

## **Hall Booking Form and Conditions of Hire (As from February 2022)**

### **1. Supervision**

The Hirer, who must be 18 or over, shall be responsible for supervision of the premises, and the behaviour of all persons using the premises, and has a duty of care for the safety of those present at their event. They must report to the Village Hall health and safety officer (Vicki Taylor 01373 813942) any incidents which have led to injury or damage, and cooperate with any investigation undertaken to prevent accidents and re-occurrence of incidents. The Hirer shall pay for any damages incurred

### **2. Fire safety**

Please read the enclosed fire safety document. The Hirer is responsible for ensuring the fire prevention measures are followed in full, and for ensuring the fire safety plan is followed.

### **3. Hygiene**

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene regulations. Please check the cooker and/or microwave aren't left on before leaving the premises, (although the wall switch for the cooker should be left on).

Please clean the oven after use.

Please clean any tables used.

Please take away any rubbish with you.

### **4. Compliance with The Children Act 1989**

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and Care Standards Act of 2000

### **5. Animals**

The Hirer shall ensure that no animals except guide dogs are brought into the premises, other than for a special event agreed to by the Village Hall.

### **6. Bouncy Castles**

If the hirer also wishes to hire a bouncy castle for a child's party, please can they contact the booking clerks beforehand. Smaller bouncy castles can be used inside the hall but there is a height restriction because we have a projector suspended from the ceiling.

### **7. Supply of Illegal Drugs**

No illegal drugs may be brought onto the premises.

### **8. Capacity**

The number of people on the premises shall not exceed 176 closely seated, 160 for dancing, 88 seated at tables or 77 dancing with seating at tables (but please see special conditions that apply during the COVID pandemic).

### **9. Payment**

The hire fee is payable as soon as possible after receiving an invoice from us.

## 10. Cancellation

If the Hirer wishes to cancel the booking they should inform the booking clerks as soon as possible. The Village Hall reserves the right to cancel a hiring by 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). an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or similar disasters.

## 11. Insurance

The Village Hall is insured against any claims arising out of its **own** negligence. Business Hirers shall take out their own insurance. The Hirer shall indemnify the Village Hall management committee against the following:-

- (a) the cost of repair of any damage done
- (b) all claims arising as a result of the use of the premises by the Hirer
- (c) all claims resulting from any nuisance caused to a third party as a result of the use of the premises by the Hirer.

The Village Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises,

## 12. Equipment failure

Please report any failure of equipment belonging to the Village Hall as soon as possible.

## 12. Licensable Activities

The hall has a Premises Licence to cover regulated entertainment and use of alcohol. A summary of the Premises Licence is on display in the hall. Attention is drawn to the following conditions.

### (a) Hours

The hours available for licensable activities are 9.00 until 24.00 Monday to Saturday, and 9.00 until 23.00 on Sundays. In order to hold a licensable activity not covered by the Village Hall's Premises Licence, a Temporary Event Notice, (TEN), will be required

### (b) Alcohol

Ensure you have completed an alcohol application form if you intend to use alcohol. There is a £10 fee added to your invoice for this.

### (c) Dangerous and unsuitable Performances

Performances involving danger to the public, or of a sexually explicit nature, shall not be given, and children restricted from viewing films that are not classified for their age.

## 13. Additional Special Conditions of Hire during COVID-19 ([SC2 & SC4 amended Feb2022](#))

**SC1:** You are responsible for ensuring those attending your activity or event comply with our COVID-19 guidelines while entering and occupying the hall.

**SC2:** Ensure that everyone planning to attend your event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms or tested positive in the last 10 days, unless they have had two negative lateral flow tests taken on consecutive days, when the isolation period is reduced from the 10 days to just 5.

**SC3:** The hall will be thoroughly cleaned once a week, but you will be responsible for cleaning door handles, light switches, window catches, toilet handles and seats, wash basins and all surfaces used during your period of hire before leaving, using either the products supplied or your own ordinary domestic products. Please take care cleaning electrical equipment (eg switches), make sure they are unplugged, and do not spray.

**SC4:** It is no longer legally necessary to wear face masks in the hall, but we would recommend that users are still encouraged to do so, particularly if there are vulnerable people in attendance or people over 70 (children under 11 are not required to wear one). A mask is not required when people are eating or drinking, but they should be seated.

**SC5:** It is also advised that the premises should be well ventilated throughout your hire, with windows open as far as convenient, and ensuring they are all securely closed on leaving.

**SC6:** It is no longer necessary to ensure that social distancing of 2m is maintained between individuals and groups, but attendees should be advised not to use lengthy and close contact face to face, and to cough away from others. Particular care is needed for any persons aged over 70 or likely to be clinically more vulnerable to COVID-19. Use of the storage room should be kept as brief as possible. Ensure that only one person uses each suite of toilets at one time.

**SC7:** It is also no longer necessary to keep a record of the date and time of the activity, or contact details of those attending. However it is advised that those with the NHS track and trace app on their smart phones should still scan the NHS QR poster in the hall entrance foyer.

**SC8:** Position furniture as far as possible so that people sit side by side rather than face to face.

**SC9:** You are responsible for the disposal of all rubbish created during your hire. Please take it away with you.

**SC10:** If drinks or food are made you must ensure that all crockery and cutlery is washed in hot soapy water, dried and stowed away. Please bring your own clean tea towels, or if hall tea towels are used, please take them home to wash.

**SC11:** The small meeting room can now be used, but this is quite an enclosed space so if no-one else is using the main hall please consider holding your meeting in the main hall.

**SC12:** We have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is needed, or in the event that public buildings are 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.

**SC13:** Regulations regarding the use of facilities like village halls are likely to change as the pandemic evolves. If you have made a booking we will contact you as soon as changes are announced, and please comply with these new regulations. If you have to cancel as a result we will refund your hire charge.

**Please read all these conditions of hire and retain for your own reference. Thank you**

**Please fill in this form to show that you accept the conditions of hire and return it to:**

**Ann and Roger Orpwood, Rose Cottage, Leigh on Mendip, BA3 5QP.**

**Name.....**

**Address.....**

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**Phone Number.....**

**Email address.....**

**Nature of event.....**

**Date and times of event.....**

**Signature**