

SHIPTON GORGE VILLAGE HALL

CONDITIONS OF HIRE

1. The Conditions of Hire are applicable to single, repeat and on-going hire of Shipton Gorge Village Hall.
2. The Hirer must be aged 21 or over and will be responsible for the payment of the hiring fee and ensuring that the Conditions of Hire are met. For some types of event a deposit will be charged.
3. Events must finish by 11pm. If you wish to apply for an extension to this time please discuss this with the Bookings Manager. Clearing up after an event that finishes late in the evening must be carried out promptly and quietly in order to minimize disturbance to residents.
4. Hire charges for the hall are inclusive of the reasonable use of gas heating and electricity charges. Excessive consumption may incur an additional charge.
5. During the period of the hiring, the Hirer will be responsible for the supervision of the premises, the care of the fabric and contents of the hall, the behavior of persons using the premises and the supervision of car parking arrangements so as to avoid blocking the church pathway or access to private property.
6. The maximum number of persons on the premises at any time must normally not exceed 90 standing or up to 74 seated, although a reduced occupancy level (and further Special Conditions) may apply from time to time under government Coronavirus Regulations. Contact the Bookings Manager if further information is required.
7. The Hirer shall not use the premises for any purpose other than that agreed and shall not sub-hire or allow the premises to be used for any unlawful purpose or bring anything onto the premises which may endanger the same.
8. The Hirer shall be responsible for obtaining such licences as may be needed for their event. Specifically, the hall is not licenced for the sale of alcoholic drinks or for film shows. If such events are planned the Hirer should contact the Bookings Manager well in advance and receive agreement that the hall can be used for this purpose prior to the booking being accepted. The Hirer will be solely responsible for obtaining the appropriate Temporary Event Notice (TEN) from Dorset Council, and should provide a copy to the Bookings Manager for record keeping purposes. The Hirer will indemnify the hall management committee against any civil or criminal consequences arising from the event.
9. Casual Hirers who plan to use the hall for a “one-off” event must pay the full hire charge at the time of booking. If the Hirer wishes to cancel the booking before the date of the event, any repayment will be at the discretion of the hall management committee. No repayment will be considered when cancellation occurs within 7 days of the event.
10. The hall management committee reserves the right to cancel any hiring in the event of the Hall being required for use as a Polling Station. In such circumstances, any deposit or fee paid will be refundable.
11. St Martin’s Church has a right to use of the hall on Sundays. Hirers thinking about using the hall on a Sunday should therefore discuss their plans with the Bookings Manager well in advance.

Fire Safety

12. For fire risk assessment and insurance purposes:
 - the Hirer must appoint an individual to take responsibility for fire safety for any event held at the hall;
 - no naked flames or smoking apparel (including vaping) are permitted inside any part of the hall
 - any equipment brought into the hall by the Hirer must be electrically safe and have a current PAT test certificate or sticker.
13. The Hirer must read and accept the attached fire safety checklist for hirers and hall evacuation plan which forms part of these Conditions of Hire.

Safeguarding

14. The attached policy on Safeguarding forms part of these conditions of hire. Any suspicions or allegations of abuse against a child or vulnerable adult inside the hall should be reported to the event or activity organiser and to the Trust Chair.
15. Hirers who wish to use the hall for activities which include children and adults at risk (other than for hire for private parties arranged for invited friends and family) must provide a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS). For activities requiring Ofsted registration, a copy of the hirer’s Ofsted registration must

also be produced.

16. The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings, which may occur during the period of the hiring as a result of the hiring. If a deposit has been paid, the cost of repair of any damage will be deducted; if the cost of repair exceeds the deposit paid, the balance will be payable by the Hirer.
17. Immediately after the event the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured with all lights turned off and the central heating turned off/down (unless alternative arrangements have been made with the Bookings Manager). All rubbish and recycling must be removed from the premises. The Committee shall inspect the property as soon as possible after the hire and will be at liberty to make an additional charge if this condition is not complied with.
18. In addition to any costs incurred in the above two Conditions, if the premises or its contents are left damaged to the extent that subsequent hirers are unable to use the premises, the Hirer will be charged the hire costs for those users so that they can be reimbursed.
19. Before making a booking that will use the kitchen, the Hirer should consider whether the available utensils and equipment are suitable for their proposed needs, and be aware that the cooker and fridge/freezer are of a domestic standard and not designed to cater for large or commercial events. The kitchen is not equipped for the preparation of raw food. If you require it for this purpose you must inform the Bookings Manager in advance. The kitchen and its contents should be left clean and tidy after use.
20. Any items or equipment brought into the Hall by the Hirer must be removed at the end of the hiring unless previously agreed otherwise with the Committee. Where it has been agreed that items or equipment can remain at the hall, these must be stored by the Hirer in the manner requested by the Committee. Items or equipment stored at the hall are left at the Hirer's risk unless otherwise agreed in writing with the Committee.
21. Any incidents (of damage, injury etc.) occurring during the hire must be recorded in the hall Incident Log Book and reported to the Bookings Manager. It is accepted that accidental breakages may occur but they must be reported, however minor.
22. The right to refuse any application received for the hire of the hall, without assigning any reason, is reserved to the Committee. Any such refusal will be recorded in the minutes of the next Committee meeting.
23. Land adjacent to the Hall is not owned or managed by the Committee. Any arrangements for use of this land must be made directly with the Landowner(s).

Signed by Hirer:

Signed on behalf of Village Hall Trust:

Name:

Name:

Address:

Position:

Telephone number:

Date(s) of hire:

E-mail address:

To be signed in duplicate, one copy for the Hirer, the other for the Hall Management Committee.

Fire Safety Checklist for Hirers

Before admission of the public check that:

- The main door is unlocked and you know how to operate the push-bar mechanism on both sets of emergency exit doors.
- Both sets of double doors in the main hall are unbolted.
- You understand the hall evacuation plan.
- The location of the fire extinguishers and fire blanket are known.
- You understand how the fire extinguishers should be used, and their suitability for use on different types of fire.
- Escape routes are free from obstruction and there are no obstructions outside the emergency doors.
- The exit signs are illuminated.
- There is no obvious fire hazard in, or near, the building.

When the event or function begins:

- Inform the hall users/audience of the location of the emergency exits, and that aisles, exit routes and emergency exits must not be blocked.

During the event or function:

- Have no naked flames or lighted cigarettes inside any part of the hall.
- Have individuals ready to open the emergency exit doors should evacuation be necessary.

When the event or function ends:

- Remove all waste.
- Search for smouldering fires or cigarettes left burning.
- Unplug electrical items, check kitchen water heater, cooker and fridge are turned off, and heating thermostat is set to minimum.
- Turn out all lights.
- Close all internal doors, secure windows and outside doors.

This information forms part of the conditions of hire of Shipton Gorge Village Hall

HALL EVACUATION PLAN

If you discover a fire:

Immediately raise the alarm by shouting FIRE

Dial 999 and summon the Fire Service

- you may need to go to the church to get a mobile signal

Tell the Fire Service

- the hall is located on Church Lane, Shipton Gorge

- post code: DT6 4LZ

Leave the building immediately by the nearest exit and assemble in the church yard

Individuals in charge:

Make sure the Fire Service has been contacted

See that everyone leaves the building and assembles in the church yard

Provide assistance to children and any disabled persons

If safe to do so

- check no-one remains in the hall (including the office, store room, kitchen and toilets)

- close doors to restrict the spread of fire and smoke

When the Fire Service arrives give them any information they need

Location of firefighting equipment:

1) Fire blanket and carbon dioxide extinguisher in the kitchen

2) Water (foam) extinguisher in the entrance hall

3) Water (foam) extinguisher in the storage area by the rear fire exit door

DO NOT PLACE YOURSELF AT RISK BY TRYING TO FIGHT A FIRE

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Shipton Gorge Village Hall – Charity No. 291996 - Safeguarding Policy

Introduction

Protecting people and safeguarding responsibilities is a Charity Commission requirement, and is a governance priority for all charities acting for the public benefit. As part of fulfilling our trustee duties, members of Shipton Gorge Village Hall Trust will take reasonable steps to protect from harm people visiting Shipton Gorge Village Hall.

Currently, the Trust does not organise activities for children or vulnerable adults, nor does it have any user organisations that work with such groups. However, in recognition of its general safeguarding responsibilities it has:

- implemented this Safeguarding policy, as required by law;
- modified its conditions of hire so that hirers must commit to meeting their legal Safeguarding obligations before using the hall;
- a review procedure to scrutinise hire requests received from organisations that work with children or vulnerable adults.

Policies and procedures

1. No Trustee, volunteer or employee will have unsupervised access to children or vulnerable adults.
2. Any suspicions or allegations of abuse against a child or vulnerable adult will be taken seriously and dealt with speedily and appropriately.
3. All Trustees will be made aware of this policy, which will form part of (and be appended to) the “Declaration of Acceptance of Office” signed annually by Trustees.
4. Any suspicions or concerns should be reported to the Trust Chair, who will be the named Vulnerable Users representative. These will be passed to the appropriate agency:
 - children - the Pan-Dorset Safeguarding Children Partnership (<https://pdscp.co.uk/>; 01305 228866);
 - adults - the Dorset Safeguarding Adults Board (<https://www.dorsetcouncil.gov.uk/care-and-support-for-adults/dorset-safeguarding-adults-board/dorset-safeguarding-adults-board.aspx>; 01305 221016);
 - the Police - phone 101.
6. Hirers who wish to use the hall for activities which include children and adults at risk (other than for hire for private parties arranged for invited friends and family) must provide a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS). For activities requiring Ofsted registration, a copy of the hirer’s Ofsted registration must also be produced. The Bookings Manager will pass this information to the Chair for review. All decisions will be documented.
7. For licenced events held at the hall, no alcohol will be sold to those under the age of 18; no children will be admitted to films when they are below the age classification for the film; no gambling or entertainment of an adult or sexual nature will be permitted on the premises.
8. These policies and procedures will be reviewed annually, or updated immediately if the Trust organises activities for children or vulnerable adults at the village hall.

Signed:

Date:

Name:

Chair, Shipton Gorge Village Hall Trust