

Teddington Village Hall (Maximum Capacity 60 Persons)

CONDITIONS OF HIRE

- 1. THE HIRER** - The Hirer, not being under 21 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met. The Hirer shall NOT sub-let the premises or use the premises for any unlawful purposes.
- 2. BOOKINGS** - All bookings must be made through the Booking Secretary, as designated by the Village Hall Management Committee. The person making the booking shall be considered The Hirer.
- 3. HIRE PERIOD** - The hire period is the time that the Hirer commences and finishes using the hall. It includes the time taken for setting up and clearing up.
- 4. PAYMENT** – To secure a booking, the full hire charge is required at the time the booking is made. A cancellation fee of £5 will apply to full/half day bookings if the booking is then cancelled. A receipt for payment will be provided. Invoice for payment can be provided upon request. A deposit may be required for larger events in case of non-clearance of rubbish and/or additional cleaning requirements. **The current rates are set out on the HALL BOOKING FORM.**
- 5. FIRE SAFETY**- Upon entering the Village Hall building, the Hirer/Group Leaders **MUST** familiarise themselves with the Fire Safety Proceedings. The Village Hall Floor Plan depicts the location of Fire Exits, the Fire Point & Fire Manual Call Unit, Fire Extinguishers and the Fire Blanket. The Hirer is responsible for Fire Safety, including evacuation to the designated area. No Fire Exits may be blocked by chairs or other obstructions and fire appliances must not be removed or tampered with. No items (decorative or otherwise) should be fixed to the ceiling, especially in the vicinity of the electrical ceiling heaters.
- 6. FIRE SAFETY & DISABLED PERSONS** - It is the responsibility of the Hirer to ensure disabled persons are given adequate assistance in the event of an evacuation. Assistance would be especially required if necessary to evacuate via the kitchen due to there being two large steps rather than a ramp. The hall currently has no toilet facilities for disabled persons. A wheelchair-bound person may require help to access the toilets, who should also be available in case of fire whilst using the facility.
- 7. SMOKING** - Smoking is NOT permitted anywhere inside the Building.
- 8. LICENSABLE ACTIVITIES** - **The Village Hall does NOT hold a Premises Licence.** Licensable activities can only be held with the **PERMISSION** of the Teddington Village Hall Committee. Full information regarding a Temporary Event Notice (TEN) can be located on the Tewkesbury Borough Council web site. A Temporary Event Notice is required for eg. the sale of alcohol, for live music and/or disco/dance type events. If such required music is deemed 'ancillary' to an event (eg. background music to a BBQ, Sports Event or Christmas Fair etc), then a TEN is not required. If the event is a private party, alcohol is permissible without a TEN as long as no tickets are sold and the alcohol is provided free of charge.
- 9. RIGHT TO REFUSE/CANCEL A BOOKING** - The Management Committee reserve the right to refuse/cancel a Hire booking in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election. The Committee also reserves the right to refuse/cancel any booking should the Hirer, in the opinion of The Committee, fail to disclose the true purpose of the hire or make any representation as to the hiring which is false, or failure to disclose any fact, which in the opinion of The Committee, is material to this agreement.
- 10. HEALTH & HYGIENE** - The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises is provided with a refrigerator.
- 11. ANIMALS** – The Hirer should not allow any animals onto the premises (other than service dogs), without prior permission. No animals whatsoever are to enter the kitchen at any time.
- 12. DANGEROUS & FLAMMABLE SUBSTANCES** – The Hirer shall not bring onto the premises anything which may endanger persons or the premises, or which would invalidate any insurance policies. This includes explosives and flammable substances. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool, straw, sacking, paper) may be brought onto the premises in large quantities. Candles must not be used.
- 13. PARKING** - Limited parking is available in the Hall Car Park (for approx 6 cars). **IF PARKING ON THE ROADSIDE, PLEASE DO NOT PARK ON THE NARROW STRETCH OF ROAD IMMEDIATELY OUTSIDE OF THE HALL. THIS COULD RESTRICT ACCESS TO EMERGENCY VEHICLES SHOULD THEY BE CALLED TO THE HALL OR ELSEWHERE IN THE VILLAGE.** Please also be mindful not to restrict access to private driveways and to park on one side of the road only, this again to limit obstruction to through-traffic and to limit damage to grass verges. **Cars parked in the Hall car park are entirely at the owner's risk.**

14. HEATING – The premises may be heated using the electric ceiling heaters. £1 coins are required for the meter, located on the kitchen wall. Relevant switches are used to activate the number of heaters required. Additional heating eg. portable liquefied propane gas (LPG) appliances are **NOT** permitted.

15. FIRST AID - The Hirer is responsible for First Aid. There is a First Aid Kit stored on the shelf in the kitchen.

16. SECURITY OF THE PREMISES – The Hirer is responsible for the security of the premises.

17. PORTABLE ELECTRICAL EQUIPMENT - The Hirer shall ensure that all electrical equipment brought into the hall for use during the hire period is formally **PAT** 'Portable Appliance Tested'

18. STORED EQUIPMENT - The Village Hall Committee accepts **NO** responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hire.

19. CHILDREN - The Hirer will ensure that an adult accompanies all children under 7 years of age when such children wish to use the toilets.

20. DANGEROUS PERFORMANCES - Performances involving danger to the public are not permitted under this agreement.

21. ACCIDENTS – The Hirer must ensure that any accident is recorded in the Teddington Village Hall Accident Book. The Accident Book is located in the Red, Fire Safety / Health & Safety File on the shelf in the Kitchen.

22. DBS (Disclosure and Barring Service) CHECKS - In circumstances where the Hirer/Responsible Person is required to undergo DBS authorisation, the Hirer must satisfy themselves that all DBS checks have been satisfactorily carried out and are up to date.

23. INSURANCE & INDEMNITY – The Village Hall Insurance Policy includes 'Hirer's Liability' Insurance which provides cover for ad-hoc groups, small private parties etc. This cover does not include 'Product Liability' (eg. for food/food poisoning etc). However, The Hirer still has an obligation to observe all Health & Safety and Fire Safety regulations. At the time of booking, the nature of the event should be fully disclosed to the Bookings Clerk. Any doubt regarding insurance cover will be referred to the insurance company.

In the case that the Hirer wishes to hire the hall for personal gain or for established group meetings (eg. schools, scout groups, WI groups etc) then the Hirer shall indemnify and keep indemnified each member of the Hall's Management Committee against:

- The cost of repair for any damage done to any part of the Hall including the curtilage thereof or its contents
- All claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the Hall (including the storage of equipment) by the Hirer
- All claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to the third party as a result of the use of the Hall by the Hirer

The Hirer shall take out adequate insurance to insure the Hirer against the Hirers liability indicated above and all claims arising as a result of the hire and on demand shall produce the policy and current receipt or other evidence of cover to the Halls Management Team.

24. ORDERLY CONDUCT - The Hirer shall ensure that good order is kept in the building during the hire period. The Hirer will also ensure that those attending the engagement maintain good order during arrival and departure from the building. At all times the Hirer will take reasonable care to ensure that the occupants of neighbouring properties are not inconvenienced by noise, obstruction by vehicles and the like.

25. LIGHTS & ELECTRICAL APPLIANCES - It is the responsibility of the Hirer to ensure that all lights and electrical appliances are switched **OFF** and the kitchen facilities are properly cleaned prior to vacating the premises. Socket covers should also be replaced.

26. UNREASONABLE CONDUCT – The Teddington Village Hall Committee Member(s) and/or Police Officers reserve the right to enter the building and halt any entertainment or meeting not properly or reasonably conducted.

27. LITTER, RUBBISH & WASTE - Litter, rubbish and all waste must not be left in or about the premises and grounds. All rubbish must be removed and placed in appropriate dustbin located at the rear of the building. No perishable foods are to be left on the premises

28. KEYS – The keys must be returned to the Booking Secretary immediately after the event.

29. END OF HIRE – The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured. All furniture and equipment should be returned to its original storage place.

30. NO RIGHTS - The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.