

# ECKINGTON VILLAGE MEMORIAL HALL

## Conditions of Hire

Eckington Village Memorial Hall (EVMH) is a charity (registration no: 523129) run by a volunteer Management Committee (MC), overseen by trustees.

The Village Hall's MC holds a Premises License, a copy of which is displayed in the hall listing the activities permitted. The hall facilities are hired on the agreement that the Hirer will comply with all the rules, regulations and conditions applicable including those under the current Licensing Act, Equality Act, Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. Breach of the requirements of any acts or regulations will render the Hirer liable to the penalties so provided.

The Hirer must ensure that the hall premises are only used for the purposes as outlined during booking; that no illegal drugs or over indulgence of alcohol is permitted; that no flammable substances (including decorations) or portable heaters are brought into the premises without the consent of the Bookings Officer; that any accidents are recorded in the Incident Book (located in the kitchen and reported to the Bookings Officer); that animals other than assistance dogs are not permitted unless advance permission has been granted; that no animals other than assistance dogs enter the kitchen. Use of any pyrotechnics (fireworks, etc) and fogging (smoke) machines are strictly forbidden.

The MC accepts no responsibility for non-conformity by the Hirer to any rules or regulations applicable to the use of the hall by the Hirer. It is the responsibility of the Hirer to ensure compliance with these Conditions of Hire throughout the period of hire.

**1. AGE OF HIRER:** The Hirer, who must be over 21 years of age, agrees to be present throughout the period of the hiring session in order to ensure compliance with the Conditions of Hire.

**2. CAPACITY:** This is dependent on the type of event and ensuring safe evacuation of the hall in the event of a fire. For a standing only event maximum capacity under government guidelines could be 248 without the stage being extended. If seating is required then a minimum gangway of 1.05m must be maintained to all the fire exits and clear of all obstructions.

**3. STEWARDS:** The Hirer is responsible for the discipline and the maintenance of good order within the Hall and its environs. Depending on the type of event The Hirer may need to consider use of Stewards to ensure the event runs smoothly. For children's events see para 5.

**4. FIRE PRECAUTIONS:** The Hirer is responsible for ensuring they are familiar with fire evacuation procedures and the location of fire exits, fire alarm points and extinguishers. Safe evacuation in the event of a fire is the priority. **IN THE EVENT OF A FIRE ANYWHERE IN THE BUILDING THE FIRE SERVICE MUST BE CONTACTED IMMEDIATELY.**

**5. PROTECTION OF CHILDREN AND VULNERABLE ADULTS:** In line with current Disclosure and Barring Service legislation, where necessary Hirer's shall have a Safeguarding Policy and comply with all legislation. For parties or discos where the attendance is by children the Hirer is responsible for ensuring that there is an adequate adult supervision ratio to number of children under the age of 16 (we would suggest minimum one adult to 10 children). The ratio employed should take account of the age range of the children attending and adjusted accordingly.

**6. SMOKING and VAPING:** Is not permitted anywhere inside the hall. Failure on the part of the Hirer to observe this will result in loss of deposit.

**7. ALCOHOL:** If your event will involve alcohol, you must advise this when booking. The Hirer must ensure they are familiar with relevant licensing laws relating to their proposed event. Should a Temporary Event Notice be required this can be obtained from Wychavon District Council taking account of any notice period specified.

**8. BETTING, GAMING AND LOTTERIES:** Nothing shall be done on the premises, which contravenes the law relating to betting, gaming and lotteries.

**9. SALE OF GOODS:** If the event involves the sale of merchandise, the Hirer must comply with the provisions of the Fair-trading laws.

**10. FOOD:** If food is to be prepared and/or sold on the premises, Hirers are responsible for ensuring that all stages of the preparation and serving meet the required health and hygiene standards. Food may be cooked on the premises; the hirer should determine suitability of the facility for their intended use. All rubbish should be removed from the kitchen, and no food or waste left on site.

**11. FIRST AID:** In the event of minor injury or accident a FIRST AID KIT is provided in the kitchen. Every accident should be recorded in the Incident Book provided next to the first aid kit, and the Bookings Officer and Chair of Management informed.

**12. HOURS OF USE:** The MC reserves the right to restrict the hours of use of the whole or any part of the building in particular circumstances. Should the Hirer require use of the facilities outside the licensed hours and activities, the Hirer is responsible for acquiring the appropriate Temporary Event Notice from Wychavon District Council.

**13. TIME-KEEPING:** It is the responsibility of the Hirer to ensure that the start and finish times of the hiring sessions are strictly observed, allowing a smooth handover to the next Hirer. The premises must be vacated at the end of the last booked session on each day. Booking times must include any setting up and packing away time.

**14. TIDINESS AND USE:** The Hirer must leave the facilities in a clean and tidy condition after use. Any of the Hirer's property or equipment in the hall is left at the owner's risk. All rubbish and litter, including any food and beverages, must be removed from the premises, any tables and chairs used, are to be cleaned and returned to their storage location. A charge will be made if the premises are not left clean and tidy. **Floor dusters and brooms are available from the storage cupboard in the rear corridor behind the stage for sweeping the main hall floor after use – it must be left as you would expect to find it.**

Ensure you remove all personal items from the hall at the end of the hire as EVMH will not be responsible for any lost property. All heating, lighting and non-essential electrical appliances must be switched off before leaving premises. Information relating to this is displayed at various points throughout the Village Hall.

#### **ANY DAMAGE MUST BE REPORTED WITHOUT DELAY.**

The Hirer is responsible for any damage to the fabric or contents of the hall and may have to surrender the booking deposit as payment for repairs / replacements / additional cleaning as required.

***Use of Blu Tac or other similar materials or tape of any kind to affix items to the walls is not permitted. Use of these materials will result in a loss of deposit.***

A wooden 'picture rail' has been provided specifically for hanging items using drawing pins or similar pins, tape or hooks. Staples should not be used.

**15. NUISANCE:** Litter should not be left in or about the hall premises by the Hirer or other persons using the building. The Hirer will not permit any obstruction or disturbance to neighbouring residential properties. Noise must be kept to a level that does not cause annoyance to local residents. Movement of vehicles on the car park and surrounding roads should be kept to a minimum particularly in the late evening.

**16. LOSS OR DAMAGE:** The MC shall have no responsibility for any loss or damage to the Hirer's property placed in the Hall.

**17. PAYMENT:** Payment terms are outlined at the time of making the booking. Payment is required at least 28 days in advance, including your refundable cleaning/breakages fee. Please be advised that there is an electricity surcharge for the use of bouncy castles and similar higher-powered equipment. If your hire requires the use of the kitchen there is a separate charge.

**18. CANCELLATION OF HIRING:** The MC reserves the right to cancel the hiring at any time and will not be liable for any loss or inconvenience incurred by the Hirer. Should the cancellation be needed due to Government Guidance, e.g. hall required for use as polling station, and the booking fee already paid, this will be refunded. Cancellation by the Hirer at a time within 7 days of the hire period will be charged in full, cancellation within 14 days of the hire period will be charged at 50% of the hire fee. This may be waived at the discretion of the MC taking account of prevailing circumstances.

**19. SUPERVISION:** The Hirer will grant access to any Police, Fire or Local Government Officer and to the Designated Premises Supervisor or their deputy at any time during the hiring. Members of the MC may enter the premises at any time to ensure its Standard Rules and Conditions are being kept.

**20. ELECTRIC EQUIPMENT:** Any electric equipment used in the premises, which is connected to the mains supply must show a valid PAT certificate.

**21. INSURANCE:** EVMH has third party and public liability insurance to cover its responsibility to provide a safe environment. This does not cover claims arising associated directly to the events that are the responsibility of The Hirer. Hirers are advised to hold insurance to cover the risks associated with their use of the premises. Examples include: using bouncy castles, spillage of paint on clothing in an art class, food poisoning, collapses of hirer's display stand, accidental or malicious damage to the premises, breakages, loss of property or injury to persons. Any items stored in the hall are left at the owners/organisations risk and EVMH accepts no liability for such items. Please arrange your own insurance cover if required.

If your booking is for a commercial venture, i.e. an organisation or activity trading for profit, the Bookings Officer will require a covering letter on your organisation's official stationery, confirming the purpose, date and period of hire for which you are applying, signed by an authorised signatory, together with a copy of a valid public liability insurance certificate.

**Eckington Village Memorial Hall reserves the right to change these conditions of hire at their discretion.**