



# CONDITIONS OF HIRE

The Shipton Bellinger Village Centre (SBVC) Management Committee ["We"] reserve the right to refuse any event.

The Hirer (and/or the Responsible Person as detailed on the Booking Form if different) ["You"] confirm, by making payment of the related Invoice, you have read, understood, and agree to these Conditions of Hire.

## Before the Event

### Use of Alcohol and/or Gambling at the Event

If alcohol is to be sold during your event **AND/OR** if alcohol is included in the entry fee (e.g. the entry price includes a glass of wine) **AND/OR** if gambling is to take place at the event **you must obtain** a Temporary Event Notice

**WARNING - If you do not have a TEN to carry out the activity you are breaking the law.**

TENs can be applied for from Test Valley Borough Council (TBVC) (<https://testvalley.gov.uk>). All details regarding TENs can be found on the TVBC website.

**A copy of your TENs notice must be provided to our Booking Clerk at least 5 working days prior to your booking date.**

## Security Deposit

**For bookings with a finish time of 22.00hrs or later a security deposit of £200 is required. This will be shown on your invoice. (see Payment section) This will be refundable only if the following conditions are met. Please provide details of your Bank Account number and sort code to facilitate a refund where appropriate.**

1. There **must be** no amplified music after 23.00hrs.
2. The centre **must be** left clean and tidy.
3. The centre **must be** vacated by the finish time agreed and approved on the booking form. Time must be allowed for clearing and cleaning the facility to ensure the centre is vacated on time. We strongly suggest you allow at least one hour to clear up and clean the facility after your event. Please ensure your booking time takes this into consideration.
4. The facility **must be** locked and the main entrance key **must be** returned to the key safe by the finish time stated in the Booking Form and Invoice.
5. Noise level during the hire and when vacating the building in the car park **must be** kept at a level not to cause nuisance to local residents, there are residential properties close by.

6. If you (or any attendee at the function are bringing your own electrical equipment into the centre it **must have been** PAT tested within the last 12 months.
7. No sound equipment is to be used outside the building unless approved prior to the booking.

#### Payment

All bookings must be paid for within 14 days of Date of Invoice **and** at least 14 days prior to the event to guarantee room(s), date(s) and times. Where a security deposit has been applied, the security deposit may be paid separately from the rest of the invoice, but **must be** paid at least 7 days prior to the event date. Payment can be made by cash, or bank transfer (account details are on the invoice).

#### Refund of Security Deposit

**We** will refund any Security Deposit (where applied on the Invoice), **providing all Conditions have been met**, within 7 days following the event.

**You** will provide us **prior** to the event with your Bank/Building Society Account details (Name of Bank, Sort Code, Account Number and Name) to enable the transaction to be undertaken.

In exceptional circumstances, refund may be made in cash (mutual agreement to be reached prior to the date of the event)

#### Cancellation

**You** are entitled to a full refund if cancellation is made at least 7 days prior to the event (less £20, or the value of the Invoice if lower, if cancelled within 7 days of the event date)

#### Keys

Prior to your booking you will be given a 4 digit access code to the key safe mounted on the pillar by the main door. The key will open the main door. On conclusion of your hire the key **must be** replaced in the key safe and the key safe locked. You will be given instructions on how to operate the key safe.

#### Portable Electrical Equipment

Any additional portable electrical equipment brought onto the premises by hall users must be PAT (Portable Appliance Tested) and have an appropriate sticker of certification attached (unless the appliance is less than one year old)

#### During the Event

**Shipton Bellinger Village Centre is located adjacent to residential buildings. In recognition of this, all noise is to be maintained at a reasonable level throughout your event.**

**You are to ensure all amplification is turned OFF NO LATER THAN 11pm (2300 hours). This includes music.**

Since the Government removed all restrictions with regards to Covid-19, it is now your responsibility to decide what risks you may encounter during your hire of the Village Centre and what action you need to take to minimise them. It is **strongly recommended** that you complete a risk assessment based on your activity when using the Centre, this will allow you to highlight any risks and plan to mitigate them.

Hand Sanitiser is supplied in the foyer and should be used when entering and leaving the hall.

**You** undertake to comply with the actions identified in the village centre's risk assessment, a copy of which is attached with this form (Annex A).

**You** will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they, or anyone in their household, has had COVID-19 symptoms in the last 7 days.

**We** have the right to close the hall if there are safety concerns relating to COVID-19 (e.g. if someone who has attended the hall develops symptoms and thorough cleansing is required, or if it is reported that the these conditions are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again). If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

**A Responsible Person**, not under the age of 21, must be in charge of, and present in, the premises at all times members of the public are present (This individual must be named on the Booking Form)

**You** must report, to the Booking Clerk, any problems encountered on entering (e.g. light and/or leavers left on, premises not in a clean and tidy condition)

**You** and all persons using the premises shall be responsible for Fire Safety Procedures and evacuation of the premises in the event of emergency as instructed by the fire safety signs located within the building. Hall users should familiarise themselves with these instructions. It is the Hall Users responsibility to carry out fire drills if thought necessary

Should the fire alarm sound, all in attendance must evacuate the premises and assemble at the far end (east) of the car park

**You** should establish, where possible and without risk to yourself, if the alarm was real or false. The control panel in the foyer will indicate the source of the alarm. If real, or uncertain, the fire service should be called. A member of the Village Centre Management Committee must be alerted (Contact details area shown in the foyer) If the alarm was false you may reset the alarm

All users of the premises must take care not to obstruct the fire exits

All external doors are to remain closed once everyone attending the event is in the building. Security of the building is the responsibility of the hirer during the period of letting (i.e. whilst in possession of the keys). You must maintain security where doors are left open for ventilation purposes.

A First Aid Kit is located in the Main Kitchen

A Comments/Incident Book is located in the Main Kitchen and **must be** completed in the event of an incident or damage occurring

**Please remember this is a Non-Smoking Hall at all times**

Any problems, contact the Booking Clerk

### **After the Event**

- a. **You must** check and ensure all taps are turned off.

- b. **You must** check and ensure room heaters (two separate locations in the Main Hall), fans and lights are turned off.
- c. **You must** check and ensure the Water Heater in the kitchen is turned off.
- d. **You must** ensure all tables and chairs are returned to the storeroom and stacked neatly. Chairs are to be stacked no more than 6 chairs high.
- e. **You must** ensure all rooms are swept/vacuumed and left clean and tidy. Any rubbish must be placed in wheelie-bins or the large blue skip (as applicable) outside the Centre.
- f. **You must** ensure all external doors must be closed and locked.
- g. **You must** ensure all windows must be closed and fastened (don't forget the toilet windows).

It is **imperative** that the premises are left in as clean a condition as is practical for the next user.

**The responsible person in charge of your event must carry out a final check to ensure all the above has been completed before keys are returned to the Key Safe.**

### **Surcharges**

Surcharges will be applied to **all** lettings where any of the following issues have been identified.

- £10 per individual heater left on.
- £5 per individual light left on (excluding lights on automatic timers).
- £20 per individual tap left on.
- Any other damage identified after the event will be assessed and charged as necessary.

Surcharges will be charged to the last known user'

Payment of any surcharges applied **must be** made immediately, as detailed on the surcharge Invoice.

The £200 Security Deposit (where applied on the initial invoice) will only be refunded if all conditions (as stated above) have been met. There will be **NO** part refund of any Security Deposit.

## **Annex A – SBVC Risk Assessment**

### **SBVC RISK ASSESSMENT**

**Location:** Shipton Bellinger Village Centre

Shipton Bellinger Village Centre is run as a charity in trust on behalf of Shipton Bellinger Parish council & Hampshire County Council by a Management Committee

**Assessment carried out by: Robin Luxton  
2022**

**Date assessment updated: 31<sup>st</sup> March**

**Note. This update has been formulated following the government removing all legal requirements for people at risk with Covid 19**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>What further action is necessary?</b>
Slips, trips and falls	Users of centre may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects.	Users know (through hire agreement) to clear up spillages immediately and know where equipment for this is kept. Mats at entrances to stop rain water being carried in. No storage in corridors. No trailing electrical leads/cables.	Check that hall cleaner knows which products to use on which type of floor
Work at height eg changing light bulbs, cleaning windows, putting up decorations, working on the sound system etc	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	Appropriate, commercial stepladder securely stored and available for use. Hirers should not use any stepladders Centre committee members and cleaner know how to use the stepladder safely.	Anyone who uses a stepladder should be familiar with HSE guidance on safe use of stepladders. Put in place system for checking condition of stepladder. Consider implications for work at height of any future alterations to the Centre
Hazardous substances eg cleaning products	The cleaner, and others cleaning, risk skin problems, eg dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems	Mops, brushes and strong rubber gloves provided. Cleaning products marked 'irritant' replaced with milder alternatives. Cleaner trained to use products safely, eg follow instructions on the label, dilute properly and never transfer to an unmarked container. Cleaning products stored securely	Cleaner reminded to check for dry, red or itchy skin on her hands and, if finding any, to go to doctors for advice and to tell the management committee.
Electricity	Users risk electric shocks or burns from faulty equipment or installation.	Fixed installation correctly installed by qualified electrician, and inspected regularly. All repairs by qualified electrician. Safety plugs in sockets. Portable equipment checked for visual signs of damage before use. Centre users know they are responsible for any equipment used on site	Make sure hall users know where the fuse box is and how to switch supply off in an emergency. Remind users that portable equipment considered unsafe should be marked and taken out of use. All electric equipment to be PAT Tested annually
Stored Equipment	Users could be injured by collapsing stacks	Users must stack tables and chairs carefully so that they do not collapse	There are signs in the hall storage area showing how to stack chairs
Manual Handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.	Trolleys available to move chair stacks and users know where they are kept	No further action needed
Asbestos	Users and others, carrying out normal activities at very low risk. Asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk.	An asbestos survey of the premises is in plan	An asbestos survey of the premises is in plan

Stage	Potential risk of falls accessing and using the stage	Users of the stage should be aware of the risks and take addition care	
People hiring the village centre	All hirers should consider developing a Risk Assessment for their function	Risk Assessment will highlight risks and determine what actions should be taken to mitigate risks	
Covid- 19	Any visitors or contractors who enter the Centre are at risk of catching the virus by touching contaminated surfaces or being close to a carrier	<p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>People should stay at home if unwell.</p> <p>People with symptoms of a respiratory infection, including COVID-19, and a high temperature or who feel unwell, to try to stay at home and avoid contact with other people until they feel well enough to resume normal activities and they no longer have a high temperature..</p> <p>They should inform their close contacts and avoid contact with anyone in an at risk group. Contacts of people with COVID-19 are asked to take extra care, following general guidance on safer behaviours.</p> <p>People entering and leaving the premises to use hand sanitiser</p> <p>Let fresh air in if meeting indoors. Opening a windows helps. (This has also been shown to reduce risk of catching other airborne diseases such as flu).</p> <p>Continue to wear a face covering in crowded and enclosed spaces, especially where you may come into contact with other people you do not normally meet and when rates of transmission are high.</p> <p>Clean your hands often, avoid touching your face, nose or eyes. "Catch it, bin it, Kill it".</p>	<p>Identify what work activity or situations might cause transmission of the virus and likelihood users could be exposed</p> <p>Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises.</p> <p>Hand sanitiser needs to be checked regularly. Empty bins regularly. Frequency decided dependant on hall usage</p>
Fire in the Centre	Alarm will sound	Vacate building and assemble at the far end of the car park by the tennis courts. The hirer will be responsible for checking all people in their group have evacuated the hall.	<p>Hirer to ensure all attendees understand what they should do in case of alarm. Fire drills where deemed appropriate for regular users. Where possible establish if the alarm is real or false. Indicator panel in Foyer. If real emergency services should be called.</p> <p>If false contact one of the Hall Management Team on the list in the foyer to reset the alarm.</p> <p>Be familiar with Fire Alarm Instructions in Foyer</p>

