



WHISTON PARISH COUNCIL

Village Hall Hire Agreement

	Casual Hire	Regular Hire
Casual / Regular Hire? (tick)	()	()
Dates and times of hire		(attach schedule if necessary)
Name of group	N/A	
Purpose of hire		N/A
Estimated number of attendees		
Agreed Hire Fee	£	£
Monies paid on signing agreement: -	Bond paid (£50.00) £	First 4 weeks paid advance £

1. AS WITNESSED

I have read and understood this agreement and the general rules governing usage and agree to abide by this hire agreement: -

Signed (Hirer).....

Name

Address.....

.....

Home telephone No.....Mobile phone no.....

Date of signing agreement.....

2. PROVISIONAL BOOKINGS - made in advance without payment are provisional only. The contract for hire is entered into on payment of the hire fee (or bond). Any cancellations after payment of fees will result in full forfeit of fees (or bond).

3. BOND - The hirer shall pay a bond of £50 to secure a firm booking, which is non-refundable on cancellation of the booking. This will be refunded within 28 days of the event after a satisfactory inspection of the Village Hall and its facilities. The bond shall be withheld in the event of damage to any part of the property, including the curtilage thereof or the contents of the building; or in the event of the Village Hall requiring additional cleaning due to abuse of the premises during a function, or in the event of excessive amounts of litter or waste remaining. Should the Village Hall have to cancel a booking, then the bond will be automatically refunded.
4. CANCELLATIONS - the casual hirer shall pay the full fees due at least one month before the commencement of the booking. Cancellations of bookings after payment of fees shall result in the forfeit of fees. New regular users shall pay the first month's fees in advance, and no refunds will be given for cancellations within this time. After the first month cancellation of individual classes will not be charged providing at least 24 hours' notice is given to the Clerk and providing there are no more than 4 cancellations per annum. In the event of the Parish Council cancelling the booking, all fees paid by the hirer shall be refunded to the hirer.
5. GENERAL RULES - the hirer shall ensure the general rules governing the use of the Village Hall as incorporated into this agreement are complied with.
6. FACILITIES REQUIRED - the hirer shall, on making the booking, inform the Clerk of requirements as to the provision of facilities, for example – bar and disco, seating arrangements - and shall be responsible for any extra charges incurred. Casual hirers shall only use the resident bar, but must arrange their own disco if required.
7. SUPERVISION - the hirer shall, during the period of hiring, be responsible for the supervision of the premises, fabric and contents, 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 so as to avoid obstruction to the highway.
8. ALL ACTIVITIES - must cease by 11.15pm prompt. Bar facilities will close at 11pm prompt. The premises and grounds must be cleared by 11.30pm prompt. Hirers are requested to ensure that guests leave quietly.

General rules governing the use of the Village Hall.

1. USE OF THE VILLAGE HALL: -
 - a. All applications for the use of the Village Hall shall be made in writing to the Clerk of the Parish Council.
 - b. The right to refuse any application for use of the Village Halls facilities is reserved by the Clerk, in consultation with the Chairman, providing that the Clerk reports the matter at the next Parish Council meeting.
 - c. All arrangements for use of the Village Hall facilities are subject to the Parish Council reserving the right to cancel bookings.
 - d. Members of the Parish Council, or its appointed representatives, reserve the right to enter all parts of the premises during any function.
2. INTOXICATING LIQUOR - No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the express permission, in writing, of the Parish Council who will arrange, on the hirer's behalf, bar facilities.
3. BETTING, GAMING & LOTTERIES - Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the person or organisation responsible for functions held on the premises shall ensure that the requirements of the relevant legislation are strictly observed.
4. INSURANCE - the hirer shall be responsible for making arrangements to insure against any third party claims that may lie against the hirer/organisation whilst using the Village Hall. (The Parish Council is insured against any claim arising out of its own negligence).
5. INDEMNITY - the hirer shall indemnify the Parish Council for the full 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 as a result of the hiring.
6. LOSS OR DAMAGE TO PERSONAL PROPERTY - The Parish Council will not accept responsibility for damage to, or the loss or theft of, users' property and effects, however occasioned.
7. REGULATIONS - the hirer shall be responsible for the observance of all regulations appertaining to the premises stipulated by the licensing, fire and local authorities or otherwise. The hirer shall read the fire procedures and assist building staff in the safe exit of persons associated with the hiring.
8. LAWFUL PURPOSES - the hirer shall not sublet or use the premises for any unlawful purpose or in any unlawful way not to do anything or bring onto the premises anything that may endanger the premises, their users, or any insurance policies relating thereto.
9. STEWARDING - The Parish Council may be required to be satisfied that additional stewarding will be available at any event, or series of events, held at the Village Hall, especially at functions catering for children under sixteen years of age.
10. STORAGE - The permission of the Parish Council must be obtained before goods or equipment are left or stored at the Village Hall, except that the Clerk is authorised to grant permission for the overnight storage of goods or equipment for a particular function or event (noting the conditions of rule 4 above).

11. SAFETY - Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it and its contents. In particular, obstructions must not be placed in gangways, exits or near emergency exits, fire-fighting apparatus shall be kept in its proper place and only used for its intended purpose, and there must be no use of fireworks of any kind within the Village Hall or its grounds. Lighted candles cannot be used in the Village Hall due to sensitivity of the smoke alarms and Hirers are requested to use battery operated candles.
12. CAR PARKING - Cars shall not be parked so as to cause an obstruction at the entrance to, or exit from, the Village Hall. Users of the Village Hall should avoid undue noise on arrival and exit from the Village Hall. The Parish Council does not accept responsibility for loss, or damage or theft of any vehicle, or its contents, parked on its premises.
13. TRADING - the hirer shall not use the Village Hall, or its facilities, for private or commercial trading activities. However, fund raising for bona fide local and charitable purposes will be considered acceptable.
14. NUISANCE: -
 - a. Litter and waste food should not be left in or about the Village Hall premises, and should be deposited in the bins provided.
 - b. No pets or animals shall be allowed on the premises – except in the case of trained guide dogs for the blind.
 - c. Hirers are responsible for seeing that the noise level of their event does cause inconvenience for the occupiers of nearby properties and all guests are asked to leave quietly. Any disturbance requiring police intervention will result in the immediate termination of the function.
 - d. Use of bouncy castles or other inflatable play equipment is strictly prohibited.
15. CLEANING AND SECURITY – The use of the Village Hall and its facilities is subject to the users or hirers accepting responsibility for ensuring all electrical items are unplugged and all gas appliances switched off, returning furniture and equipment to their original positions, unless otherwise directed by the caretaker and for securing doors and windows of the premises before leaving the building. All users shall leave the premises in a clean and tidy condition.
16. FEES – For regular users, fees are reviewed each year in December at the budget-setting committee and all regular users advised prior to implementation of any changes from 1st March each year. For casual users, the prevailing fee at the time of payment is applicable. The Parish Council reserve the right to change the casual user fee without prior notice. For first-time regular users, an advance fee equivalent to four bookings will be required. Subsequent bookings will be invoiced quarterly in arrears, unless otherwise agreed with the Parish Clerk.
17. FEES – LATE PAYMENT – Payment of invoices is strictly within 14 days. A late payment charge equivalent to one hour's hire will be levied on the next invoice where payment on a previous invoice is not received within this period. No exceptions will be made.
18. POLICE CRB CHECKS – The Parish Council provide hired space only and do not make any enquiries as to the suitability or otherwise of any hirer in connection with working with children or vulnerable adults.



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FIRE PROCEDURES

On sounding of the fire alarm: -

- The Responsible Persons for evacuating the ground floor including all rooms are (in order of availability) - Caretaker, Clerk, Hirer Group Leader or the Casual Hirer.
- Disabled people should be assisted out of the building where necessary.
- The Responsible Person should check the fire alarm panel in the lobby area on exiting to ascertain the fire zone in which the alarm has been raised. Then, if safe to do so, investigate the cause of the alarm to ascertain whether fire/smoke is present.
- All staff, users and members of the public should assemble by the 'fire assembly point' sign near Golden Ball Public House.
- Once the building has been evacuated, the Responsible Person (or Fire Officer, if the Fire Service are in attendance) will decide whether to re-enter the building.
 - Either call the Fire Service on 999
 - Or re-enter the lobby area and re-set the fire control panel, cancelling the siren
- **ONLY ON THE ADVICE OF THE RESPONSIBLE PERSON SHOULD USERS AND MEMBERS OF THE PUBLIC BE ALLOWED TO RE-ENTER THE BUILDING. DETAILS OF THE INCIDENT SHOULD THEN BE RECORDED IN THE FIRE MANUAL.**