

# Sheepscombe Village Hall

## Hire Conditions

These Hire Conditions were agreed by the Sheepscombe Village Hall Trustees on 1 March 2017.

**P B Woollam, Chairman**

Issue Date            1 March 2017

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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 Booking Form 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 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. 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.
8. 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.
9. To observe all relevant food health and hygiene legislation and regulations if you are preparing, serving or selling food.
10. To record any accident in the Injuries Book, kept in the kitchen by the First Aid Box.

### Licence compliance and ending times

11. Not to sell alcohol unless the Premises Supervisor has authorised sales by signing Part E of the Booking Form.
12. To obtain any licences required by the Performing Rights Society.
13. Not to allow people under the appropriate age to be present when films classified 12A, 15 or 18 are shown (see Licensing Information).
14. To stop all music at midnight unless we consented to a later time when you booked the Hall.
15. 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).
16. Not to erect a marquee in the grounds of the Hall without our consent.

17. Not to use the Hall for any purpose that you did not include when you completed the Booking Form.

### **Supervision**

18. To be responsible for supervision of the Hall, including its grounds, and for preventing damage, however minor, to the fabric, equipment and contents.
19. To be responsible for the behaviour of everyone using the Hall, including avoidance of unreasonable noise.
20. 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.
21. To be responsible for the proper supervision of car parking to avoid obstruction of the highway.
22. Not to sublet the Hall.
23. Not to use the Hall for any unlawful purpose.
24. Not to allow any animals other than Guide Dogs to be brought into the Hall building.

### **Damage**

25. 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.
26. 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**

27. To take all rubbish away with you (*as the Local Authority does not collect rubbish from Sheepscombe Village Hall*).
28. 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)
  - turn off all lights and taps
  - properly lock and secure the Hall
29. To have booked enough time to clear up and clean the Hall and, if necessary, the grounds.

### **Cancellation**

30. That if you cancel your booking you may, depending on the reason for the cancellation, lose your deposit unless the Hall is re-let.
31. 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.
32. 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, 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**

33. 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**

34. To arrange appropriate insurance if you consider it necessary
  - *The Trustees' purchase insurance for accidents resulting from our management and upkeep of the Hall*
  - *Your home insurance may cover you for other accidents, and the Trustees' insurance **may** provide indemnity to hirers under some circumstances, however the Trustees' insurance does **not** cover:*
    - *Hirers' business or commercial functions, **including fund raising**, even if the hirer is a User Group*
    - *Bouncy castles or other inflatable devices; firework displays and bonfires; sponsored walks, rides or similar events; remote controlled aircraft or drones and a range of other, potentially hazardous, activities*

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



**Part D The Village Hall Trustees agree to the Hirer**

Having music between midnight and 0100

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

Erecting a marquee

Signed on behalf of the Trustees

Date

**Part E The Premises Supervisor authorises the Hirer to sell alcohol at this event**

Signed - Premises Supervisor

Date

**Part F 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 clean
- complying with the licensing conditions
- preventing damage to the Hall, its contents or 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	<a href="mailto:mcgrathmaggie@aol.com">mcgrathmaggie@aol.com</a>	01452 812403	Spring House, Church Hill, Sheepscombe, GL6 7RE
Treasurer	Ron Paterson	<a href="mailto:ronpaterson@lineone.net">ronpaterson@lineone.net</a>	01452 813338	Church Orchard, Far End Lane, Sheepscombe, GL6 7RL
Premises Supervisor	Dick Williams	<a href="mailto:dickwilliamscottys@btinternet.com">dickwilliamscottys@btinternet.com</a>	01452 813360	Cottys, Longridge, Sheepscombe, GL6 7QU

## 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 <sup>†</sup>	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](http://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](http://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.