

Conditions of Hire

King's Somborne Village Hall

Charity Number 1180268

All Hirers of any part of the Hall, including the Pavilion, are required to observe the Village Hall Conditions of Hire:

Hirers and users of the Village Hall are reminded that the Village Hall is a public place and as such all hirers and users must obey the law whilst within and in the vicinity of the Village Hall. This includes but is not limited to prohibition of smoking and supply of alcohol to minors.

Hall Capacity: The maximum number of people permitted in the Main Hall is: 125 Seated (Theatre style), 80 Seated (Dining), 200 Standing.

Insurance and Liability:

(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 including the curtilage thereof, the contents of the premises and all equipment provided
- (ii) All claims, losses, damages and costs made against or incurred by the Village Hall Management 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 storage of equipment) by the Hirer, and
- (iii) All claims, losses, damages and costs made against or incurred by the Village Hall Management 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 subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the Village Hall Management Committee and the Village Hall's employees, volunteers, agents and invitees against such liabilities.

The Village Hall accepts responsibility and liability where it has provided defective equipment or facilities or where the actions or inactions of its management team have caused or contributed to any loss. The Village Hall management committee recommend that each hirer arranges adequate insurance for its own liability and protection for any goods or valuables brought into the hall as part of the rental usage.

Audio Visual and Projection Equipment: Hirers may only use the Village Hall Audio Visual and projection equipment by prior arrangement with the Booking Secretary. This arrangement will be subject to an individual person (designated by the hirer) completing an on-site AV system usage and competency check and complying with all instructions within the Village Hall AV system user-guide provided to the Hirer. On the Hirer's request, the Village Hall Management Committee may, at its sole discretion, agree to provide a suitably qualified individual to operate the AV equipment for the hirer. Where provided, this service may be subject to an additional fee (price on application). The Village Hall Management Committee accepts no liability for any loss of service, connectivity or hirer data as a result of the AV equipment being deployed.

Fire Regulations and Precautions: Fire exit doors are clearly marked and illuminated by emergency lighting in the event of power failure. No form of obstruction, including furniture, may be placed to hinder the use of these exits. A plan showing the location of fire extinguishers is displayed on the Notice Board in the entrance hall.

In Case of Fire: In the event of a fire, the fire brigade must be called by dialling 999 using a mobile. The Address is Village Hall, Recreation Ground, SO20 6PP. If a mobile is unavailable, there is a public telephone

by the war memorial, approximately 400 metres from the Village Hall. The Fire Brigade shall be called to any outbreak of fire, however slight.

As well as calling the Fire Brigade, use the Fire Main Call Points positioned beside all fire exit doors to alert all occupants of the fire.

The premises must be cleared as quickly as possible using the emergency fire exits. The assembly point is on the Recreation Ground. In advance of public performances, hirers should indicate fire exits and confirm the point of assembly on the Recreation Ground.

Details of any outbreak shall be given to the Booking Secretary.

Accidents and Dangerous Occurrences: Any accident must be recorded in the accident book (which is located in the drawer in the kitchen) and reported to the Management Committee via the Booking Secretary.

Times of Hire: The Hiring shall be for the period shown on the Booking Confirmation and shall terminate at the time shown. The hiring shall not extend beyond midnight without the express permission of the Village Hall Management Committee. All music and other amplified sound shall cease at least 30 minutes before the termination of the letting and the hirer shall be responsible for ensuring that the premises and car park is totally vacated, quietly and in an orderly manner, by the termination time stipulated on the Booking Form.

The hire of the premises does not entitle the Hirer to use or enter the premises at any time other than the specific hours for which the premises are hired unless prior arrangements have been made with the Village Hall Management Committee via the Booking Secretary. The hours of hiring include time for preparing the premises for the event and for clearing up afterwards.

For the convenience and privacy of all concerned, hirers are not allowed to enter the facilities that you hire until the allotted time of your hire. In addition, to allow hirers to commence their activities on time, please ensure that you depart no later than the time the hiring period is due to end. The hiring period must include sufficient time to return the room(s) hired to a clean and tidy state ready for the next hire.

Any emergency issues that cannot be dealt with by the hirer should be notified by text or phone call to our emergency number, 07469 004 725

Cancellation: The Village Hall Management Committee reserves the right to refuse bookings without reason at any time.

If the Hirer wishes to cancel a hire, pre-payments will be returned only if the event concerned is cancelled with not less than 14 days notice. Shorter periods of notice are only acceptable from sports clubs who have booked the Pavilion.

Responsibility: The Hirer must be a responsible person, over the age of 21.

The Hirer shall ensure that all guests/occupants comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made there under. Any person who breaches this provision shall be asked to leave the premises. This includes the porch area. The Hirer will be responsible for any cleaning required.

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction. As directed by the Booking Secretary, 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.

The Hirer shall ensure, to the best of his/her ability, that noise or nuisance by all persons entering, using or leaving the premises shall not cause annoyance to residents in the locality, or to the general public.

The Hirer is responsible for setting out the room hired as required and for clearing up at the end of the hiring. Furniture must not be moved from rooms not covered by the hiring agreement.

The Hirer will control access to the premises, and refuse entry to those not invited.

The Hirer **MUST** carry out and keep records of all Health and Safety risk assessments as required by law, follow all recommendations and mitigation actions as specified in the Village Hall Risk Assessment documentation and adhere to all special conditions as specified in Appendix A

No nails, screws or similar may be fixed to any part of the premises, nor any other means of fixing which might remove paint or leave any visible damage when it is removed. This includes such materials as Sellotape, Blu-Tack and thumb tacks. The Main Hall has a picture rail which may be used to hang posters using thumb tacks or similar.

Alcohol: The Hirer will ensure that alcohol is not brought into the premises other than under the terms below:

The Village Hall has a Designated Premises Licence permitting the sale of alcohol for consumption on the premises subject to certain conditions; for the purpose of this condition this includes any event at which alcohol is provided as part of the ticket price. A Hirer will be permitted to sell or supply alcohol during the period of hire provided the booking has been previously approved by the Village Hall Management Committee and the Hirer has signed a written acknowledgement and confirmation that they are aware of and agree to comply with the provisions of The Licensing Act 2003 and the consequences of failing to do so. The Village Hall Management Committee reserves the right to refuse or cancel bookings involving the sale or supply of alcohol at their discretion if these conditions are not met.

Where the Hirer has not obtained a licence to sell alcohol or distribute alcohol as an inducement to a paid event, the Hirer may, at his discretion, allow participants to bring their own alcohol for personal consumption. No fee may be charged, and the Hirer is required to keep order.

Any person suspected of being drunk or under the influence of drugs, or who is behaving in a violent or disorderly way must not be admitted to the premises and if on the premises, is to be removed.

Heating: No unauthorised heating appliances shall be used on the premises. The Village Hall heating system may be used during a hire if necessary. Users must ensure that the heating unit at the back of the main hall is clear of curtains, and to ensure that the heating system is turned off at or before the completion of hire.

Use of Kitchens: The use of the main kitchen is included in the charges for the Main Hall and there are sufficient supplies of crockery and cutlery including adequate means of boiling water. The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

The Kitchenette adjoining the Jubilee Room is available when hiring the Jubilee Room and the Pavillion facilities subject to availability. Hirers using the Pavillion must indicate at the time of booking their requirement for the use of the kitchenette.

Licences: All Hirers should ensure that they have the relevant licence for their event/activity.

The Village Hall holds a Performing Rights Society (PRS), a Phonographic Licence (PPL), and a Designated Premises Licence as indicated above.

Children: 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 any other legislation for the protection of children. All organisations using the premises that provide activities/services for children will need to have an approved child protection policy in place. A copy of this policy must be provided to the Secretary on request. Hirers should be aware that the hall has a Child Protection Policy complying with The Children Act 1989 and The Protection of Children Act 1999 and an Adult Safeguarding Policy complying with The Care Act 2014. Copies available on request from enquiriesksh@villagehall.com

Refundable Deposit: A deposit of £100 (in advance) will be required for any party, wedding or corporate group event. This will be returned after the event subject to the premises being left in a satisfactory condition. Parties for groups aged between 12-21 years old must have adequate adult supervision by persons aged 21 or over, in a ratio of one adult supervisor for every twenty guests in the specified age group.

Hirer's Equipment: Any equipment brought into the premises for use is the responsibility of the Hirer and suitable insurance must be obtained. It is not covered by Village Hall insurance.

Electrical Equipment: The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

No additional lights or extension from the existing electric light fittings shall be used without the previous consent of the Management Committee.

Dangerous Items: Highly flammable substances shall not be brought into or used in any part of the premises. In particular, fireworks and similar devices are absolutely prohibited.

No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Village Hall Management Committee. No decorations are to be put up near light fittings or heaters.

No candles or other lighting arrangements involving a flame may be used. Battery operated imitation candles may be used.

Animals: The Hirer shall ensure that no animals (including birds) except assistance dogs are brought onto the premises, other than for events and activities agreed in advance by the Village Hall Management Committee. If animals are allowed under this rule, the Hirer must ensure that the premises remain completely clean on departure; if necessary, using cover-all mats to cover floors whilst animals are present. No animals whatsoever are to enter the kitchen at any time.

On completion of Hire: All taps, heating and lighting must be turned off before vacating the premises, otherwise the hirer is liable for an excess charge relating to the utilities thus consumed.

All chairs, tables, utensils and every other item used, or moved, are to be properly cleaned and replaced in their original positions before the premises are vacated; please do not drag them across the floor.

Property of the Hirer and the Hirer's agents must be removed at the termination of the hiring. The premises must be properly locked and secured on departure unless directed otherwise.

The premises should be returned to the state as found on departure.

- ***All refuse resulting from the hire shall be removed from The Premises, placed in appropriate receptacles or dealt with as otherwise directed by the King's Somborne Village Hall Committee***
- ***General waste may be removed to the bins outside and empty bottles taken to the bottle bank at the opposite end of the car park***
- ***Nappies and similar waste may not be disposed of on-site nor in the bins outside the village hall. These items must be taken away for disposal by the hirer***
- ***HIRERS' WASTE MUST BE DISPOSED OF AS DIRECTED ABOVE, OTHERWISE £10 WILL BE DEDUCTED FROM THE DEPOSIT***

Car Parking: The car park is provided by the Parish Council for general use including by users of the Recreation Ground and Village Hall. It is not the property of the Village Hall. Vehicles are not permitted to be driven on the recreation ground. Cars must be parked with due consideration to other users. Drivers must comply with the no exit sign.

Use of Recreation Ground: Hirers should note that the recreation ground is not owned by the Village Hall. Queries regarding its use should be directed to the Parish Clerk.
email: clerk@kingssomborne-pc.gov.uk

Instructions from Management Committee: Free access to the premises by members of the Village Hall Management Committee, or their appointed representatives, shall be permitted at all times during any event to enable them to check that these conditions are being met.

The Hirer shall, at all times, obey all instructions given by the appointed representative/s of the Village Hall Management Committee, who are hereby authorised to stop any entertainment or meeting and terminate any hiring which, in their absolute discretion, is not properly conducted

Counter-Radicalization and Security Act 2015 Section 26(1): No activity which may be construed as drawing people into terrorism is permitted to take place at this venue. Should any allegation be received, or if the Management Committee has reason to suspect non-compliance, the Management Committee will investigate and may decide to cancel or modify the function(s), to ensure compliance with the law.

Document Date: October 2024

Appendix A

Conditions of Hire

King's Somborne Village Hall

SPECIAL CONDITIONS OF HALL HIRE DURING COVID-19

Please note: These conditions are supplemental to the standard conditions of hall hire.

1. You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the posters displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and social distancing.
2. You undertake to comply with the actions identified in the King's Somborne risk assessment document, a copy of which has been provided to you.
3. Avoid using any equipment that is difficult to clean and, where possible, ask those attending to bring their own equipment. **EQUIPMENT MUST NOT BE SHARED DURING THE COURSE OF YOUR SESSION.** You will need to ensure that any equipment is cleaned **BEFORE AND AFTER** use and before being stored.
4. The Village Hall will be cleaned daily before any hirers arrive on site. All hirers will be required to regularly clean all touch points that your group are likely to come in to contact with eg. main front door handle, light & heater switches, toilet doors, flush handles, seats and wash basins. Hirers are responsible for the cleaning of door handles, light switches, window catches, tables, chairs and any other hall equipment used, both before and after every hire. A non-chargeable time period of 30 minutes* will be allocated before and after each hire period to enable this cleaning. Hand sanitiser dispensers will be provided and checked daily. Hirers and groups should be encouraged to wash hands regularly. Products for cleaning will be supplied in a clearly accessible location. Please take care when cleaning electrical equipment. Use cloths - do not spray!
5. In accordance with the NHS Track & Trace guidelines, you are required to keep a record of the name and contact number or email of all those who attend your group/event for a period of 21 days after the event and provide the record to NHS Track and Trace, if required. After 21 days these details must be destroyed. (People are not obliged to provide details but are encouraged to do so.)
6. You must ensure that everyone likely to attend your activity or event understands that they **MUST NOT ATTEND** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** notify you immediately in order that you can contact everyone else in that group. You are also required to contact the Bookings Secretary immediately of anyone who develops symptoms within 7 days of attending your group.

7. You will need to keep the hall and or rooms well ventilated throughout your hire with windows and doors (except fire doors) open as far as is convenient. You will be responsible for ensuring they are all securely closed on leaving.
8. You will position furniture or the arrangement of the hall as far as possible to facilitate social distancing of 2m between individual people or bubbles or groups of up to two households, or 1m with mitigation measures such as face coverings. Avoid face to face situations, where possible.
9. Please ensure all rubbish is placed in the bin provided, including tissues and cleaning cloths.
10. You will be advised of the maximum number of people that can attend your activity/event in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing (or 1m with mitigation) while waiting to enter the premises and observes the one-way system of entry and exit. Please advise your attendees that they WILL NOT be permitted to wait in the foyer for your activity to start.
11. At the time of printing, all attendees and visitors MUST WEAR FACE COVERINGS while in the centre (exempt or medical conditions, mental health reasons & exercise/fitness classes excepted). However, those attending exercise/fitness classes must wear face coverings before and after classes.
12. You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.
13. The kitchen will be available for making drinks and for serving pre-prepared food, but not for access to the crockery cupboard, food preparation or cooking on site. A maximum of 2 people are permitted in the kitchen at any one time. External kitchen doors and windows should be opened while the kitchen is in use.
14. In the event of someone becoming unwell with suspected Covid-19 symptoms, you should remove them to the designated safe area which is the COMMITTEE ROOM. At their own discretion Hirers may bring a Covid-19 First Aid kit containing for example: disposable masks, apron, gloves, tissues, sanitizer gel, anti-bacterial wipes and rubbish bags together with instructions for how to respond. A chair has been placed in the isolation space.
15. In order to avoid risk of aerosol or droplet transmission, you must take steps to avoid people needing to unduly raise their voices to each other, eg. refrain from singing, playing music or broadcasts at a volume which makes normal conversation difficult.
16. Hirer activities will only be permitted in line with the applicable step in the Government Covid19 roadmap – see latest Appendix D Acre (Action with Communities in Rural England) guidance document - <https://acre.org.uk/cms/resources/appendix-d-activities-table-22.4.21.pdf>
17. All groups, particularly physical activity or close contact groups, are advised to contact their governing bodies for further advice, where possible.

18. The Management Committee has the right to close the Village Hall if there are any safety concerns relating to Covid-19, including someone who has attended the Village Hall develops symptoms and thorough cleansing is required, or if it is reported that these Special Hiring Conditions are not being complied with, whether by you or by other hirers, or if the government or council declare another lockdown.
19. These Special Hire Conditions are subject to change at any time in accordance with the applicable current Government guidelines.