

CONDITIONS of HIRE for Sibford Village Hall

hereafter referred to as **SVH** .THESE APPLY TO ALL HIRERS/HIRINGS. ANY QUERIES CAN BE ADDRESSED TO THE HALL MANAGER , Ginny Bennett booking@sibfordvillagehall.org.uk

1.Capacity and Supervision

The Hirers agreement constitutes permission only to use the premises, and confers no tenancy or other right of occupancy on the Hirer.

The number of people on the premises shall not exceed 150 [standing] in the large hall ,or 100 [seated with an aisle down the centre of the hall] , and 50 in the small hall. The Hirer, as named on the booking agreement, must be over 18 years of age and shall during the period of hiring, be on the premises and responsible for supervision of the premises, the fabric and the contents; their care , safety from damage however slight or change of any sort; the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements, so as to avoid obstruction of the highway or access to the rear.

Timing of the hire is from when first access to the premises is required, and ends when hirer leaves the premises. Therefore, setting up and clearing up time must be booked. Bookings can be made for sessions between 8am and 12 midnight , with exception for use as Polling Station. Music must stop at 23-30pm.

NB As directed by the Hall Manager , the Hirer shall make good or pay for all damage , including accidental damage to the premises , fixtures , fittings or contents and for loss of contents. Any extra cleaning required as a result of the hire will be charged for at a rate of £15 per hour.

Please respect other users who may be on the hall premises, or using the car park at the same time.

2. Cancellation terms

If the Hirer wishes to cancel the booking before the date, then please inform the Booking Manager as soon as possible.

SVH Trustees reserve the right to cancel any booking if the hall becomes unsuitable for use, or is needed for Exceptional Hire, such as a Polling Station, or for a Funeral Reception ,or there are concerns about the proposed use by a Hirer. It may be necessary on occasions to ask a regular group to give up a session to allow a one-off booking to take place with another hirer.

3.Use of Premises and surrounds

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, nor do anything or bring anything onto the premises which may endanger the same or render invalid any insurance policies in respect thereof .

4.Access

Access to the Hall can be arranged through the Hall Manager [Contact details as above]

NB SVH Trustees have the right to refuse to accept any booking as they deem fit. SVH Trustees , Police, Firefighters or Ambulance personnel may enter the premises during any hire, if they deem it necessary.

5.Licenses, Alcohol , 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 gaming, betting and lotteries.

SVH holds a Performing Rights Society Licence, and PPL Licence permitting the performance / broadcast of copyright music and the public, non-commercial use of recorded music , and a Premises Licence which authorises regulated forms of entertainment. Boxing or wrestling entertainment, nor provision of hot food/drink after 11pm is allowed.

ALCOHOL LICENCE The sale of alcohol is not permitted on the premises without a licence [TENS] which can be obtained from CHERWELL DISTRICT COUNCIL on line and must be displayed during the event that it was obtained for. The Booking Form has a tick box to indicate the selling of Alcohol at an event. The Hall Manger will check that the licence has been obtained . No alcohol; must be given to any person under the age of 18.

Alcohol may be given free during an event , but must not be given as part of the ticket price for any event, and this should be made clear to the public attending an event.

6.Health and Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, Licensing Authority, the Health and Safety Executive otherwise particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children or vulnerable adults. The Hirer must also comply with SVH own **HEALTH and SAFETY POLICY** on display in the Hall, and on our website. The Hirer shall be deemed to have read and agree to comply with the said policy.

Safeguarding of Children and Vulnerable Adults Policy is available to all Hirers to read and must be adhered to. Childrens` parties must have adequate adult supervision, and teenage parties must have an adult on site, to oversee the event , and the event must be by invitation only. No alcohol must be consumed by any person under the age of 18 .

The steps to the stage should be bolted to the floor and hooked to the front wall of the stage. They can be removed if the Hirer wishes, but should be replaced before leaving the premises.

The stage should be considered out of bounds unless the use is specifically requested by the Hirer. No indoor ball games are allowed, except under strict supervision of a competent adult, with due regard to fixtures and fittings in the premises , particularly the projector in the large hall.

FIRE SAFETY PROCEDURES

Hirers must make themselves aware at the start of the hire period of all Fire exits and evacuation procedures.

No fire exits or corridors are to be blocked.

NO SMOKING, NAKED FLAMES or LIQUID /PROPANE GAS, BBQs or CHINESE LANTERNS or obvious fire hazards are allowed on the premises. There is an automated Fire Alarm System in the hall.

During an event the Fire Exit signs must be illuminated in the halls. No fire doors to be wedged open.

In the event of a FIRE, however small, the Fire Brigade must be called, and the incident reported to the Booking manager. As there is no public telephone on the premises, the Hirer must have a **working mobile phone** available.

FIRE RISKS ASSESSMENTS are in the manual in the kitchen. See also our Health and Safety Policy.

FIRST AID In the event of an accident there is a First Aid kit in the kitchen. Any accident must be reported to the Booking Manager or Hall Manager as soon as possible and the accident book filled. Certain types of accident or injury must be reported to RIDDOR the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. There is public defibrillator in the front porch.

FOOD HYGIENE. The Hirer shall, if preparing food, observe all relevant food health and hygiene legislation and regulations. In particular, dairy products, meats, and vegetables should be refrigerated and stored separately, in compliance with the Food Temperature Regulations.

7. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought onto the premises, and used there shall be safe and in good working order and PAT Tested.

8. Indemnity

The Hirer shall indemnify the SVH Trustees and the Hall's employees, volunteers, agents, and invitees against all actions and claims, including costs of repair of any damage done to any part of the premises, and including damage to or loss of property or injury to persons as a result of the use of the premises by the Hirer.

9. Heating

No heating appliances shall be brought into or used in the premises. If the climate indicates the need for heating then that will be provided by SVH. If any change to thermostats etc during the hire event is made then these must be reversed before leaving the hall.

10. Insurance

SVH is insured against any claims arising out of its own negligence.

SVH is insured for public liability. The insurance covers all hirers [provided the use is for non-commercial purposes] and events run directly by SVH. The insurance does NOT cover commercial events, use of Bouncy Castles or inflatables, Special effect equipment or Private Marquees. If the Hirer wishes to use any of these, then they should be from a reputable company with their own insurance. The Hirer must complete a risk assessment for the activity and give it to the Hall Manager. SVH have the right to refuse the use of any of these mentioned on their premises or land.

Pig Roasts and BBQs may be allowed if Booking Manager agrees, but must meet all Health and Safety and legal requirements, with own insurance if possible. Risk Assessments must be carried out for these activities and given to the Hall Manager.

11. Drunk and Disorderly Behaviour and Supply/ Possession of Illegal Substances and Nuisance/Offence to Public

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid excessive noise, accidents, violent or criminal behaviour, care must be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted on the premises or the vicinity. Alcohol must not be served to anyone suspected of being under the age of 18. If any **LICENSING LAWS** are broken, then SVH Trustees have the right to terminate the event. Any person suspected of being drunk or under influence of drugs will be asked to leave.

No Illegal substances should be brought into the hall.

No staging of any performance that may be deemed offensive to the public, or sexually explicit will be allowed. Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification.

12. Animals

Animals, including birds are not permitted on the premises without express permission of SVH Trustees. No animals are permitted to enter the kitchen at any time. Guide or Assistance dogs are allowed in the hall.

13. Alterations, Decoration and Special Effects

No alterations or additions may be made to the premises, nor may any fixtures be installed. Decorations, placards or other articles must not be attached in any way to any part of the premises. No sticky tape or tacky substances must be used on walls. The notice boards can be used, and hooks that are in situ on walls. No dry ice or smoke machines may be used inside the premises, unless with written permission by SVH Trustees and is part of a special production.

15, Stored Equipment and Personal Possessions

SVH accepts no responsibility for any stored equipment or other property brought onto or left at the premises, and all liability for loss or damage is hereby excluded. Similarly cars and contents in the car park, are left at the owners risk.

16. End of Hire Period

The Hirer is responsible for seeing that everyone has safely and quietly left the premises, the lights and equipment are switched off as indicated on the check lists in the kitchen and porch. The premises must be left in a clean and tidy condition with all equipment returned to where it should be stored .

SVH has a strict recycling policy, so rubbish should be separated into the correct bins. **Glass waste/bottles** must be removed from the premises .There are bottle banks east of Sibford Ferris and at the Wykham Public House in Sibford Gower.

Any keys issued must be returned as advised by the Hall Manager.