**Ingham and Cammeringham Village Hall Committee**

**Hiring Agreement & Conditions of Hire**

**Part One – General**

1. The use of the above premises shall conform in all respects with the purpose and accommodation specified on the hiring permit.
2. The Hirer shall pay to the Committee the cost of any breakages, losses or damage to its buildings or equipment arising out of the hiring. These breakages etc must be reported to the Booking Secretary/Caretaker at the end of the hire period
3. The Committee shall not be responsible for any loss or damage to any property whatsoever, the Hirer and his/her servants or contractors, or the death or injury of any person whatsoever
4. The premises are licensed for the sale of alcohol, public dancing, music, stage plays, indoor sport and other public entertainment of a like nature. A copy of the licence is displayed on the notice board in the hall foyer. The Hirer must familiarize him/herself with its conditions and ensure full compliance with its terms.
5. When the sale of alcohol is intended, the Hirer must sign a separate form (Conditions of hire where alcohol will be sold form) confirming that the requirements of the licensing conditions are fully met. Please note the Committee does not hire the premises for 18th Birthday party functions.

**The conditions of hire where alcohol will be sold form must be returned to the Booking Secretary at least 14 days prior to the event. If not received, entry will be refused.**

1. When activities such as classes or clubs specifically involving children or vulnerable adults are to be run, the Hirer must provide details of their registration status (if relevant) together with their safe recruitment policy, enhanced CRB checks and their child or vulnerable adults protection policies. If the premises are being used by more than one Hirer, children and vulnerable adults need to be supervised particularly when using the toilets.
2. Representatives of the Committee shall at times have access to the premises for the purpose of inspection.
3. The sub letting of any premises is prohibited.
4. - The Committee has the right to cancel any hiring, but such rights would not be exercised unreasonably.

* A non-refundable deposit against hall hire as per the schedule of hire charges is to be paid on application of hire
* Hirers, other than user organisations, who book the hall are required to pay their account 7 days in advance of the hire date.
* A returnable deposit, against superficial damage or extra cleaning requirement above the normally deemed necessary, is to be paid on application of use.

1. – The main hall can not be booked before 1800 hours on days when the school is in session. However the Community Room can be booked on the two week days that it is available during school time, subject to approval. (Tuesday and Thursday)

* On days when the school is in session, goods received by the Hirer for the purpose of the hiring must not be delivered to the premises before 1800 hours without the prior permission of the Head Teacher/Booking Secretary

1. – wearing of footwear likely to cause damage to the floors is **NOT** permitted. Persons found wearing such footwear will not be permitted to enter the premises.

* To comply with legislation, smoking is **NOT** allowed within the Village Hall complex
* Hirers should note that the complex is not licensed to receive television and under no circumstances should television signals be received over the internet or by any other means

1. – Any furniture or other goods brought into the premises by the hirer shall be removed at the end of each period of hire unless agreed otherwise.

* In the event that a Hirer wishes to use drapes or similar, for the purposes of decorating the hall or associated rooms, special arrangements must be made with the Booking Secretary. It will also be necessary for the Hirer to demonstrate by provision of documentation to the Booking Secretary that the drapes and decorations have sufficient fire retardancy to prevent a significant elevation of the fire loading to the building

1. The Hirer shall ensure that tables/chairs etc used during the course of the letting are cleaned and left in the position found, and that the buildings are left clean and tidy
2. User Group Committee Member Hirers who have their own key shall securely lock and alarm the building upon leaving. Other hirers shall ensure that either the Caretaker has arrived to lock up before vacating the premises or if a hire finishes early the Caretaker should be contacted to arrange early lock up. All Hirers must ensure that noise is kept to a reasonable level inside the hall. Upon leaving the premises please ensure your guests keep noise to a minimum in the interests of our neighbours and the local community.
3. Within the limits of its resources, the Committee keeps its premises to the highest possible standards. Organisations and individuals using the facilities are requested to maintain these standards.
4. INGHAM PARISH COUNCIL specifies that Hirers ensure that all vehicles belonging to people attending your function us the car park provided and under **NO** circumstances should Hirers allow vehicles to encroach onto any part of the Village Green or Playing Field. Driver of vehicles who fail to comply with this request risk action being taken against them by the Parish Council. Your cooperation in this matter would be greatly appreciated.

**Part Two – Safety**

1. Hirers and Visitors will be expected to recognize that there is a duty on them to comply with all the safety requirements set out in the hiring agreement and with safety notices on the premises. Hirers should accept responsibility to do everything they can to prevent injury to themselves or others. Please note there is no public telephone in either the Village Hall or the Village off Ingham. It is strongly recommended that Hirers ensure they have a mobile telephone available in the event of medical and other emergency. Reception is very poor in the Hall and Hirers may need to access the carpark to achieve a signal.
2. Do not bring into the hall any portable electrical appliances which have not been PAT tested
3. Do not work at height on steps or ladders unless they are properly secured and another person is available to assist. Care should be taken when using high level storages eg. retrieval or deposit of heavy items
4. Use the trolleys provided to move stackable chairs and do not attempt to lift heavy items without assistance. **Do not** stack the chairs higher or in a different position than the notices in the storage alcoves stipulate. Use and erection of the portable stage blocks, gantry and stage lighting and sound systems is not permitted unless committee trained persons are available to supervise
5. **Do not** allow children in the kitchens, except under close supervision and avoid overcrowding or unsafe practices
6. **Do not** operate or touch any electrical equipment when there are signs of damage, exposure of components or water penetration etc. where a piece of equipment is found to be damaged a warning notice should be placed on it advising that it should not be used. Likewise, any other health and safety issues with regard to the fabric of the building or equipment found by you must be reported to the Caretaker/Booking Secretary.
7. First Aid boxes and accident books are located in both kitchens. All accidents must be recorded in the accident book and reported to the Caretaker/Booking Secretary. The location of the nearest hospital A & E Department and Doctors surgery are listed on the accident book cover. A defibrillator is attached to the outside of the building to the right of the main entrance, instructions for use are inside the case. A second defibrillator is located at the Doctors surgery on Lincoln Road.
8. The lighting of any pyrotechnic device including fireworks is prohibited. The lighting and release of Chinese lanterns is also prohibited in the interest of fire safety and protection of the local environment.
9. **Fire regulations**

The Hirer must ensure that there is at least one officially designated steward for every 50 persons on the premises during the hiring and that they are familiar with the position/use of emergency exits, fire extinguishers and fire alarm procedures. All emergency exit doors must be free of obstructions during the hiring.

**The fire alarm procedures and the map of fire escape routes, fire exits and location of fire fighting equipment are displayed on the notice board in the hall foyer.**

In the event of a fire or other emergency the Stewards will:

* Open the fire doors
* Direct and usher people out of the hall complex
* Assist any person with a disability
* Check there is no persons still in the entrance hall or toilet areas
* Muster people into the carpark at the playing field end
* Close all fire and exit doors on leaving the building ensuring that no one re-enters until they are instructed that it is safe to do so
* Call the Fire and Rescue Services if necessary
* Fire extinguishers should only be used if the person feels confident to use them and is aware that the extinguisher is the correct type for the category of the fire they intend to tackle. Persons should not put themselves in danger if the fire extinguishers are used.

When hire from the Village Hall Committee occurs during the school day, responsibility for management of the site remains with the school. The Hirer must comply with school fire evacuation procedures within which there is a requirement for a register to be kept of all persons using the premises. It is the Hirers responsibility to provide and maintain this register, during the period of hirer, for persons using the hired premises. In the event of a fire or other emergency situation requiring evacuation of the premises the Hirer must report to the Head Teacher/Chief Fire Warden, on the hard play area at the back of the school, after the premises have been evacuated.

At the end of the event, Stewards are responsible for carrying out the ‘End of Session Check List’ which is displayed on the notice board in the hall foyer.

The maximum number of people able to be present in the hall at particular types of function is as follows:

**Main Hall with Stage**

When used for dancing 123 persons

When used for closely seated audience 205 persons

**Main Hall without stage**

When used for dancing 138 persons

When used for closely seated audience 205 persons

**Community Room** 50 persons

**Please note:** There are 140 chairs available for use in the Main Hall and 50 chairs available for use in the Community Room. If all the chairs are required by the Hirer then both rooms **must** be booked.