



<u>UGBOROUGH VILLAGE HALL</u>			
Chair	Secretary	Bookings Secretary	Treasurer
	Stafford Williams	Mrs K Brampton	Ms V Hemming
	3, The Square	Hill House	Virginia Lodge
	Ugborough	Ugborough	Ugborough
	Ivybridge	Ivybridge	Ivybridge
	PL21 0NT	PL21 0NJ	PL21 0NR

TERMS AND CONDITIONS OF HIRE APPLICABLE TO ALL UGBOROUGH VILLAGE HALL BOOKINGS.

1. The date and times of hiring of the Hall specified on the Booking Form as well as the conditions set out herewith must be strictly adhered to by the Hirer.
2. Keys will be supplied to the Hirer, to be returned to the Village Hall Committee by the 'end time' of the hiring period specified on the booking form. The **Hirer is responsible for the keys during the period of hiring**. Should the keys be lost, the Hirer is responsible for the cost of replacing the keys or replacing the locks with the required number of keys, at the discretion of the Committee.
3. The Hirer will, during the period of Hiring, be **responsible for supervision of the premises**, the fabric, and the contents, their care, safety from damage, or change of any sort and the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements, to avoid obstruction of the highway, trespass, or inconvenience to neighbours. At the end of the Hiring, the Hirer shall be **responsible for leaving the premises and the surrounds in a clean and tidy condition, properly secured**, and any contents temporarily removed from their usual positions properly replaced.
4. The Hirer is **responsible for noise created** by patrons and staff entering and leaving the premises and in its vicinity. The volume of amplified sound¹ used in connection with the entertainment shall always be under the control of the hirer and respect neighbouring properties particularly when the VH windows & doors are open. A Hearing Loop is provided in the main hall and the microphone can be requested from the Bookings Secretary.
5. The Hirer shall ensure that any electrical appliances brought in by the Hirer to the premises shall be safe and in good working order and used in a safe manner.
6. The Hirer shall indemnify the Committee for the cost of repair of any damage done 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 because of the hiring.
7. Any item brought into the Hall premises by the Hirer is at their own risk for insurance purposes (and will not be covered by village hall insurance) and is to be removed by the 'end time' of the Hiring period specified. Hall insurance schedules are available for inspection through the Secretary; inclusions are buildings, contents, meters, libel, glass/sanitary ware, public and employee liability and personal accident. Public Liability insurance **Personal Accident cover is limited** by Allied Westminster (Ugborough Village Hall Insurers) **to those who are aged 85 years and under**. There is no upper age limit for cover under Employers Liability which covers accidents that are the fault of insured. **Hall insurance does not cover bouncy castles and similar inflatables** – it is the hirers responsibility to ensure that a supplier has insurance against fault or damage and that the hirer has public liability insurance² for the party who is responsible for supervising the device.
8. The Hirer is **responsible for obtaining any licences, including selling alcohol, serving alcohol** to members of a private club, and providing entertainment. Temporary Events Notice may be necessary from SHDC for their proposed usage of the hall and for the observance of the same and of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority, the Local Magistrates Court, PPL/PRS (the Hall holds standing licences) or otherwise. Hirers must hold food preparation hygiene certificates as required. No customers will be permitted to take open containers of alcoholic or soft drinks from the premises. A proof of age policy to the satisfaction of the police, Weights & Measures and the Licensing Authority must be in place.

¹ Patrons/audience will not be exposed to an event Leq 107dB(A) and the peak sound pressure level should not exceed 140 dB.

² Hirers should have their own public liability insurance to cover inflatable use. If this is an individual who is hiring the hall, they may be covered under their household policy, and would just need to get this confirmed in writing. If their household insurer does not cover their liability for this supervision, a one-off policy could be obtained online. If the supplier company is staying to supervise it, then they should have their own public liability insurance. The insurance policy must be submitted prior to the event to the Booking Secretary and will be held for 3 years.

9. The Hirer is responsible for compliance with the terms of the committee's licences or special licences obtained. Note is particularly to be made regarding the numbers specified in the licences ie. **130 seated, 200 standing and a limit of 90 where people are sat at tables. Details of the most recent risk assessment are posted in each room for guidance and warning posters must be complied with.** The Entertainment license states that the premises opening hours are: Monday to Friday 8am to Midnight; Saturday 8am to 11.45pm (11pm in the case of theatrical plays); Sunday 8am to 10.30pm.

10. If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Committee.

11. The Committee reserve the right to cancel this hiring or alter any of the conditions/particulars of it at their absolute discretion. In the case of cancellation, the Hirer is entitled to a full refund of only any deposit/rent already paid. In the case of alteration, the Hirer is to be informed of the proposed alteration and have the opportunity of accepting the revision or cancelling the booking to receive a full refund only.

12. Smoking policy: No smoking is allowed inside the building. Where smoking takes place externally, the Hirer is responsible for clearing cigarette butts from the path or road.

13. Animal policy: No animals, other than assistance dogs, are allowed on the premises at any time except with special permission, obtained from the Committee.

14. **Stewarding:** Hirers must ensure that sufficient attendants provide stewardship for those at an event. The **minimum is 1 attendant per any number up to 50 and 2 for 51 or more patrons.** Where most of those present are **under the age of 16, the number of stewards shall not be less than 1 per 25.** All staff or stewards must have received suitable training as to what to do in an emergency and in general safety precautions. Where applicable, an appropriate method for checking the number of people entering and leaving the premises is required, ensuring that steps are taken so that, once the maximum occupancy is reached, no further persons are admitted. When disabled people are present, adequate arrangements must exist to enable their safe evacuation in the event of an emergency.

15. Duty of Care: The Hirer is **responsible for checking that the premises are fit for the purpose** intended prior to opening and to ensure there are no risks to patrons and that all safety precautions are in place. Hirers must add risk assessment for variances or activities not included in the generic Hall Risk Assessment. Smoke alarms are not to be disabled. The Hirer shall not sublet nor use the premises for any unlawful purposes, nor in any unlawful way do anything, nor bring on to the premises anything which may endanger the same, or any insurance policies in respect thereof. 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. When bookings are made back-to-back the Committee requests that every effort is made to facilitate handover to mutual satisfaction. Allowing an incoming user early access should be permitted whenever possible, whilst incoming users must respect the needs of the previous hirer. Whilst the Hall Committee can resolve problems, the Hall is a community facility and should be used with the spirit of the community in mind.

17. No booking can be made to cover a session more than 12 months in advance. Bookings last until cancelled but must be renewed annually through the Bookings Secretary.

18. Items permitted to be left on the premises at all times may be detailed on the back of the Agreement. Such listing must be of sufficient detail to clearly identify the items. Crockery, cutlery, chairs, tables etc may not be removed from the Hall without express permission from the Committee.

Fire Precautions

Check the fire exit door is unlocked and easily opened. Exit doors to be regularly checked to ensure they function satisfactorily and maintained effective self-closing - shall not be held open other than by approved devices. Check exit routes and the side fire exit path is clear to the road - Walk the route.

Locate the fire extinguishers and a phone to call Fire Service.

Curtains, hangings, and temporary decorations must not obstruct exits, fire safety signs or fire-fighting equipment and must not present a fire hazard.

An evacuation policy must be in place that is to the satisfaction of the Fire Authority. All stewards/staff members will be trained in the evacuation policy. Stewards are familiar with actions to evacuate all personnel, including those with disabilities.

Notes:

The kitchen hot water is very hot, and care must be exercised in use of the kitchen taps. The taps in the toilet also produce hot water.

Never stack incompatible chairs and never stack compatible chairs more than **2** high for soft upholstered chairs and **5** high for plastic chairs. Please ensure items in storage cupboards are stored to pose no hazard to other users.