FILLINGHAM VILLAGE HALL

HIRING AGREEMENT & CONDITIONS OF HIRE

PART ONE - GENERAL

1. The use of the above premises shall conform in all respects with the purpose and accommodation specified on the hiring permit.

2. The Hirer shall pay to the Committee the cost of any breakages, losses or damage to its buildings or equipment arising out of the hiring. These breakages etc must be reported to the Bookings Clerk at the end of the hire period.

3. The Committee shall not be responsible for any loss or damage to any property whatsoever, the Hirer and his / her servants or contractors, or the death or injury of any person whatsoever.

4. The premises are licensed for public dancing, indoor sports and other public entertainment of a like nature. A copy of the licence is displayed on the Notice Board in the Hall foyer. The Hirer must familiarise himself/ herself with its conditions and ensure full compliance with its terms.

5. When the sale of alcohol is intended, the Hirer must obtain a Temporary event notices (TENs) | West Lindsey District Council (west-lindsey.gov.uk) from West Lindsey District Council.

   The Temporary Events Notice (copy of) must be given to the Booking Secretary at least prior to the event. If not received, entry may be refused.

6. When activities such as classes or clubs specifically involving children or vulnerable adults are to be run, the Hirer must provide details of their registration status (if relevant) together with their safe recruitment policy, enhanced DBS checks and their child or vulnerable adults protection policies. If the premises are being used by more than one hirer, children and vulnerable adults need to be supervised particularly when using toilets.

7. Representatives of the Parish Meeting or Fillingham Village Hall Committee shall at all times have access to the premises for the purpose of inspection.

8. The sub-letting of any premises is prohibited.

9. a. The Committee reserves the right to cancel any hiring but such rights would not be exercised unreasonably.

   b. Hirers, other than user organisations, who book the Hall are required to pay their account in advance via the online booking system

   c. A minimum of 72 hours' notice is required for a refundable cancellation. Cancellations should be in writing and include full bank details.

10. a. Wearing of footwear likely to cause damage to the floors is **NOT** permitted. Persons found wearing such footwear will not be permitted to enter the premises.

    b. To comply with legislation smoking is **NOT** allowed within the village hall.

c. Hirers should note that the complex is not licenced to receive television and under no circumstances should television signals be received over the internet or by any other means.

11. a. Any furniture or other goods brought into the premises by the Hirer shall be removed at the end of each period of hire unless agreed otherwise.

    b. In the event that a Hirer wishes to use drapes or similar, for the purposes of decorating the hall, special arrangements must be made with the Booking Clerk. It will also be necessary for the Hirer to demonstrate by provision of documentation to the Booking Secretary that the drapes and decorations have sufficient fire retardancy to prevent a significant elevation of the fire loading to the building.

12. The Hirer shall ensure that tables / chairs, etc used during the course of the letting are cleaned and left in the position found, and that the buildings are left clean & tidy.

13. All Hirers must ensure that the building is left locked and that noise is kept to a reasonable level inside the hall. Upon leaving the premises, please ensure your guests keep noise to a minimum in the interests of our neighbours and the local community.

14. Within the limits of its resources, the Committee keeps its premises to the highest possible standards. Organisations and individuals using the facilities are requested to maintain these standards.

15. Please ensure that all vehicles belonging to people attending your function respect the surrounding community and park respectfully, not blocking driveways of surrounding properties.

PART TWO - SAFETY

16. Hirers and visitors will be expected to recognise that there is a duty on them to comply with all the safety requirements set out in the hiring agreement and with safety notices on the premises. Hirers should accept responsibility to do everything they can to prevent injury to themselves or others. Please note there is no public telephone in either the Village Hall or the Village of Fillingham. It is strongly recommended that Hirers ensure they have a mobile telephone available in the event of medical or another emergency.

17. Do not bring into the hall any portable electrical appliances which have not been PAT tested.

18. Do not work at height on steps or ladders unless they are properly secured and another person is available to assist. Care should be taken when using high level storage eg. Retrieval or deposit of heavy items.

19. Use the trolleys provided to move stackable chairs and do not attempt to lift heavy items without assistance. Chairs should face forward in the cupboard and do not stack chairs higher than indicated.

20. Do not allow children in the kitchen, except under close supervision, and avoid overcrowding or unsafe practices.

21. Do not operate or touch any electrical equipment when there are signs of damage, exposure of components or water penetration etc. Where a piece of equipment is found to be damaged a warning notice should be placed on it advising that it should not be used. Likewise, any other health and safety issues with regard to the fabric of the building or equipment found by you must be reported to the bookings clerk.

22. First aid boxes and accident books are located in the kitchen. All accidents must be recorded in the accident book and reported to the bookings clerk. The location of the nearest hospital A & E Department and Doctors Surgery are listed on the accident book cover. A defibrillator is attached to the outside of the building to the left of the hall main entrance, instructions for use are inside the case and it can be accessed by dialling 999.

23. The lighting of any pyrotechnic device including fireworks is prohibited. The lighting and release of Chinese Lanterns is also prohibited in the interests of fire safety and protection of the local environment.

24. **Fire Regulations**
The Hirer must ensure that there is at least one officially designated Steward for every 50 persons in the premises during the hiring and that they are familiar with the position / use of emergency exits, fire extinguishers and fire alarm procedures. All emergency exit doors must be free of obstructions during the hiring.

The fire alarm procedures and the map of fire escape routes, fire exits, and location of firefighting equipment are displayed on the notice board in the hall foyer.

In the event of fire or other emergency the Stewards will:

(a) Open the fire doors.
(b) Direct and usher people out of the hall complex.
(c) Assist any persons with a disability.
(d) Check that there are no persons still in the entrance hall and toilet areas.
(e) Muster people outside near the streetlamp.
(f) Close all fire and exit doors on leaving the building ensuring that no one re- enters until they are instructed that it is safe to do so.
(g) Call the Fire and Rescue Service if necessary.
(h) Fire extinguishers should only be used if the person feels confident to use them and is aware that the extinguisher is the correct type for the category of fire they intend to tackle. Persons should not put themselves in danger if fire extinguishers are used.

At the end of the event, Stewards are responsible for carrying out the “End of Session Check List” which is displayed on the notice board in the hall foyer.

The maximum number of people able to be present in the Hall at particular types of function is as follows: 50 people.