

Harbury Village Hall Standard Conditions of Hire

(N.B. These conditions are based on the model Hiring Agreement drawn up by “Acton with Communities in Rural England” (ACRE) and approved by the Charities Commission)

These standard conditions apply to all hiring of the village hall. If the Hirer is in any doubt as to the meaning of any of the following clauses, either the Hall’s Booking Secretary or Treasurer should be consulted.

1. Age

The Hirer, **not being a person under 25 years of age**, hereby accepts responsibility for being in charge of, and being on, the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

2. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage, however slight, or change of any sort; and the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Hall’s management committee, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of premises

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof, nor allow the sale of alcohol thereon without written permission. The Hirer shall not use drawing pins, staples, sellotape, blu-tack or any sticky substance (except for white-tack) on the walls or other surfaces, and should ask the Booking Secretary if you wish to put up notices or decorations. If approved, do not fix decorations near light fittings or heaters. The hirer must remove their decorations and all associated materials before they leave. N.B. THE USE OF “STICKY TOYS”, “PARTY POPPERS”, “PARTY CANNONS”, “STREAMERS”, “CONFETTI” OR SIMILAR ITEMS IS NOT PERMITTED as these can stain the paintwork and wooden floor.

The hirer may use a bouncy castle that is small enough to fit in the hall without touching anything other than the floor. If a bouncy castle is hired or used on Village Hall premises, the hirer is fully responsible for ensuring the equipment provider has a minimum a £5m public liability insurance, the equipment has a valid PIPA/ADIPS safety certificate, is properly anchored, supervised by a competent adult in accordance with the equipment provider’s insurance policy requirements at all times, and not used in high winds or unsafe weather. The hirer must follow the equipment provider’s instructions, manage occupancy safely, and stop use immediately if any defect or risk arises.

4. 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 the village hall shall be at liberty to make an additional charge.

5. Gaming, betting and lotteries

The Hirer shall ensure that nothing is done on the premises in contravention of the law relating to gaming, betting and lotteries.

6. Public safety compliance - Security

All users of the premises must take reasonable and proportionate steps to comply with applicable counter-terrorism and security legislation, including any duties arising under the Protect Duty (Martyn's Law) or subsequent statutory requirements. Hirers and organisers of events agree to:

- (a) follow any security procedures, guidance, or instructions issued by the Village Hall's Management Committee. As a minimum, the Management Committee strongly recommends, that in order to prevent any unauthorised persons entry to an event, access should be controlled or doors secured.
- (b) cooperate with the Hall's Management Committee in assessing and managing risks relating to public safety, suspicious activity, or potential threats.
- (c) ensure that emergency exits, access routes, and security-related equipment remain unobstructed and operational.
- (d) report immediately any concerns relating to safety or security to the Management Committee or in the event of identifying suspicious behaviour, the Police.

The trustees reserve the right to amend security procedures, suspend activities, or close the premises where necessary to comply with legal duties or to protect the safety of users and the wider community.

7. Public safety compliance – Fire & Regulated Activity

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the hall's Fire Risk Assessment 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. The Hirer shall also comply with the hall's health and safety policy.

(a) Fire action

The Hirer acknowledges that in the event of fire (however small) they will:

- Call the Fire Brigade (Phone 999 – Hall location: CV33 9JE or What3Words – handover.label.inch).
- Evacuate the hall immediately and, where possible without taking personal risk, close fire doors behind them.
- Direct all attendees to the designated fire assembly point - **the car park to the rear of the hall.**
- Notify the Management Committee as soon as practicable.

(b) Pre-event fire safety responsibilities

In advance of any entertainment, play, or event, the Hirer shall:

- Identify the location of fire equipment and understand the instructions for its use (a diagram of equipment locations and escape routes is provided in the user guide).
- Ensure all escape routes are clear and kept clear throughout the hire period.
- Check that all fire exits are unlocked, panic bolts are in good working order, and exit signs are illuminated.
- Ensure that fire doors are not wedged open.
- Confirm that there are no obvious fire hazards on the premises.
- Ensure that **all attendees are briefed at the start of the event** on:
 - the location of fire exits,
 - the action to take in the event of fire, and
 - the requirement to assemble in the car park to the rear of the hall.
- Ensure that naked flames (e.g., T-lights or candles) are **not** used anywhere on the premises.

8. Health and hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.

9. Electrical appliance safety

The Hirer shall ensure that any electrical appliances brought in for use by them or their guests shall be safe, in good working order, used in a safe manner and not left unattended.

(a) Domestic Users (General Public)

Hirers may use personal electrical items such as phone chargers, laptops, small appliances, and hobby equipment. These items do not require PAT testing but **must be in good visual condition** and used safely. The Management Committee reserves the right to prohibit any item that appears unsafe.

(b) Commercial Users and High-Risk Equipment

Where electrical equipment is used for commercial purposes or presents a higher risk (e.g., bouncy castles, catering equipment, sound/lighting rigs, power tools), the hirer must ensure that all such equipment:

- has a current PAT test certificate (i.e. no more than a year old)
- is suitable for the intended use
- is operated by a competent person

Evidence may be requested before or during the hire.

Regardless of PAT status, any equipment showing signs of damage, overheating, or poor condition must not be used. Hall staff or trustees may require its removal.

10. Insurance and indemnity

(a) The Hirer shall be liable for:

- (i) the cost of repair of any damage (including accidental and malicious 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 the village hall management committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
- (iii) all claims, losses, damages and costs made against or incurred by the village hall management committee, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party 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 the village hall management committee and the village hall's 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 the village hall management committee and the village hall's employees, volunteers, agents and invitees against:

- (i) any insurance excess incurred and
- (ii) the difference between the liability sum and 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 liability and on demand shall produce the policy and current receipt or other evidence of cover to the Bookings Secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable the Bookings Secretary to rehire the premises to another hirer.

The village hall is insured against any claims arising out of its own negligence.

11. Accidents and dangerous occurrences

The Hirer must report all accidents involving injury to the public to the Management Committee as soon as possible and complete the relevant section in the village hall's accident book (located by the first aid box in the kitchen). Any failure of equipment belonging to the 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 HSE's Incident Contact Centre.

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 the 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 the management committee. Portable Liquified Propane Gas (LPG) heating appliances shall not be used.

14. External Equipment Using Village Hall Power Supply.

No electrical plant or equipment can be used outside of the Village Hall, and connected to the Village Hall Supply, without the express consent of the Hall's Management Committee. Equipment brought into the building must be approved.

15. 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 nor 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.

16. 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 the management committee. No animals whatsoever are to enter the kitchen at any time.

17. Compliance with Safeguarding Legislation

The Hirer must ensure that any activities involving children or vulnerable adults comply with the Children Act 1989, the Safeguarding Vulnerable Groups Act 2006, and all current statutory guidance on safeguarding.

Where activities involve children or vulnerable adults, the Hirer is responsible for ensuring that all persons engaged in regulated activity are **fit and proper**, have undergone the appropriate **Disclosure and Barring Service (DBS) checks**, and follow safe recruitment practices.

The Hirer must ensure that adequate supervision ratios are maintained and that safeguarding arrangements are in place at all times. The Hirer shall provide the Village Hall Management Committee with copies of their safeguarding policy and evidence of DBS checks **on request**.

This requirement does not apply to private parties or family events where no organised activity, childcare provision, or supervised group work is taking place. In these cases, the Hirer remains fully responsible for the supervision, safety, and behaviour of all children and young people attending the event.

18. Film shows

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for showing the film.

19. Cancellation

If the Hirer wishes to cancel the booking before the date of the event the following hire charges may apply:

- (a) 7 days or less – The full hall hire charge (but excluding any energy supplements, license or equipment charges).
- (b) 28 days or less – 50% of the hall hire charge (with the same exclusions above).
- (c) Above 28 Days – No charge.

The 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 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 the village hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

20. Licensable activities

The Hirer shall ensure that the Village Hall holds a Performing Right Society Licence which permits the use of copyright music in any form, e.g. record, compact disc, tapes, radio, television or by performers in person. If other licences are required in respect of any activity in the village hall, the Hirer should ensure that they hold the relevant licence or the village hall holds it.

21. 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. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

22. Stored equipment

The 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. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The village hall may, use its discretion in any of the following circumstances:

- (a) Failure by the Hirer either to pay any charges in respect of stored equipment due, or to remove the same within 7 days after an agreed storage period has ended.
- (b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the village hall management committee disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charging the Hirer for any costs incurred in storing and selling or otherwise disposing of the same.

23. 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 the Management Committee. Unless otherwise agreed with the Management Committee, any alteration, fixture, fitting or attachment so approved should be removed by the hirer, who must make good any damage caused by said temporary installation or removal, to the satisfaction of the Management Committee. Anything left either in or at the premises at the end of the hiring shall become the property of the village hall.

24. No rights

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

25. Dangerous and unsuitable performances

Performances involving danger to the public or of a sexually explicit nature shall not be given.

26. 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. In addition to being a no-smoking facility, the use of electronic cigarettes and vapes is also prohibited.