

## **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 over the age of 18, and will be responsible for the payment of the hiring fee and ensuring that the Conditions of Hire are met.
3. Hire charges for the hall are inclusive of the reasonable use of gas heating and electricity charges. Excessive consumption may incur an additional charge.
4. 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.
5. The maximum number of persons on the premises at any time must not exceed 90 standing or up to 74 seated. Contact the Bookings Manager if further information is required.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured with all lights and the central heating turned off unless directed otherwise. The Committee shall be at liberty to make an additional charge if this condition is not complied with.
15. 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.
16. 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.

17. 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.
18. 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.
19. 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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