



## Terms and Conditions for Hire (2025)

Cotebrook Village Hall CIO is a facility available to the local community. It is the responsibility of the Management Committee to ensure that the Hirers utilise the hall in a safe and proper manner and are responsible for the safety and security of their group and the property.

The management committee does not maintain a permanent presence on site such as a caretaker. In the event of an emergency the Hirer may ring the following contacts for assistance:

| Name          | Number       | Home         |
|---------------|--------------|--------------|
| Magda Mafuelo | 07867 023079 |              |
| Nick Parker   | 07850 930095 | 01829 760785 |

### 1. Acceptance of the Terms and Conditions

Use of Cotebrook Village Hall CIO is subject to these terms and conditions of hire. The nominated representative must agree to and sign the Hiring Agreement (or contract) prior to use of the hall. In this document, the words "the Hirer" may be replaced with the words "the Hirer or his Nominee".

### 2. Equal Opportunities

The village hall is open to all members of the community regardless of race, nationality, gender, sexual orientation, age, disability, political or religious belief.

### 3. Applying to Use the Hall

- All arrangements for the use of the village hall facilities are subject to the management committee reserving the right to cancel bookings when the premises are required for use as a polling station.
- Regular user groups of the village hall shall normally have priority use of the facilities.
- No sub-letting is permitted.



- The hire of the hall does not entitle the hirer to use or enter the premises at any time other than the specific hours for which the hall has been hired unless arrangements have been made with the management committee.

#### **4. Maximum Capacity**

Fire regulations restrict the total capacity of the main hall to 110 people with a maximum of 80 people seated. The capacity of the Alex Timpson room is limited to 30 people. With exclusive use of the building a total of 140 people.

#### **5. Arrival on Site**

The representative of the organisation or person hiring the hall is responsible for the safety of all persons attending their activity and ensuring that they all obey the safety requirements and evacuation procedures. A record of all persons present in the Hall shall be made out to be used as a roll call in the event of an emergency. Persons using the Village Hall shall be bonafide members of the group or club hiring the hall. Members of the general public shall not be allowed on site without the attendance of a Village Hall Committee member or employee.

#### **6. Fire Safety**

On discovering a fire notify other hall users by lifting the glass and pressing the button on the nearest fire alarm point. The call points are all located adjacent to an exit. On hearing the alarm all hall users should leave the hall immediately via the nearest exit. A 999 call should be made to alert the emergency services. Once fully evacuated people should assemble at the fire assembly point. The fire assembly point is located on the adjacent church path to safeguard personnel from traffic and emergency vehicles.

Fire extinguishers are provided to suppress any fire and may be used by any person competent and trained to use them.

It is the responsibility of the hirer to ensure all the members of their group are familiar with the fire evacuation procedures and to carry out a practice fire evacuation test as required. It will be necessary to inform the committee of a proposed test so that the alarm system can be reset.

#### **7. Leaving Site**

The Hirer is responsible for ensuring that all power using equipment, lights etc are switched off and the Village Hall doors and windows are secure and locked.



Persons leaving the hall are requested to respect the neighbours' privacy and to leave in a quiet and orderly manner particularly if leaving late at night.

The Hirer is responsible for leaving the hall in a clean and tidy condition following his or her activity. To this end domestic refuse should be removed from site at the end of the hire period. If this condition is not met the hirer shall forfeit their deposit.

## **8. Services**

The Village Hall is connected to mains services for the provision of electricity and water.

The electricity system is protected by a Residual Current Circuit Breakers (RCCB) which may trip if any faulty equipment is used. There are two consumer units fitted with RCCB's. One unit controls the power circuits (ring mains, cooker etc) whilst the other protects all the lighting circuits. The consumer units are located on the wall at the side of the stage.

To reset the RCCB isolate the suspected faulty equipment and reset the RCCB by switching the RCCB off and then returning the switch to the on position.

The mains water stop cock is located beneath the left-hand sink located in the kitchen.

Oil fired central heating is used to provide background heating and hot water. The heating is controlled by a programmable thermostats and time clocks. These are set to provide optimum conditions and should not be adjusted by the hall users. Any concerns relating to the settings should be directed to the Village Hall Contact who will address the problem.

Any interruptions to services, leaks etc must be reported immediately to the Village Hall Committee Contact on the emergency phone Numbers provided.

## **9. Reporting of Accidents and Dangerous Occurrences**

For minor injuries, a First Aid box is located in the kitchen. For more serious injuries then the hirer is responsible for the well-being of the injured person and ensuring that the injured person receives the appropriate medical attention.

All injuries must be logged in the First Aid book located in the top drawer of the filing cabinet located in room 3.



Any injuries to personnel requiring medical attention must be reported immediately to a Village Hall Committee Contact on the emergency phone numbers provided.

Damage to the hall structure, fixtures & fittings or contents should be notified to the committee. The hirer undertakes to pay for the full cost of the repair within one month of receipt of the invoice. Damage requiring immediate attention for safety reasons should be reported to a Village Hall Committee Contact on the emergency phone numbers provided.

#### **10. Insurance**

A Copy of Public Liability Insurance Certificate shall be posted on the notice board by the management Committee.

The Hirer indemnifies the Cotebrook Village Hall Committee against death and or personal injury or sickness of any person and loss or damage to property belonging to persons connected with the hirer. Appropriate Public Liability Insurance is held by the management committee but user groups should consider the need for their own PL Insurance to cover their own activities.

#### **11. Activity Restrictions**

All equipment brought on site must have been tested and comply with the relevant Safety Legislation and Regulations (e.g. HSWA 1974, Electricity at Work Regulations, etc.). Mains electrical equipment should be PAT Tested.

Hot works or the use of naked flames must not proceed until authorised in writing, by the Village Hall Committee. This shall include the use of unsupervised candles for illumination or odour, blow lamps, pyrotechnics or other equipment. The use of candles on birthday cakes is allowed provided they are not left unattended.

#### **12. Safeguarding children, young people and adults at risk**

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.



### **13. Chemicals**

The Village Hall Committee must have been notified in advance of any chemicals to be brought on site. Copies of the appropriate Material Safety Data Sheets (MSDS) and relevant COSHH assessments must be deposited with the committee prior to any work commencing. Those using or likely to come into contact with chemicals must have been given adequate information, instruction and training as well as having been issued with the appropriate personal protective equipment (PPE).

### **14. Car Parking**

Cars may be parked on the front and rear car park at owner's risk. The Village Hall Committee accepts no liability for vehicles parked on the Village Hall grounds howsoever caused. Additionally if vehicles collide with other vehicles or stationary objects or any part of the building, the committee accepts no responsibility.

### **15. Storage of Equipment**

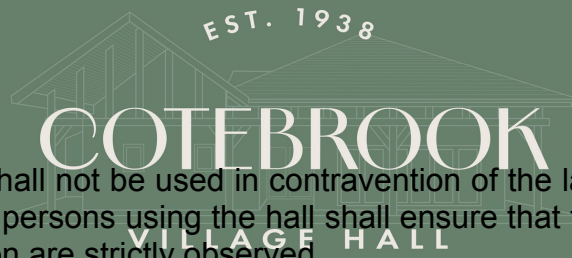
Table and chairs are available for the use of all hall hirers, provided they are returned to the store after use. Note the correct storage manner when removing so that they can be returned correctly and can be fitted in the allocated space. Club or activity equipment may be stored in an appropriate location designated by and with the agreement of, the Village Hall Committee.

Any property and equipment brought on site is used and stored at the owner's risk. Any losses or damage should however, be reported to the Village Hall Committee Contact on the emergency phone Numbers provided.

### **16. Drugs and Alcohol**

Alcohol is permitted on the premises for personal consumption. However, the sale of alcohol is strictly prohibited unless the appropriate licence has been obtained. If the hirer / host intends to sell alcohol an appropriate licence must be obtained and a copy provided for our records prior to the event. If necessary the Committee may obtain a license on the hirers behalf at additional cost.

### **17. Gambling**



The village hall shall not be used in contravention of the laws on betting, gaming and lotteries and persons using the hall shall ensure that the requirements of the relevant legislation are strictly observed.

## 18. Generation of Noise

All hirers should ensure that any loud or disruptive noise particularly outside, are avoided during the times when church services are in progress.

From(Name): .....

Address: .....

Mobile: .....

E-mail: .....