

WINFORD VILLAGE HALL CONDITIONS OF HIRE

Registered Charity No.304678

1) This Hall is a NO SMOKING area

2) Licences: Winford Village Hall is not registered for the sale of alcoholic beverages. If an application for a drinks licence is required consent for a Temporary Events Notice must be obtained from the Management Committee.

Winford Village Hall is licensed for the following: - Live and recorded music, dancing and anything of a similar description from Monday to Saturday 0900hrs to 2359hrs.

3) Gaming, Betting and Lotteries: The Hirer shall ensure that nothing is done on or in the premises in contravention of the law relating to gaming, betting and lotteries.

4) Booked Times: Times booked will be strictly adhered to. Any time required for setting up and clearing away must be included in the time booked and paid for.

5) Supervision: The Hirer will, during the period of hire, be responsible for the supervision and safety of the premises, the fabric and contents. The Hirer will also be responsible for the behaviour of all persons using the Hall during the period of hire. The Hirer must provide one extra competent attendant per 50 people to assist people entering or leaving the premises. This includes the proper supervision of the drop off area which is only to be used for loading and unloading and must otherwise be left clear. (Access for emergency vehicles and wheelchairs.)

6) Noise: Winford Village Hall is situated in a central residential area and noise must be kept to reasonable levels, particularly when using amplifying equipment. Particular attention should also be given when vacating the building and leaving the area. Consumption of alcohol must be restricted to within the building

7) Public Safety Compliance: The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and the Magistrates' Court. It should be noted that the maximum number of people on the premises should not exceed 140 for dancing or 120 seated. At the beginning of any session the hirer must point out the fire exits and fire extinguishers in case of fire.

8) Access: Keys for the front door and side and rear gates will be made available to the Hirer and these must be unlocked when the Hall is in use. The Hirer must ensure that all means of exit, fire doors and escape routes are kept free of obstruction at all times.

9) Heating: The heating is on a timer. The temperature can be adjusted by a thermostat at the right hand side of the hatch. This should be returned to 20 deg C before leaving the building.

10) Health and Hygiene: The Hirer shall if preparing, serving or selling food, ensure that all relevant food health and hygiene legislation and regulations are observed.

11) Indemnity: 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 building which may occur during the period of the hiring or as a result of the hiring. The Hirer shall be responsible for making arrangements to insure against any third party claims that may lie against him or her (or the organisation if acting as a representative) whilst using the Village Hall. Winford Village Hall is insured against any claims arising out of its own negligence.

12) Accidents and Dangerous Occurrences: The Hirer must report all accidents involving injury to the public to the First Aid officer (details in the first aid book) as soon as possible. An Accident Book and First Aid Box are located in kitchen. Any failure of equipment (either that belonging to the Hall or brought in by the Hirer) that results in harm must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the Local Authority (See Health and Safety policy). This is in accordance with the Executive reporting of Injuries, Disease and Dangerous Occurrences Regulation 1995.

13) Animals: The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the Hall, other than for a special event agreed to by the Committee. No animals whatsoever may enter the kitchen at any time.

14) Compliance With The Children's Act: The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children's Act of 1989 and that only fit and proper persons have access to the children.

15) Cancellation: The Committee reserves the right to cancel this hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary, Local Government, or By-election. In such cases the Hirer shall be entitled to a refund of any deposit already paid.

16) Evacuation: In the event of the hall being needed because of an emergency at Bristol International Airport the committee reserves the right to evacuate the hall with no notice. The hirers will be entitled to have their fees refunded.

17) Unfit For Use: In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

18) Refusal of Booking: The Committee reserves the right to refuse a booking. Bookings can be cancelled at any time either before or during the term of this agreement upon giving 7 days notice in writing to the Hirer.

19) Storage Items are stored/left on the premises at the hirer's own risk.

20) End of Hire: See hiring checklist. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge. All lights to be turned off, heating to be turned off, water taps turned off and all rubbish and all food to be totally removed from site.