

WOULDHAM VILLAGE HALL

Registered charity no. 277772

**Booking clerk: Mrs Nicky Grimes, Scarborough Farm, Rochester Road
Burham. Kent. ME1 3RD**

Tel 01634 864319 or 07736682763 Email clerk@wouldhampc.co.uk

SINGLE BOOKING HIRE FORM:

<p>PLEASE COMPLETE</p> <p>Date of hire.....</p> <p>Required from.....am/pm</p> <p style="padding-left: 40px;">To.....am/pm</p> <p>Type of event.....</p> <p>.....</p> <p>.....</p>	<p>Person responsible for hire:</p> <p>Name.....</p> <p>Address.....</p> <p>.....</p> <p>.....</p> <p>Tel. no.....</p> <p>Mobile.....</p>
<p>I enclose payment in full:</p> <p>£.....</p> <p>Cheques made payable to Wouldham Village Hall</p>	<p>I enclose a separate security deposit of £50</p>
<p>I accept and agree to abide by the Terms and Conditions of Hire of Wouldham Village Hall as set out in the attached.</p> <p>Signed.....</p> <p>Dated.....</p>	<p>For internal use:</p> <p>Hire fee paid in full</p> <p>Security deposit paid</p>
<p>Please ensure payment is paid in full 4 weeks prior to hire.</p>	

Hire information

- Hire period is from the time of entry until departure with hall tidy (must include setting up and clearing up time).
- Hire charge includes electricity and heating
- Hire charge and security deposit payable with completed booking form in order to confirm the booking
- Security deposit cheque will be destroyed 1 week after the hire once the hall has been checked (one deposit only required for regular hirers payable at first hire and returned last hire)
- Security deposit payable is £50.00
- Keys in key safe, contact booking clerk for access number.
- In emergency call the booking clerk as above or village hall chairman 01634 681827 or 07972 320658

On completion of hire period, the hirer shall:

- Bag and remove all litter from the hall and gardens – black bin sacks are provided.
- Sweep all floors and leave the hall in a clean and tidy condition – cleaning materials/tools are located in the kitchen area.
- Wash floor if there are any spillages
- Stack all chairs in the entrance hall and all tables in the toilet block
- Switch off lights and heaters, shut all the windows, lock all the doors and return the keys to the key safe

About the hall:

- First Aid box is located in the kitchen
- Health and safety folder located in the kitchen, which includes an accident book
- Instructions for turning on the hearing – in the kitchen area
- Cleaning tools/materials – located in kitchen area
- Fire extinguishers located in entrance hall, main hall, kitchen area and toilet block
- Fire alarm bell located in the main hall
- Fire exits are marked
- In the event of a fire, call 999 and evacuate the building to the fire assembly point in the Recreation Ground Car Park, Knowle Road.

WOULDHAM VILLAGE HALL STANDARD TERMS AND CONDITIONS OF HIRE

1. Supervision

The hirer shall, during the period of hiring, be responsible for supervision of the premises, the contents of the hall and the behaviour of their guests using the premises. The hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixture, fittings and contents.

2. Use of premises

The hirer shall not use the premises for any purpose other than described in the Hiring Agreement and shall not sub-hire the premises.

3. Licensable activities

If licenses are required in respect of any activity in Wouldham Village Hall, the hirer should ensure that they hold the relevant license.

4. 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 to gaming, betting and lotteries.

5. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

(a) The Hirer acknowledges that they have received instruction in the following matters:

The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.

- The location and use of fire equipment.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

(b) In advance of an entertainment or play the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That there are no obvious fire hazards on the premises.

6. Means of Escape

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

7. Outbreaks of Fire

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to Wouldham Village Hall Management Committee.

8. Health and Hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

9. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

10. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to the Booking Clerk as soon as possible and complete the relevant section in Wouldham Village Hall's accident book. Any failure of equipment belonging to Wouldham Village Hall or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. Wouldham Village Hall Management Committee will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

11. Insurance and Indemnity

(a) The hirer shall be liable for:

(i) the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises

(ii)

all claims, losses, damages and costs made against or incurred by Wouldham Village Hall Management Committee, their employees, volunteers, agents for invitees in respect to damage or loss of property or injury to persons arising as a result of the use of the premises (including storage of equipment) by the Hirer, and

(iii)

all claims, losses, damages and costs made against or incurred by Wouldham Village Hall Management Committee, their employees, volunteers, agents for invitees as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of Wouldham Village Hall Management Committee and the Village Hall employees, volunteers, agents and invitees against such liabilities.

(b) The Village hall shall take out adequate insurance to insure the liabilities described in sub-clauses (a) (i) above and may, in its discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. The Village Hall shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of Wouldham Village Hall Management Committee and the Village Hall's employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

(c) Where the Village Hall does not insure the liabilities described in sub-clauses (a)

(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liabilities and on demand shall produce the policy and current receipt or other evidence of cover to the Village Hall Caretaker. Failure to produce such policy and evidence of cover will render the hiring void and enable Wouldham Village Hall Management Committee to rehire the premises to another hirer. Wouldham Village Hall is insured against any claims arising out of its own negligence.

12. Explosives and Flammable Substances

The hirer shall ensure that:

(a) Highly flammable substances are not brought into, or used in any part of the premises and that

(b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of Wouldham Village Hall Management Committee. No decorations are to be put up near light fittings or heaters.

13. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of Wouldham Village Hall Management Committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

14. Drunk and Disorderly Behaviour and Supply of Illegal Drugs.

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk or to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

15. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by Wouldham Village Hall Management Committee. No animals whatsoever are to enter the kitchen at any time.

16. 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 that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children (checks may also apply where children over eight and vulnerable adults are taking part in activities). The Hirer shall provide Wouldham Village Hall Management Committee with a copy of their Child Protection Policy on request.

17. Fly Posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the Wouldham Village Hall's Management Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

18. Sale of Goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.

19. Cancellation

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

Wouldham Village Hall reserves the right to cancel this hiring by written 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) the Wouldham Village Hall Management Committee reasonably considering that
 - (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or
 - (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- (c) the premises becoming unfit for the use intended by the Hirer

(d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but Wouldham Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

20. Noise

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.

21. Stored Equipment

Wouldham Village Hall 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.

22. No Alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of Wouldham Village Hall Management Committee. Any alteration, fixture or fitting or attachment so approved shall at the discretion of Wouldham Village Hall Management Committee remain in the premises at the end of the hiring. It will become the property of Wouldham Village Hall unless removed by the hirer who must make good to the satisfaction of the hall or, if any damage caused to the premises by such removal.

23. No Rights

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

24. Smoking

The hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises.

25. Hall Capacity

The number of people in the premises must not exceed 100 people at anyone time.

The Village Hall Management Committee reserves the right to review the hall capacity depending of the type of hall booking and this will be agreed at the time of booking.

26. End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise Wouldham Village Hall shall be at liberty to make an additional charge.

27. Data Protection

The hirer consents to the Village Hall Management Committee retaining hirer details pursuant to completing the hire and complying with prevailing law.