

CHAFFCOMBE VILLAGE HALL HIRING AGREEMENT

Details of Hirer

Name: Organisation:

Telephone: Email:

Address:

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In consideration of the **Fee** detailed below, the Chaffcombe Village Hall Trustees agree to allow the **named Hirer**, as detailed above, use of the Village Hall premises, facilities and equipment for the purpose of the **Event** detailed below.

Event Details

Single Event

Name or Type of Event:

Start Date: Finish Date: Fee:

Set Up Time: Start Time: Finish Time:

Regular Event (Block bookings can only be made for a 6 month period)

Name or Type of Event:

Year: Day of Week:

Start Month: Finish Month: Fee per Session:

Set Up Time: Start Time: Finish Time:

Is alcohol to be provided? Yes No

If Yes, the Hirer is responsible for and agrees to obtain any necessary licence prior to the event.

A copy of the licence is to be provided to the Bookings Secretary in advance of the event start date.

Privacy Policy

Please refer to the Chaffcombe Village Hall Privacy Policy to ascertain how we handle your data. A copy can be located on the Chaffcombe Village website.

OFFICE USE

Paid Receipt Tour Fire H & S RA Licence Key Out Key In Post Event

CONDITIONS OF HIRE

Initial bookings should be made via the Chaffcombe Village Hall Bookings Secretary, details as per the Chaffcombe Village website.

Once the date, time and facilities have been agreed, the fee will be confirmed and the booking form will be issued to the **Hirer**. The Bookings Secretary will contact the **Hirer** to confirm the **Event**. Booking forms to be returned via the Village Hall Letter Box (to the left of the Foyer door.)

HALL HIRING AGREEMENT

ACCESSIBILITY

The Village Hall is fully accessible for wheelchairs via the front entrance. An accessible toilet is also provided.

ALCOHOL LICENCE

Chaffcombe Village Hall is not a licensed premises. The **Hirer** may provide alcohol without payment, but the **Hirer** is not permitted to sell alcohol. Should the **Hirer** obtain the relevant alcohol licence, a copy should be provided to the Bookings Secretary prior to the Event, the **Hirer** would then be able to sell alcohol, or alternatively include the cost in the **Event** ticket price.

CAR PARKING

A car park with sufficient space for **10 cars** is provided at the front of the Village Hall. *Please note that Car Owners' park at their own risk and that Chaffcombe Village Hall will accept no responsibility for damage or loss.*

Please note that parking at the rear of the Village Hall is not allowed.

ELECTRICAL EQUIPMENT

All electrical equipment belonging to the Village Hall is regularly PAT tested. If the **Hirer** would like to bring their own electrical equipment they should ensure that everything has been PAT TESTED

FIRE EXIT

These are located as follows:

- ❖ Fire Exit (to the right of the toilet facilities)
- ❖ Foyer (main entrance to the Village Hall)
- ❖ Kitchen Door (external to the rear car park)

FIRE EXTINGUISHERS

These are located as follows:

- ❖ Foyer (main entrance to the Village Hall)
- ❖ Kitchen Door (external to the rear car park)

FIRE ASSEMBLY POINT

In case of fire, the assembly point is by the War Memorial. This is located to the left of the front Village Hall car park.

FIRST AID

A First Aid Box is located in the Kitchen. A Defibrillator is located to the left of the foyer (in the main entrance to the Village Hall). Accidents should be reported to the Bookings Secretary. An Accident Form must also be completed via the Accident Book which is located in the Kitchen. A COVID First Aid Box is located in the foyer (main entrance of the Village Hall).

FUSE BOX

The main fuse box is located in the Village Hall Kitchen, to the left of the door, when entering from the Main Hall.

HEALTH AND SAFETY

The Hirer agrees to operate their Event according to Chaffcombe Village Hall's Fire Safety guidelines, and also their Health and Safety guidelines (as detailed in this document).

HEATING

If necessary, the heating will be set for the **Event**. The **Hirer** is responsible for switching the heating off when leaving the Village Hall.

KITCHEN

The **Hirer** may use the Kitchen. ***Please note that children under the age of 12 are not permitted to enter the Kitchen.***

PAYMENT

Payment is to be made no later than 7 days after the **Event** start date.

RISK ASSESSMENT

*The **Hirer** agrees to complete a Risk Assessment at the beginning of each **Event** and a copy should be given to the Bookings Secretary. This should include any Covid Government safety guidelines in force at the commencement, and during, the hire of Chaffcombe Village Hall. Please note that no responsibility can be accepted by the Trustees of Chaffcombe Village Hall for any Covid related occurrences. Chaffcombe Village Hall is insured with Zurich, and in line with other insurers, they do not provide cover for claims relating to causing contraction of a disease such as COVID. Therefore, the **Hirer** agrees to take full responsibility and to carry out all necessary actions in order to prevent contact with, or spread, of any disease, such as COVID, in line with Government advice.*

RUBBISH

Rubbish should be placed in the external bins provided; these are located outside the Kitchen door.

❖ Black Box	Cardboard
❖ Blue Bag	Metal and Plastic
❖ Brown Caddy	Food
❖ Green Box	Glass
❖ Wheelie Bin	General Refuse

SEATING

Gangways must be maintained along the centre of the Village Hall when seats are placed in rows. Fire Exits and gangways should not be obstructed. **The capacity of the Village Hall is 100 people.**

SMOKING

Please note that SMOKING IS NOT PERMITTED IN ANY PART OF THE VILLAGE HALL BUILDING OR REAR CAR PARK.
Smoking is allowed in the front car park, please extinguish all cigarettes completely in the ash tray provided.

TELEPHONE

There is currently no telephone in the Village Hall. In case of emergency the post code is TA20 4BH.

TOILET FACILITIES

Toilets, including a fully accessible toilet, are clearly marked off the main hall. Please could the **Hirer** ensure that any used nappies or sanitary products are taken away. ***Please note that it is the responsibility of the Hirer to ensure that the toilet facilities are left in a clean state at the end of the Event.***

ARRIVAL

The **Hirer** must ensure that they observe the following:

- Fire exit doors are unlocked and clear upon arrival. This must remain the case throughout the **Event**.
- DO NOT Operate or touch any electrical equipment where there are signs of damage, exposure of components or water damage. *Any issues should be reported immediately to the Bookings Secretary.*
- Ensure another person is present when working from height or steps. All steps should be secured.
- DO NOT leave unattended portable or gas appliances operating.
- A trolley (located in the New Store) should be used for moving chairs, no more than 5 per stack.
- No children under the age of 12 are allowed in the Kitchen.
- Wear suitable protection if using cleaning or toxic materials.
- Any accidents should be entered into the Accident book, this is located in the Kitchen. *Any accidents should be reported immediately to the Bookings Secretary.*
- Avoid slipping by mopping any spills immediately. A mop and bucket are located in the Kitchen.
- Avoid trip hazards by keeping entrances, exits and corridors free.
- Be aware of risks when there is sole occupancy in the Village Hall. A Risk Assessment should be completed.
- Care should be taken when using all Kitchen equipment e.g. cookers, knives etc
- Avoid piling things up to avoid toppling hazards.

DEPARTURE

The **Hirer** must check that the following has been completed:

- | | | |
|--------------------------|---|--|
| <input type="checkbox"/> | The Village Hall is left clean and tidy | |
| <input type="checkbox"/> | Bins (internal) | Emptied and liners replaced |
| <input type="checkbox"/> | Cookers | Switched off |
| <input type="checkbox"/> | Kitchen | Cleaned |
| <input type="checkbox"/> | Plates, Cups, Bowls, Glasses | Washed and put away |
| <input type="checkbox"/> | Cutlery and Utensils | Washed and put away |
| <input type="checkbox"/> | Electrical Appliances | Switched off |
| <input type="checkbox"/> | Floors | Swept and mopped |
| <input type="checkbox"/> | Heating | Switched off |
| <input type="checkbox"/> | Lights | Switched off |
| <input type="checkbox"/> | Toilet Facilities | Cleaned and tidy |
| <input type="checkbox"/> | Water Heaters | Switched off |
| <input type="checkbox"/> | Sound System | Switched off |
| <input type="checkbox"/> | Windows (external) | Closed |
| <input type="checkbox"/> | Doors (external) | Closed |
| <input type="checkbox"/> | Doors (external) | Locked |
| | with the exception of the entrance foyer door (24 hour access is required for the Defibrillator) | |
| <input type="checkbox"/> | Key(s) | Returned to the relevant letter box (location will be advised) |
| <input type="checkbox"/> | Chairs and Tables | Put Away |

Hirer's equipment

Removed

I/We, the Hirer, confirm that I/We have been informed of the following:

Fire Assembly Point

Fire Exits

First Aid Equipment

Chair Stacking Trolley

No children under the age of 12 are allowed in the Kitchen

I/We, the Hirer, confirm that I/We have been given a Chaffcombe Village Hall Health and Safety Information Leaflet.

I/We, the Hirer, confirm that I/We have been given a tour of Chaffcombe Village Hall.

The tour included: accident book, cleaning equipment, defibrillator, fire exits, fire assembly point, fire safety, first aid box, health and safety folder, heating, internal key locations, kitchen, lighting, sound system (if applicable) and toilet facilities.

*The **Hirer**, or their authorised representative, agrees to:*

- *be present during the period of the hiring*
- *to abide by the Chaffcombe Village Hall hiring agreement and conditions of hire*
- *to abide by, and to operate the event according to the Fire Safety and Health and Safety guidelines of Chaffcombe Village Hall*

Signed on behalf of Chaffcombe Village Hall:

Name:

Signed by the Hirer:

Date:

Signature:

(version MB070622)

