

Hall Booking Form and Conditions of Hire

1. Supervision

The Hirer, who must be 18 or over, shall be responsible for supervision of the premises, and the behaviour of all persons using the premises. The Hirer shall pay for any damages incurred

2. Fire safety

Please read the enclosed fire safety document. The Hirer is responsible for ensuring the fire prevention measures are followed in full, and for ensuring the fire safety plan is followed.

3. Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene regulations. Please check the cooker or microwave are switched off on leaving the premises. The cooker oven must be cleaned after use.

4. Compliance with The Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and Care Standards Act of 2000

5. Animals

The Hirer shall ensure that no animals except guide dogs are brought into the premises, other than for a special event agreed to by the Village Hall.

6. Supply of Illegal Drugs

No illegal drugs may be brought onto the premises.

7. Capacity

The number of people on the premises shall not exceed 176 closely seated, 160 for dancing, 88 seated at tables or 77 dancing with seating at tables (but please see special conditions that apply during the COVID pandemic).

8. Payment

The hire fee is payable as soon as possible after receiving an invoice from us.

9. Cancellation

If the Hirer wishes to cancel the booking they should inform the booking clerks as soon as possible. The Village Hall reserves the right to cancel a hiring by notice to the Hirer in the event of:

- (a). the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- (b). an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or similar disasters.

10. Insurance

The Village Hall is insured against any claims arising out of its **own** negligence. Business Hirers shall take out their own insurance. The Hirer shall indemnify the Village Hall

management committee against the following:-

- (a) the cost of repair of any damage done
- (b) all claims arising as a result of the use of the premises by the Hirer
- (c) all claims resulting from any nuisance caused to a third party as a result of the use of the premises by the Hirer.

The Village Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises,

11. Equipment failure

Please report any failure of equipment belonging to the Village Hall as soon as possible.

12. Licensable Activities

The hall has a Premises Licence to cover regulated entertainment and use of alcohol. A summary of the Premises Licence is on display in the hall. Attention is drawn to the following conditions.

(a) Hours

The hours available for licensable activities are 9.00 until 24.00 Monday to Saturday, and 9.00 until 23.00 on Sundays. In order to hold a licensable activity not covered by the Village Hall's Premises Licence, a Temporary Event Notice, (TEN), will be required

(b) Alcohol

Ensure you have completed an alcohol application form if you intend to use alcohol. There is a £10 fee added to your invoice for this.

(c) Dangerous and unsuitable Performances

Performances involving danger to the public, or of a sexually explicit nature, shall not be given, and children restricted from viewing films that are not classified for their age.

13. Additional Special Conditions of Hire during COVID-19

SC1: You are responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, in particular the use of the hand sanitiser supplied when entering the hall, and after using tissues. These guidelines are shown on the attached poster which is also displayed at the hall entrance.

SC2: Please comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC3: The hall will be thoroughly cleaned once a week, but you will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces used during your period of hire before leaving, using either the products supplied or your own ordinary domestic products. Please take care cleaning electrical equipment (eg switches), make sure they are unplugged, and do not spray.

SC4: Ensure that everyone planning to attend your event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 10 days, and that if they develop symptoms within 10 days of visiting the premises they **MUST** contact the Test, Track and Trace system.

SC5: Keep the premises well ventilated throughout your hire, with windows open as far as convenient, and ensuring they are all securely closed on leaving.

SC6: Ensure that no more than 22 people attend your event, in order that social distancing can be maintained, and ensure that everyone attending maintains social distancing as far as possible. Use of

the storage room should be kept as brief as possible. Ensure that only one person uses each suite of toilets at one time. Particular care is needed to ensure social distancing is maintained for any persons aged over 70 or likely to be clinically more vulnerable to COVID-19.

SC7: Position furniture as far as possible so that people sit side by side rather than face to face, with at least one empty chair between each person. If tables are being used, place them so as to maintain a distance of at least 2 metres across the table between people who are face to face.

SC8: You are responsible for the disposal of all rubbish created during your hire.

SC9: If drinks or food are made you must ensure that all crockery and cutlery is washed in hot soapy water, dried and stowed away. Please bring your own clean tea towels, or if hall tea towels are used, please take them home to wash.

SC10: Please do not use the small meeting room as this is being kept as our designated safe area in the event of someone becoming unwell with suspected Covid-19 symptoms whilst at the hall. In this event:-

1/. The person should be moved to the small meeting room whilst waiting for medical assistance.

2/. Ask others in your group to provide contact details if you do not have them and then leave the premises, and advise them to wash their clothes when they arrive home.

3/. Inform the hall committee, either Sue Vaughan 813115, or Ann and Rog Orpwood 812459.

SC11: We have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is needed, or in the event that public buildings are required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

Please fill in and sign a copy of this form to show you accept these conditions of hire, and return to Ann and Roger Orpwood, Rose Cottage, Leigh on Mendip, BA3 5QP.

Name.....

Address.....

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Phone Number.....

Email address.....

Nature of event.....

Date and times of event.....

Signature