

# MAXEY COMMUNITY ASSOCIATION

Registered charity No 302650

Updated in January 2024 to version 15.

## **MAXEY VILLAGE HALL CONDITIONS OF USE AND HIRER'S NOTES**

**Thank you for choosing to hire our Village Hall**

### **1. HIRER**

The **Hirer** is the RESPONSIBLE PERSON in charge of the event and must take all reasonable steps to ensure the safety of the Hall users. In the event of an incident, e.g. fire, the **Hirer** must take charge and be ready to take control. The **Hirer** must be at least 21 years of age.

### **2. HIRE CHARGES per hour: see website <https://maxeyvillagehall.co.uk/>**

The rates are inclusive of heating, lighting, use of kitchen facilities, use of projector, screen, sound system, whether used or not.

If you are preparing the hall for your event and leaving equipment or materials in the hall which will prevent other hirers from using the hall, during that period, then you will be charged at the appropriate hourly rate as above.

### **3. DEPOSIT and RIGHT TO REFUSE HIRE**

A deposit will be required for one off bookings, at the time of booking. This will be returned if no damage is caused to the hall or its fitments or nuisance caused outside of the hall.

Any additional expenditure (other than reasonable cleaning etc) incurred as a result of the hall hire will be invoiced to the responsible person taking into account the deposit already paid.

The Village Hall Committee reserves the right to refuse hire to anybody or group where it is considered that inappropriate behaviour may lead to hall and its fitments damage, or nuisance to local residents.

Subject to special permission from the Maxey Community Association Committee, the hall will not be hired out for 16<sup>th</sup> - 21<sup>st</sup> birthday or celebration parties, to anyone living outside of the village of Maxey.

### **4. MAXIMUM CAPACITY**

The **Hirer** will be responsible to ensure that the number of persons admitted does not exceed 120. To comply with fire safety requirements and provide sufficient space for an emergency exit:

- The maximum number of people seated theatre style in the main hall must not exceed 90.
- The maximum number of people seated around tables in the main hall must not exceed 60.

### **5. KITCHEN**

The cooking facilities and crockery are available for use by the **Hirer**. Use of the water heater and cups & saucers is free, but please wash up thoroughly after use and put away in proper place.

1. Please report any breakages to the Booking Officer.
2. Please note Tea Towels and dish cloths are not provided.
3. No food must be left on the premises following a hire, please remove or place in tied bags which can go into the car park waste bin. Key is hanging near entrance door – please ensure the bin is left locked and key returned to its proper place.

### **6. LIGHTING**

All light switches are identified. The main hall has dimmer switches. Toilets lights come on and off on automatically on a sensor. The emergency lighting supply illuminating all exits will come in to operation on the failure of the mains supply.

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**PLEASE SWITCH OFF ALL LIGHTS AND HEATING AFTER USE.**

### **7. CAR PARKING**

Disabled parking is available as indicated near the main entrance to the hall. Please where possible, use the car park and keep the area opposite the road access clear for turning and emergency vehicles. Please have consideration for others. The Fire Evacuation assembly point is in the car park, please make sure it is kept clear at all times.

### **8. ALCOHOL**

Alcohol can be consumed on the premises if you provide your own. However, the **Hirer** must arrange a temporary event licence for the sale of alcohol. Please contact Peterborough City Council for further information. If you are unsure advice can be given.

### **9. EQUIPMENT**

1. All electrical equipment brought in by the **Hirer** must be safe and have an in date Portable Appliance Testing (PAT) label.
2. Electrical equipment including extension leads, which is not PAT tested **MUST NOT** be used.
3. Please do not use sellotape, blue tack or other materials on the plaster walls.
4. The village hall accepts no responsibility for any stored equipment or other property brought on to or left on the premises and all liability for loss or damage is hereby excluded.
5. All equipment and other property other than stored equipment must be removed at the end of each hiring unless otherwise agreed with the authorised representative.
6. Cash should not be left at the premises under any circumstances.
7. Please use the trolleys provided for moving furniture to avoid injury.

### **10. FIRST AID**

Any accidents or harm that occurs during the hire must be recorded in the accident book, which can be found in the kitchen cupboard.

1. If any first aid supplies are used, please notify the booking officer on return of the keys.
2. There is a defibrillator on the wall of the hall adjacent to School Lane. If this is required then call 999 for instruction on how to access the equipment.

### **11. FIRE**

1. At the beginning of each hire, the **Hirer** should understand how to raise the alarm – there are two alarm activation points, one adjacent to each Fire Exit – main entrance door and store corridor door.



2. In the unlikely event of a fire breaking out or suspected, you must immediately raise the alarm and ensure everybody leaves the building straightaway in a calm and orderly manner. Emergency exit routes are clearly signed. The **Hirer** must then call 999 and request the Fire Service.
3. There is also an automatic fire detection system which may sound the alarm – if so, leave the building in a safe manner using the fire exit routes. If it turns out to be a false alarm

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please contact one of the emergency contacts listed in Section 22 of this document to attend and reset the alarm system.

4. At commencement of event, the lead Hirer must ensure all other persons in attendance are made aware of fire exit door locations, how to raise the alarm, what to do if the alarm sounds and where to safely assemble outside, (far end of car park, there is a Fire Assembly Point Sign).
5. Fire extinguishers (and fire blanket in the kitchen) are available in the hall and these can be used for small fires or to aid a safe passage out of the building. IF IN DOUBT GET OUT! Don't put yourself or anybody else at risk by trying to fight a fire.

**EMERGENCY EXIT ROUTES ARE CLEARLY SIGNED - THE HIRER  
MUST ENSURE THESE ARE KEPT CLEAR AT ALL TIMES – NO  
EXCEPTIONS!**

**IN PARTICULAR, KEEP TABLES, CHAIRS AND OTHER EQUIPMENT  
WELL CLEAR OF FIRE EXITS.**

**NO SMOKE GENERATORS OR SIMILAR EQUIPMENT MUST BE USED  
AS THESE WILL SET OFF THE FIRE ALARM**

### **12. SALE OF GOODS**

The **Hirer** shall, if selling goods on the premises, must comply with Fair Trading laws and code of practise in connection with such sales. In particular the **Hirer** shall ensure the total prices of all goods and services are prominently displayed as shall be the organiser's name and address and that any discounts offered are based only on Manufacturer's Recommended Retail Prices.

### **13. NO SMOKING POLICY**

For the comfort of all hall users and fire risk / insurance purposes, NO SMOKING OR VAPING is allowed in the hall buildings and the whole of the car park. The **Hirer** must ensure this requirement is complied with at all times.

### **14. ANIMALS**

The **Hirer** shall ensure that no animals (including birds) except guide dogs are brought in to the premises unless agreed by the Booking Officer. No animals, whatsoever are to enter the kitchen at any time.

### **15. DRUNK AND DISORDILY BEHAVIOUR AND SUPPLY OF ILLEGAL DRUGS**

The **Hirer** shall ensure that to avoid any disturbance, violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol.

1. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity.
2. Alcohol shall not be served to any person suspected of being drunk, nor to any person suspected of being under the age of 18.
3. 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. Call the Police for assistance if necessary.
4. No illegal drugs may be brought on to the premises.

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For hires involving persons under the age of 21, at least four adults (age 21 or over) should be present to supervise the activities at all times.

### 16. CONSIDERATION FOR LOCAL RESIDENTS

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents. Events cannot finish any later than 12 midnight, unless by prior arrangement.

### 17. END OF HIRE

The **Hirer** shall be responsible for leaving the premises and surrounding area in a clean tidy condition, properly locked and secure. Failure to do so may result in loss of deposit. Please see "End of session checklist" at the end of this document. Except for Regular **Hirers**, Hall keys must be deposited in the Letter Box after locking up.

### 18. DAMAGE

It is the responsibility of the **Hirer** to ensure that they leave the hall as they found it. Damage to the premises or equipment arising out of the hire, or leaving the hall in an unclean state is the responsibility of the **Hirer** and will be debited from the deposit taken or billed to the **Hirer** as appropriate.

Only cleaning agents in the cleaning cupboard are to be used to clean the hall.

Please report any faults or damage to the booking officer as soon as possible so they can be rectified quickly. The village hall committee welcomes comments or suggestions you may have about the hire of the village hall.

### 19. CANCELLATION POLICY

If the **Hirer** wishes to cancel their booking and at least 4 weeks' notice is given to the booking officer, then the booking fee and deposit paid will be refunded in full. If less than 4 weeks' notice of cancellation is given, the repayment of the fees shall be at the discretion of the Village Hall Committee.

The Village Hall Committee reserve the right to cancel the hire with reasonable written notice to the **Hirer** where:

1. The hall is required for use as a polling station for a Parliamentary or a Local Government election or by-election.
2. The premises being required for the use of The Village Hall Committee in the event of an emergency.
3. The Village Hall Committee reasonably considering that a) such hiring will lead to a breach of hiring conditions, if applicable, or other legal or statutory requirements, or b) unlawful or unsuitable activities will take place at the premises as a result of the hiring.
4. The premises become unfit for use intended by the **Hirer**.
5. An emergency requiring the use of the premises as a shelter for the victims of flooding, snowstorms, fire, explosions or those at risk of similar disasters.

### 20. PRIVACY AND DATA PROTECTION POLICY

The General Data Protection Regulations (GDPR) gives individuals rights on how their personal data is used by organisations.

Please read our Privacy and Data Protection Policy, sent with your booking confirmation, on how we handle your personal details.

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### 21. SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

All children, young people and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect. As **Hirer** you have a duty to safeguard children, young people and vulnerable adults who are, or may be present at your function in Maxey Village Hall. For more information see the safeguarding policy sent with your booking confirmation.

### 22. EMERGENCY CONTACTS

Mark Asplin	07710 150825
Jacqui Barnard (booking officer)	07710 150587
Andy Bagworth	07885 135448
Vito Ronzano	07720 037275

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### **END OF SESSION CHECKLIST**

Will all hirers of the hall please ensure:

- Tables and chairs, where applicable, are stowed safely and tidily in the store room.
- Tables wiped down with sanitiser.
- Floor swept and if sticky, cleaned with Citra Clean in cleaning cupboard.
- All internal doors are closed and storeroom door locked.
- Cooker and hot water boiler are switched off.
- Food is removed from the fridge, unless previously agreed otherwise. Food to be taken away and NOT placed in the car park waste bins.
- All windows are closed and secure.
- Hirer's property is removed, unless previously agreed.
- All internal lights are switched off
- Heating turned off
- Outside bin must not be overfilled and any excess rubbish, including empty bottles and cans must be removed from the site
- Main entrance door is locked and keys returned by posting them in the letter box near to the main door.
- Is there anything you need to tell the booking officer about the hall?

**Thank you for your co-operation and we hope to see you again soon!**