

STUDLAND VILLAGE HALL

CONDITIONS OF HIRE

For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organisation, its authorised representative.

The COMMITTEE shall mean the Studland Village Hall Management Committee.

The Hall shall mean the whole building or any part of it agreed for hire in the hiring agreement.

Hire of Hall

All applications are to be made via the Online Booking System on Studlandvillagehall.co.uk, or failing that in writing on the form provided and forwarded on completion to the Booking Secretary. The person who registers the booking on the system or who signs the form shall be considered the HIRER. The HIRER shall be personally responsible for complying with these conditions and with the associated Village Hall Operating Guide. The HIRER shall be at least 18 years of age.

The Hall holds a Premises Licence under the provisions of the Licensing Act 2003. In general, it permits licensable activities in the Hall between the hours of 0900 and 2359 daily. The HIRER shall observe the permitted licensable activities. A copy of the Hall Premises Licence may be viewed if required and the HIRER shall be deemed to have had notice of the permitted licensable activities.

The HIRER shall not use the Hall for any purposes other than that described in the hiring agreement.

The HIRER shall not sub-let the Hall or any part thereof.

Other than by prior agreement at the time of booking, the session times are as follows:

Morning: 0900-13.00

Afternoon: 14.00-18.00

Evening: 1900-23.59

The COMMITTEE reserves the right to cancel a hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the HIRER shall be entitled to a refund of any deposit already paid.

The COMMITTEE reserves the right to put an immediate stop to any entertainment or meeting which in their opinion is in breach of the conditions of hire.

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.

The COMMITTEE reserves the right to amend the conditions of hire at any time and will give one month's notice of any such amendment.

Alcohol

The HIRER is to inform the COMMITTEE if it is proposed that alcohol drinks are to be available at the event. No retail sale of alcohol may be undertaken by the HIRER except with the written permission of the COMMITTEE and with the appropriate licence (Temporary Events Notice).

Indemnity

The Hall is insured for legal liability for accidental injury to third parties or for damage to their property arising from use by the HIRER of the Hall. This insurance cover will also apply to the HIRER, provided the £1m limit of indemnity is not exceeded and the use of the Hall by the HIRER is for non-commercial purposes. The HIRER is advised to confirm that any commercial enterprise used by them is also adequately covered whilst operating in the Hall.

The HIRER shall indemnify the committee for the cost of repair of any damage done to any part of the Hall and surrounding grounds or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.

The HIRER shall, if selling goods in the Hall, comply with the Fair Trading Laws and any code of practice used in connection with such sales. The HIRER shall be responsible for any risks associated with their goods whilst in the Hall.

Public Safety

The HIRER is to ensure that a strict "No Smoking" policy is enforced everywhere in the Hall, including the rear lobby and toilets. Any smoking outside and in the immediate vicinity of the Hall is to be controlled by the HIRER, having regard to pollution and fire risks, and any smoking debris cleared away by the HIRER on completion of the period of the hiring.

Electrical installations must not be disconnected or otherwise interfered with. The HIRER shall ensure that any electrical appliances brought by him, or anyone acting on the HIRER's behalf, to the Hall are tested and in date to the required regulations and be safe and in good working order. Any electrical appliances not meeting the required regulations are not to be used in the Hall. Where a residual circuit breaker is provided with such appliances the HIRER must make use of it in the interests of public safety.

The HIRER shall ensure that no additional lights or extension from the electrical distribution system shall be used without the previous written permission of the COMMITTEE.

The HIRER shall be responsible for ensuring that emergency exits are kept clear of obstructions and for the necessary actions to be taken in the event of fire, including calling the Fire Brigade and evacuation of the Hall. The HIRER shall make his/herself familiar with the Fire Safety Note for Hirers (below).

The HIRER is to ensure that no fireworks are discharged in the Hall at any time, or within the grounds of the Hall except with the prior permission of the COMMITTEE.

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

THE HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. The kitchen in the Hall is registered with the Environmental Health Officer in Purbeck District Council and meets their requirements.

In the event of an accident involving injury, the HIRER must report as soon as possible to a member of the Management Committee and complete the relevant section in the Hall's Accident Book. The COMMITTEE provides a basic first aid kit but can not be held responsible for the consequences of its use, which is at the HIRER's risk. Any failure of equipment, either that belonging to the hall or brought in by the HIRER, must also be reported as soon as possible. Certain types of accident or injury may have to be reported on a special form to the local authority. The COMMITTEE will give assistance in completing this form.

Prevention of Public Nuisance

The HIRER shall, during the period of the hiring, be responsible for the 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.

The HIRER is to ensure that car parking does not create a nuisance to the residents immediate to the Hall or cause any obstruction to the roads. The COMMITTEE cannot be held liable for any loss or damage to cars.

The HIRER shall ensure that the minimum of noise is made on arrival and departure at the Hall.

Protection of Children from Harm

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 that only fit and proper persons have access to the children.

The HIRER shall abide by the British Board of Film Classification (BBFC) when any films are shown. If any "adult entertainment" is to take place, the HIRER is to ensure that this does not take place in front of minors.

Hall Capacity

The maximum practical capacity of the Hall is follows and the HIRER undertakes that these limits shall not be exceeded:

	Main Hall	Meeting Room	
Seated at tables	130	20	
Seated audience style	152*	30	* reduced to 140 if the stage is used
Standing	300	40	

Use of the Hall

The HIRER shall ensure that no bolts, nails, tacks, screws, bits, pins, Sellotape, Blu-Tack or other like materials shall be driven into or fixed to any part of the Hall nor shall any placards or any other articles be fixed thereto without the previous written permission of the COMMITTEE.

The HIRER shall be aware of the caution to be exercised when moving furniture and equipment.

The HIRER must not remove any HALL furniture or equipment from the premises without prior written permission from the COMMITTEE.

Additional equipment, furniture, etc provided by the HIRER must be brought into the Hall and removed within the hiring times, or within prior agreed times.

The HIRER shall take responsibility for the responsible and legal disposal of any rubbish accumulating from activities during the period of hire. Any confetti or similar materials used at events are to be bio-degradable.

The HIRER shall ensure that no flags, emblems or any other decorations are displayed outside any part of the Hall without the previous written permission of the COMMITTEE.

Actions on Commencement of Hire

The HIRER shall, on commencing their period of hire, ensure that:

- Floor coverings are in place for floor protection, where appropriate
- They have noted the condition of the Hall and any problems, advising the COMMITTEE if necessary
- Brief those for whom they are responsible of the fire and emergency arrangements and ensure these are carried out in the event of an emergency.

Actions on Completion of Hire

The HIRER shall, on completing their period of hire, ensure that:

- All equipment used, including tables and chairs, is properly stowed away; stackable chairs around the sides of the Hall, folding chairs and tables in the cupboard.
- Taps are off in kitchen and lavatories
- The cooker and all other kitchen appliances are off and kettles and other portable appliances disconnected from mains sockets. The exceptions are the refrigerators and the water heater in the kitchen and the microphone receiver/hearing loop transmitter connected to the PA system in the large cupboard.
- All lights, except emergency and security lights, are out. Please note that the lights in the toilets are operated by ceiling sensors and will switch off automatically after a time delay.
- All exterior doors and windows are confirmed shut, including the door to the rear lobby
- Check that all rooms have nobody left inside
- Any breakages, defects or potential hazards are promptly reported to the COMMITTEE
- Everything is tidy and clean and as the HIRER would have wished to have found the Hall on commencement of the hire
- All items brought by the HIRER and anyone using the Hall during the hire period are removed. The COMMITTEE cannot be responsible for any items left.
- The main door is confirmed locked on leaving
- The car park gate is locked

Actions on a Succession of Hiring Periods

If, on completion of a hiring period, the outgoing HIRER finds that an incoming HIRER is waiting to commence their period of hire in the Hall or any part of it in succession, the outgoing HIRER is to ensure that the incoming HIRER is ready and prepared to assume responsibility for the Hall. The last HIRER using the hall at any time shall be responsible for the Actions on Completion of Hire as described above.

VILLAGE HALL FIRE SAFETY A NOTE FOR HIRERS

Under the new fire safety regulations (the “Regulatory Reform (Fire Safety) Order 2005”) the fire service is no longer responsible for certifying buildings for fire safety. Responsibility for fire safety in law now rests with the “Responsible Person”, which is defined as “the person who has control of the premises” or “the owner”. The Village Hall Management Committee is the “Responsible Person” in overall terms, and has carried out a Fire Risk Assessment and regularly tests the system as required by the Regulations.

However, as hirer you are also temporarily the “Responsible Person” for fire safety and have certain responsibilities in law. You could be prosecuted for failing to undertake these duties.

Your major responsibilities are ensuring that the danger of a fire starting during the period of your hire is minimised and that everyone using the Hall is able to evacuate quickly and safely in the event of a fire. You should therefore:

1. Make sure you are familiar with the layout of the Hall and where the emergency exits and call points are. A plan is given over the page.
2. Carry out the following checks at the start of your hire:
 - Can all emergency exits be opened immediately and easily?
 - Are fire doors clear of obstructions?
 - Are escape routes clear both inside and outside the building?
 - Is the alarm system indicator panel showing “normal”? The panel is in the cupboard in the front lobby. There should be no lights showing on the Panel except “supply present” - **if there are any other lights flashing or showing steady please inform a representative of the Management Committee.**
 - Are emergency lights and exit signs in good condition and undamaged? Are they working correctly (there should be a little green light showing on each one)?
 - Are all fire extinguishers in place and clearly visible?
 - Are vehicles blocking fire hydrants or access to them?
 - The kitchen is not a designated escape route and the external door does not have an emergency exit handle. The only people who might need to escape via the external kitchen door should be those using the kitchen and they should ensure that the door is unlocked or the key to hand at the start of the hire.
3. Keep all doors marked “Fire Door” closed. It is understood that occasionally it may be necessary to prop one open to allow loading or access by a lot of people in a short time, but please close it as soon as possible. Fire doors are vital in stopping the rapid spread of fire and allowing safe passage out of the building.
4. Make sure that there are no obvious fire hazards in or near the building (e.g. open flames, dangerous equipment, etc).
5. Inform people using the Hall what to do in the event of a fire and where the emergency exits are.
6. In the event of a fire, or on hearing the alarm:
 - Evacuate the building. If you have elderly, disabled or children they may need special attention; if necessary it may be appropriate beforehand to designate “helpers” to assist with their evacuation. The safest and easiest route for anyone with mobility problems is via the front door although the rear route is passable if unavoidable.
 - Call 999 - the nearest public phone is on the Ferry Road.
 - Assemble everyone on the green opposite the Hall and make sure you can account for everyone who was in the Hall. With only a few people you may be able to do this by a

simple “headcount”, but normally you will need to physically check the building after everyone has evacuated, including the kitchen, Committee Room, rear lobby and especially all the toilets. To avoid confusion in the event of a fire, it may be helpful to designate before the event someone to specifically do this.

- Make sure there is one person to meet the fire service and report the situation to them.
- Do not attempt to fight the fire unless it is small and you know what you are doing. At all times ensure the person fighting the fire is between the fire and an escape route - do not get into the position where the fire is between you and the means of escape.

Note that the fire alarm can be set off not only by someone pressing a manual call point in the Hall but also by any of the automatic smoke and heat detectors in the building or by the alarm being raised in the Social Club. There will be both an audible alarm and flashing red lights. (In the unlikely event that you hear an alarm but the red lights are not flashing it is possible that this is the security alarm for the Social Club, which will mean that the steward needs assistance or if the club is unattended that there is an unauthorised entry. This alarm does sound different to the fire alarm but it is understood that unless you have heard the two there could be some confusion. If in any doubt - i.e. the red lights are not flashing - check in the Social Club first.)

7. On completion of your hire check for smouldering fires, that all appliances are turned off, that all internal doors are closed and that all windows and external doors are secured.

