

Nancegollan Village Hall

Hirers Information and Terms and Conditions

We would like to express our thanks for your interest in the village hall, and trust that you will find it a welcoming, comfortable and user-friendly space for a wide range of community activities and events.



This welcome document provides some helpful information on the hall, and aims to answer most of your questions, however, if you do require any further information please do not hesitate to contact us.

GENERAL INFORMATION

ACCESS - (Opening and closing the Hall) - Arrangements for access to the hall will be made shortly before your hire. You will be notified of who to contact.

AGE - No one under 18 years of age can hire the hall. The hirer accepts responsibility for being in charge of and on the premises at all times, ensuring that all conditions, under this Agreement, are met.

SUPERVISION - The Hirer shall, during the period of the hiring, be responsible for: Supervision of the premises, the fabric and the contents; their care and safety from damage however slight, the behaviour of all persons using the premises. As directed by the Hall 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.

USE OF PREMISES - Please do not use the premises for any purpose other than that described in our hire agreement, you should not sub-hire or allow the premises to be used for any unlawful or unsuitable purpose

MUSIC COPYRIGHT LICENSING - If the hirer does not hold an appropriate licence he/she should check that the Village Hall holds relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) to fulfil the hirer's requirements

FILM - Please ensure that you have the appropriate copyright licences for film. Children should not view age-restricted films classified according to the recommendations of the British Board of Film Classification. 8. Childcare Act 2006

STORED EQUIPMENT - The village hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises. All liability for loss or damage is hereby excluded.

FIRE ACTION - ON DISCOVERING THE FIRE Operate the nearest fire alarm call point. Call the Fire Brigade (**999**). If possible, tackle the fire using the appliances provided. (Do not endanger yourself or others).

ON HEARING THE ALARM - Leave the building by the nearest available exit route closing all doors behind you. Report to the person in charge at the assembly point. (On the Village Green) DO not take risks. Do not stop to collect personal belongings. Do not re-enter the building for any reason unless authorised to do so. A map of the location of exit routes, assembly point, fire appliances box and first aid is on the notice board in the main hall.

FIRST AID - A First Aid box is situated on the 'mantle piece' by the front door, along with the report forms which must be completed.

A Defibrillator is situated on the garage wall of a house 3 doors down on the left of the hall as you exit; instructions on how to use a defibrillator can be found here: www.sja.org.uk/get-advice/first-aid-advice/how-to/how-to-use-a-defibrillator/

ANTI-SOCIAL BEHAVIOUR - Please make sure that, at no time, your event causes any disturbance, noise or other problems for the hall neighbours or the village environment.

NO SMOKING - Nancegollan Village Hall is a 'No Smoking' venue in line with all public buildings.

ELECTRICAL EQUIPMENT - To comply with the village hall's insurance, all electrical equipment brought into the hall must have evidence of current PAT testing.

SPILLS & CLEANING - Please clean up spills immediately to avoid the risk of slipping by others.

If used, the fridge must be checked for spillages.

Cleaning equipment and spills kit are found in the cupboard by the exit at the back of the hall.

HALL FLOOR - Please do not use gaffer tape on the floor as it can cause damage to the surface
Please ensure that the floors are clean and swept before they leave.
Cleaning equipment is found in the cupboard by the exit at the back of the hall.

LIGHTS - Please check all lights are switched off at the end of their event

DOORS & KEYS - The key safe is situated at the front of the hall, by the entrance door
Hirers must check that all doors are secured and the key is returned to the key safe at the end of their event.

CANDLES - Candles and naked flames are not permitted under the village hall's insurance.

DECORATIVE LIGHTING - Decorative lighting, e.g. plug in fairy lights, are not permitted under the village hall's insurance. Battery operated lights are allowed.

DECORATIONS - Decorations may only be attached to the notice boards and the wooden cupboard at the back of the hall.

CHILDREN - Children must be supervised at all times.
Activities for children under eight years of age must comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable groups Act 2006 (see Nancegollan Village Hall Safeguarding Policy).

FOOD HYGIENE - The hirer is responsible for ensuring that current food hygiene standards are met at their event. Events which sell cooked food to the public should be supervised by a person holding a Level 2 Food Hygiene Certificate. All ingredients for ALL food stuff sold must be listed by the hirer, alongside alleged advice

DISHWASHER - Use of the dishwasher is only permitted as demonstrated

HEATING - The heating control can be found in the kitchen behind the door. The heating times are pre-set. If required there is an advanced button to override the timer. No unauthorised heating appliances should be used on the premises without the consent of the village hall committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

GLASSES - We strongly advise the use of plastic glasses for safety reasons. However, if you decide to use glass this will be entirely at your own risk and

Nancegollan Hall Committee accepts no responsibility for any accident or injury however caused from the use of glass.

All broken glass must be cleaned up and removed from the premises.

Glass bottles or glasses, if used, must not be taken outside the building

TABLES & CHAIRS - Tables are stored in the store room opposite at the back of the hall.

Chairs are stored in the alcove by the toilets

Tables and chairs should not be used outside the building without prior arrangement.

Chairs must be cleaned and dried before storing. Please do not drag tables and chairs along the floor.

The trolley for moving chairs **MUST NOT BE USED OUTSIDE THE BUILDING**, unless by prior arrangement.

RUBBISH & RECYCLING - Please provide your own black bags and take rubbish and recycling home for disposal.

BABY CHANGER - The baby changer unit must be thoroughly cleaned after use. Please ensure that you leave it in a clean and hygienic condition.

NO ANIMALS - Only assistance dogs are permitted in the hall, unless by prior arrangement. No dogs are allowed in the kitchen for hygiene reasons.

LOST PROPERTY - Will be kept by the committee for 3 months before disposal.

REPORTING PROBLEMS - Please report all problems, defects and breakages, this will give us the chance to sort out any issues quickly

HALL EQUIPMENT - Before leaving the Hall please double check that you or your caterer have not inadvertently packed Hall equipment or crockery etc with your own equipment.

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 (ii) all claims, losses, damages and costs made against or incurred by the village hall 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, (iii) all claims, losses, damages and costs made against or incurred by the village hall 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 (iv) the Hirer shall indemnify and keep indemnified accordingly each member of the village hall 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 committee and the village hall's employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the 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 village hall secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable the hall secretary to rehire the premises to another Hirer. The village hall is insured against any claims arising out of its own negligence.

GAMING, BETTING AND LOTTERIES- The Hirer should make sure that nothing is done on, or in relation to the premises, that contravenes the law relating to gaming, betting and lotteries.

EVENT PUBLICITY - If your event is open to the public, the hall committee is happy to display a poster and advertise the event on the hall's Facebook page please forward your poster to sonjaebright@gmail.com

END OF HIRE- Please leave the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise. Any items that have been moved from their usual positions should be properly replaced.

HIRERS - are advised to follow the general guidance that "people are asked to make informed decisions and act carefully and proportionally to manage risk to themselves and others".

FEEDBACK - We are proud of our village hall and work hard to ensure that you receive a warm and friendly welcome and have a positive experience. We

therefore, welcome constructive feedback that can help to continue to improve our facilities.

OTHER - In the event of a hirer failing to comply with any of the conditions of hire the Village Hall Committee reserves the right to refuse further bookings from the hirer

Nancegollan Village Hall is run by a volunteer committee, therefore members may not be available to answer questions on the day of your activity or event.

Please answer the questions below by ticking the relevant box:

Hirer has own Public Liability Insurance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Hirer accepts terms and conditions of hire	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Hirer is aware and has read fire and emergency procedure	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Hirer is aware and read the Village Hall Health and Safety Handbook	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

I confirm I have read the documents listed above contained in the handbook and agree to comply with the guidance. I am also attaching my own risk assessment, if available, for the safe running of my activity.

Name: _____

Signed: _____

Date: _____

By booking you formally acknowledge that you have read and accepted the conditions of hire.

Please return your completed and signed form, together with your BOOKING FORM to Sarah Fairweather by email or post to the address:-

Email to: sarah@pengellyfarm.com Mob: 07711 263147 WhatsApp / Messenger

or post to

Sarah Fairweather - Pengelly Farm, An Vownder Goth, Nancegollan, Helston. TR13
0BD