMAGE DEPOSIT*** (children's party £25/All other events £50) | | | | |
| TOTAL PAYABLE | | | | |
| BOOKING DEPOSIT PAID**** Non-refundable | | | | |
| BALANCE DUE payable no later than 4 weeks prior to the event | | | | |

* Children's party dates & times are subject to availability – no bar hire available

** Please specify start & end times between 12pm to 8pm (Minimum booking 2 hours) £10 per hour or part thereof.

*** Damage Deposit refunded within 30 days of the end of the hire, provided that no damage, breach of hire conditions or loss has been caused to the premises and/or contents during the period of hire. Further costs may be incurred – see section 10 of the Details for bank transfer refunds

| | | | |
|-----------|--|--------|--|
| Sort code | | Acc No | |
|-----------|--|--------|--|

**** Cancellation Policy – **NOTICE** required prior to date of event: More than 4 weeks the booking deposit (hire fee if less) is retained, Less than 4 weeks 50% of the hire fee is retained, less than 3 weeks 75% of the hire fee is retained, less than 2 weeks 100% of the

The Hirer agrees with the Village Hall to be present (by its authorised representative, if appropriate) during the hiring and to comply fully with this Hire Agreement and in conjunction with the Standard Conditions of Hire together with any Special Conditions of Hire shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between the Village Hall and the Hirer.

| | | |
|--------------------------|---------------------|------------|
| Signatures | Hirer | |
| | Hall Representative | Tim Davies |
| Date of agreement | | |

Standard Conditions of Hire:

These standard conditions apply to all hiring of the village hall. If the Hirer is in any doubt as to the meaning of the following, the Hall Chairperson or Booking Clerk should immediately be consulted.

1. **Supervision.** The Hirer shall, during the period of the hiring, be responsible for: 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 using the premises.
2. **Use of Premises.** The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way
3. **Gaming, Betting and Lotteries.** 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.
4. **Licences.** The Village Hall holds a Performing Society Rights Licence which permits the use of copyright music in any form. If other licences are required in respect of any activity in the Village Hall the Hirer should ensure that they hold the relevant licence.
5. **Public Safety Compliance.** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.
6. **Means of Escape.** All means of exit from the premises must be kept free from obstruction and immediately available for immediate public exit. The Hirer must identify Fire Exits to all those attending at the start of the event. The emergency lighting is operated automatically.
7. **Fire Alarm and Fire Safety.** The Hirer must comply with the 'Fire Safety Conditions' attached to this Agreement.
8. **Outbreaks of Fire.** The Hirer shall call the Fire Brigade to any outbreak of fire, however slight, and details thereof shall be given to the management committee.
9. **Health and Hygiene.** The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
10. **Electrical Appliance Safety.** The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.
11. **Indemnity.** The hirer shall immediately notify at the end of the hire period any damage caused and will indemnify the committee for cost of repair of any damage to any part of the property including the curtilage thereof, or the contents of the buildings which may occur during the period of the hiring as a result of the hiring. **The Village Hall does not cover the liability of the hirer for their own public liability.**
12. **Accidents and Dangerous Occurrences.** The Hirer must report all accidents involving injury to the public to a member of the Village Hall management committee as soon as possible and complete the relevant section in the Village Hall's accident book (located on the microwave oven in the hall kitchen). Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported as soon as possible.
13. **Explosives and Flammable Substances.** The hirer shall ensure that highly flammable substances are not brought into, or used in any part of the premises and that no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.
14. **Heating.** The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.
15. **Alcohol.** The Hirer is allowed to bring their own alcohol to give **for the purposes of a toast only**. With the foregoing exception the Hilperton Village Hall Management Committee will arrange for **the sale of all other** alcohol through the services of the Hilperton Village Hall Club bar (note that this is an absolute requirement of the Hilperton Village Hall's Premises Licence and no alternatives are allowed). **Please note:** I.D. will be requested for all alcohol sales where the individual may appear to be under 25 years old.
16. **Drunk and Disorderly Behaviour and Supply of Illegal Drugs.** The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises.
17. **Smoking.** Smoking is forbidden by law on village hall premises.
18. **Animals.** The Hirer shall ensure that no animals (including birds) except assistance dogs are brought into the premises, unless with the written agreement of the village hall management committee.
19. **Child Protection and Compliance with The Children Act 1989.** The Hirer shall ensure, for a private event involving 'family and friends', that adequate supervision is provided for those less than 16 years of age and that special attention is paid to those less than eight years of age at all times. In all cases, whether supervised or not, **those less than 8 years of age are not allowed in the hall kitchen.**
20. **Fly Posting.** The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises or elsewhere.
21. **Sale of Goods.** The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.
22. **Cancellation.** The Village Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of: the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election or the Village Hall management committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring or the premises becoming unfit for the use intended by the Hirer. Or otherwise provided the Village Hall gives 28 days notice in writing of a cancellation being required. In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Village Hall **shall not** be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.
23. **Noise.** The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.
24. **Stored Equipment.** The Village Hall provides no storage facilities and all the Hirer's property must be removed at the end of the hiring.
25. **No Alterations.** No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Hall Secretary
26. **End of Hire.** The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secure. Bagged rubbish can then be left in the hallway for Village Hall staff to remove.
27. **Balloons and Chinese Lanterns.** Under no circumstances can balloons or Chinese lanterns be released on Village Hall grounds.

HILPERTON VILLAGE HALL

FIRE SAFETY CONDITIONS OF HIRE

The person hiring the Hall is responsible for Fire Safety during the event. Please sign the Booking Confirmation Form to confirm that you have read and agreed to these Conditions.

- **ELECTRICAL EQUIPMENT BROUGHT INTO THE HALL BY A HIRER MUST HAVE A VALID PAT CERTIFICATE**
- **THE HALL IS A NON-SMOKING AREA**

CHECKLIST FOR HIRERS

Before admission of the public ensure that:

- All exit doors are unlocked and the push-bar mechanism is tested and in good working order.
- Escape routes are free from obstruction and available for use.
- All fire doors are closed and are not wedged or propped open.
- Fire fighting equipment is in place and unobstructed. Extinguishers must not be removed from walls and used as doorstops. Fire doors must not be propped open.
- Exit signs leading to the outside are illuminated. (The two exit signs in the hall will only illuminate in an emergency).
- There is no obvious fire hazard in, or near, the building.

At start of function:

- Make group/audience aware of position of Fire Exits and Fire Assembly Point on the field at the end of the car park.
- Mention that no fire alarm test is planned so all must evacuate the building if the alarm sounds.

At end of function:

- Search for signs of fire.
- Check heaters and cookers are turned off.
- Check all electrical appliances are turned off.
- Turn off all lights.
- Close all internal doors.
- Secure all outside doors and windows.

REGULAR HIRERS

Regular Hirers of the hall will be invited to attend the annual fire drill training and fire drill. If this is not convenient a Trustee or the Village Hall Fire Safety Officer will meet with them to explain procedures.

At the start of each regular event, the hirer should point out the location of Fire Exits and the Fire Assembly Point and explain that no fire drill is planned so everyone MUST leave the building if the alarm sounds.

FIRE ACTION PLAN

IN CASE OF FIRE:

- Sound fire alarm by operating nearest the break glass point (located next to each exit),
- Dial 999 to call the Fire Service (location Hilperton Village Hall, Whaddon Lane, Hilperton, BA147SB 7RN)
- If a false alarm call, Janice Burch, Fire Safety, 07933 567 473 / 01225 776007 or key holder Gerald Butcher 07810 300 894 or Village Hall Chairman Tim Davies 07905 946 540 / 01225 754861. They will be able to silence and reset the alarm.

ON HEARING THE FIRE ALARM:

- Everyone MUST vacate the building by nearest fire exit.
- Last person to leave should close doors behind you.
- Report to the Fire Assembly Point (located on the field at the end of the car park).

Do not take risks. Do not stop to collect personal belongings. Do not return to the building for any reason until authorised to do so by The Fire Service or a Village Hall representative.

CHECK LIST FOR HIRERS

- On the day of the hire the hall key should be collected from number 18 Whaddon Lane (across the road from the car park entrance) and after the hire returned to the same place. Please sign the book when you collect and then return the key.
- If you have a problem Gerald Butcher our steward lives at number 18 Whaddon Lane and should be able to help. Otherwise you can call the booking secretary on 07719 881248.
- At the start of your event, familiarise yourself with the location of fire exits and make your guests aware of their location (please read through the sheets on Fire Safety).
- Children are not allowed on the stage or in the kitchen unless closely supervised by adults.
- Please sweep up in the hall and clean the kitchen (if used) after your event. If you have a lot recyclable rubbish (esp cardboard & paper) we would be grateful if you could take this home with you for recycling as our facilities are limited for recycling.
- If you have filled the rubbish bin in the kitchen please empty this and place the bin in the black bins in the bin store (to the left of the front door facing the hall from the car park). The bolt for the door passes under the padlock – it does not need to be unlocked. There are additional black bags in a drawer in the kitchen to the right of the sinks.
- Please return the standard sized tables to the trolleys and stack the chairs against the wall (max 5 high chairs). The two longer tables should stay out.
- If you need a child high chair(s) please make the booking secretary aware BEFORE the hire and we can organise this.

FIRE DRILL AND EVACUATION PROCEDURE

The staff member on duty or person in charge of any club or persons using the Hall must indicate where the fire exits are and where the fire assembly point is before any function begins. **At the first sign of a FIRE the alarm must be activated** using the break glass call points to the side of each Exit from the Village Hall.

The person in charge of the Event should:

- Direct people to the nearest fire exit, taking account of the location of the fire.
- Once outside the building direct people to the fire assembly point at the end of the car park on the playing field.
- Provide assistance to all those users who require help to safely leave the building. Coats or other personal belongings should be left behind.
- Check toilets and other rooms or cupboards to be certain nobody is left in the building.
- If there is a list of event attendees take this with them and take a register to check that everyone is out of the building.
- If practical (and only if safe to do so) take the red fire information bag located in the foyer as it contains useful information for the Emergency Services
- **DO NOT PUT YOURSELF AT RISK**

Do not attempt to re-enter the building - unless told to do so by the Fire Service or hall representative. Vehicles should remain where they are parked and not moved unless instructed to do so by the Fire Service, hall representative or unless vehicle is obstructing the Fire Service access.

