

Clifton Campville Village Hall

Terms and Conditions of Hire

The person signing the Hire Agreement **must be aged 18 years or over** and is responsible for ensuring that these Terms and Conditions of Hire are understood and adhered to by all persons using the Premises during the period of hire. It is the responsibility of the hirer to seek confirmation of anything in this that is unclear.

Covid-19

*It is the responsibility of the Hirer to abide by **current** Covid-19 Government guidelines and laws in relation to hosting events at the village hall. This includes, but is not restricted to, matters relating to group sizes, social distancing and hygiene. No responsibility will be taken by the Management Committee in the event that such guidelines and laws are contravened by Hirers or their guests. Special Conditions of Hire relating to COVID 19 are appended to this agreement.*

Emergency Procedures

The Management Committee has a comprehensive fire risk assessment which is regularly reviewed. Emergency procedure instructions, assembly points etc. are clearly displayed in the building. **The Hirer, or a competent and responsible person nominated by them, must ensure that persons can escape unimpeded through the fire exits to assemble at the muster point. They must ensure that:**

- all Fire Exit signs are illuminated
- they have read and understood the emergency procedure notice and have familiarised themselves with the location of the emergency exits, break glass locations and fire blanket
- all fire exits and escape routes are kept free from obstructions and accessible throughout the period of hire
- no fire doors are wedged or propped open [Note: The double doors to the Main Hall and the door into the Kitchen have automatic magnetically controlled closures in the case of the Fire Alarm being sounded. The shutters to the Bar and the Kitchen also close automatically when the Fire Alarm is activated.]
- in the event of the fire alarm being activated the emergency procedure instructions are followed including alerting the Fire Brigade to any fire [**Note:** Access to a mobile phone will be required - as at December 2021 - as there is no telephone line in the Village Hall. (**NB:** Wi-Fi is now operative – see Notice Board for Password - and a telephone point will be arranged shortly).

The Hirer is responsible for ensuring that:

- nothing is done on or in relation to the premises in contravention of the law relating to **gaming, betting and lotteries**
- **a Temporary Event Licence is obtained from Lichfield District Council as may be needed for the sale of alcohol on the premises unless the licensed bar is being provided by the Management Committee**
- any **entertainment** is in compliance with the premises licence conditions. Regulated entertainment includes public entertainment, sports entertainment, film shows, dance or musical performances and plays held in front of an audience, either for the public or for profit
- the **premises are used only for the purpose described** at the time of booking and will not sub-hire or allow the premises to be used for any unlawful purpose.
- **occupancy** of the Main Hall does not exceed 70 persons around tables for a seated event/150 seats laid out theatre style and occupancy of the Meeting room does not exceed 10 persons
- the premises are only used for the **specified hire times** as shown on the booking form. (This includes the time required for initial setting up and clearing away after the event.)

- after dark, the **DOORS, WINDOWS and CURTAINS** are kept closed and that all members of the public have left the building and departed the area in a quiet and neighbourly manner by 11.30pm at the latest. We ask all Hirers to respect our neighbours in the immediate vicinity.
- **CURTAINS should be CAREFULLY drawn, using the PULLEYS ONLY, if required. Please note - there is a set of steps in the kitchen for this purpose – we would be grateful if the curtains are not inadvertently pulled off the rails. Thank you.**
- **no animals**, excepting officially registered guide and help dogs, are allowed in the building unless otherwise specifically agreed.
- **no smoking** takes place in any part of the building or in the outdoor areas. This includes the use of electronic or vapour devices. (A suitable unmarked receptacle for disposing of cigarette butts is located at the entrance to the property.)
- **no indoor fireworks, oil lamps or portable heating or cooking appliances** are brought onto the premises. The use of cake candles is permitted however other lighted candles including tea lights, will not be permitted in the building without explicit written permission.
- **that people attending their event park vehicles sensibly and responsibly so as to allow emergency vehicle access and not to block access to other people's property. Please see signs on the side of the building.**
- that **no posters, notices, fliers or decorations** are fixed to any of the internal or external walls whether this be by using drawing pins, adhesive tack, adhesive tape or other fixing
- all **accidents** involving injury to any person are reported to a member of the Management Committee as soon as possible and that the relevant section in the Accident Book is completed (located on the Kitchen window sill).
- **any activation of the Fire Alarm and any breakage or failure of equipment is reported to a member of the Management Committee**
- children are not left unsupervised.

Where the hire is for activities for **children, young people and/or vulnerable adults** the Hirer is responsible for ensuring they are aware of, and comply with the requirements of the legislation. [Note: The Management Committee has a Safeguarding & Vulnerable Person Policy.] Organisations running activities for children, young people and/or vulnerable adults will be asked to confirm that they have the relevant Safeguarding/Child Protection Policies in place. (This is not a requirement for parents booking for children's parties.) Where the hire is for the purpose of holding activities where Ofsted registration is required the Hirer will also be asked to provide a copy of their Ofsted Registration Certificate.

On leaving the building the Hirer is responsible for ensuring that:

- the hall is left in a **clean and tidy condition**, including floors swept and all surfaces wiped clean clearing away and removing rubbish, cleaning spillages, stacking all tables and chairs and returning all other equipment to their proper places unless specifically agreed. Failure to do so risks forfeiture of the deposit. Relevant and appropriate cleaning equipment remains available in the cleaner's cupboard for such purposes
- all **crockery, cutlery, glasses, utensils and equipment** used in the kitchen or bar have been washed, dried and put away
- **microwave, cooker and hob** if used have been cleaned to ensure no combustible carbon remains
- **ALL rubbish and recycling should be taken away by the Hirer.**
- all **electrical appliances** are turned off and unplugged (this does not include fridges and freezers)

- all **lights** are turned off, all **windows** fastened, all **blinds** closed, shutters to the bar and kitchen closed, all internal and external **doors** properly closed and where appropriate locked and the intruder alarm activated
- all areas of the property have been checked including the toilets to ensure everyone has vacated the premises

The Hirer accepts that:

- All persons using these premises do so entirely **at their own risk** and no responsibility will be accepted by the Management Committee for injury or any loss or damage to vehicles, equipment or other effects however caused.
- Any **deposit** required must be paid at the time of the booking.
- Any **security deposit** paid will be refunded seven days after the event providing that the Hall has been left in a clean and tidy condition, without damage to the Hall or its contents and without disturbance to others. In other cases the Management Committee are entitled to deduct from this deposit any expenses incurred by them after the Hirer's event to put the Hall back into a suitable condition for subsequent users.
- **Payment of the full hire charge is due 7 days before access to the building/collection of the key.**
- **Failure to show up without notice of cancellation will incur the full charge.**
- In the event of the Premises being rendered **unfit for use**, becoming unavailable due to unforeseen circumstances, or being required for use as a Polling Station, the Management Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever other than the return of any deposit and hire charges paid for the cancelled hiring.
- The **heating thermostats** in the building are pre-set to an ambient temperature as appropriate for each booking depending on the activity/event. Changes can only be made by a member of the Management Committee.
- Where permission has been given to **regular hirers for their equipment** and/or materials to remain on the premises between events, the hirer will be responsible for ensuring that this is stored as agreed and will be responsible for its security and insurance. If property is left at the premises without agreement, the Management Committee may dispose of it in whatever way they see fit.

February 2022

Special Conditions of Hire relating to COVID 19 Restrictions
Dated: 24 February 2022

Note: These conditions are supplemental to, not a replacement for, the standard conditions of hire.

Whilst the Government has signalled the ending of Covid restrictions from 24 February, 2022 - you are asked to observe the following requirements in order that more vulnerable people feel safe using this hall.

1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the **current** COVID-19 Secure Guidelines while entering and occupying the hall.

2:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had **COVID-19 symptoms** in the last 48 hours, and that if they develop symptoms within 10 days of visiting the premises they **MUST** notify the Hirer to alert others with whom they have been in contact. They must seek a COVID-19 antigen test.

3:

You will keep the premises **well ventilated** throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

4:

You will be responsible for the collection of all rubbish created during your hire, including tissues etc. and removing this from the premises when you leave the hall.

5:

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

6:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should ask them to leave. You should then ask others in your group to leave the premises, observing the usual hand sanitising and social distancing precautions. Inform the 'Bookings Secretary' - **Pat Green immediately on 01827 373357** - who will then arrange for the necessary deep cleaning to be undertaken.

7:

You will organise your activity in accordance with current guidance issued by the relevant governing body for your sport or activity. If members of your group use their own equipment, you will ask those attending to bring their own equipment and not share it with other members.

8:

We encourage all Hirers, to ask those attending classes to observe the "HANDS – FACE – SPACE" government recommendations.