

GENERAL CONDITIONS

1. The use of the above premises shall conform in all respects with the purpose 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 Coordinator 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. 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.
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.
6. The Temporary Events Notice (copy of) must be provided to the Bookings Coordinator at least prior to the event. If not received, entry may be refused.
7. When activities such as classes or clubs specifically involving children or vulnerable adults are to be run, the Hirer must provide details of their Safeguarding policy to the Bookings Coordinator. Failure to provide an adequate policy may result in the booking not being authorised.
8. Use of bouncy castles is only permitted where the Hirer can provide full details of insurance to the Bookings Co Ordinator, as this is excluded from the premises insurance.
9. Representatives of the Parish Meeting or Fillingham Village Hall Committee shall, at all times, have access to the premises for the purpose of inspection.
10. The Committee reserves the right to cancel any hiring, but such rights would not be exercised unreasonably.
11. Hirers, other than user organisations, who book the Hall are required to pay their account in advance or entry will be refused.
12. A minimum of 72 hours' notice is required for a refundable cancellation. Cancellations should be by email to the Booking Coordinator and include full bank details.
13. Sub-letting of any premises is prohibited.
14. Smoking is not allowed within the village hall building.
15. Any food & drink brought onto the premises by the Hirer shall be removed at the end of each period of hire.
16. The Hirer shall ensure that the hall is left clean and tidy. Any furniture used should be returned to its storage location, as defined in the visual storage reference standards.
17. All Hirers must ensure that the building is left locked and the key returned to the key safe. Please also ensure 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.
18. Please ensure that all vehicles belonging to people attending your function respect the surrounding community and park respectfully, not blocking driveways of surrounding properties.
19. St Andrews Church is provided with a booking account and can book the hall free of charge. Confirming a booking is considered the equivalent of hiring the facility and as such compliance to these conditions & responsibilities is the responsibility of St Andrews Church.

HEALTH & SAFETY

RESPONSIBILITIES

1. It is the responsibility of the hirer to ensure they officially designate at least one person who will make themselves familiar with all posted procedures. This shall include fire exits & escape routes, location of firefighting equipment and the location of the first aid kit. 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.
2. It is the responsibility of the hirer, to ensure their activities are safe. This shall include but is not limited to:
 - a. Not exceeding the maximum stated number of 50 people present in the hall.
 - b. Following all posted procedures including the “Post Event Checklist” & “Visual Furniture Storage Standards”.
 - c. Safeguarding of children & vulnerable adults.
 - d. Availability of sufficient qualified First Aiders.
 - e. Not bringing into the hall any portable electrical appliances which has not been PAT tested.
 - f. Not working at height on steps or ladders.
 - g. Using the provided trolleys to move stackable chairs and not attempting to lift heavy items or move the pool table.
 - h. Not allowing children in the kitchen.
 - i. Not lighting of any pyrotechnic device including fireworks, which are prohibited.
3. Should anyone using the hall come across a fault, damage or other situation that might cause injury, that cannot be rectified immediately, they should inform the Bookings Coordinator, as soon as possible.