

**HIRING**  
**BROADWOODKELLY VILLAGE HALL**  
**(These rates apply from 1<sup>st</sup> June 2015)**

These fees are for the Hall AND Meeting Room.  
No reduction for use of meeting room only

	<b>Affiliated organisations</b>	<b>Broadwoodkelly residents</b>	<b>Others</b>
Per hour (up to 3 hrs)	£4.50	£5	£10
Per day	£18	£25	£60
Use of kitchen for cooking purposes	£5 (up to $\frac{1}{2}$ day) £10 (all day)	£5 (up to $\frac{1}{2}$ day) £10 (all day)	£12 (up to $\frac{1}{2}$ day) £20 (all day)

Note: Cost of electricity is extra (£1 coin meter)

**Cheques should be made payable to Broadwoodkelly Village Hall**

**PLEASE NOTE:**

The total number of persons permitted on the premises is 100  
The hall is not licensed for films or for the performance of copyright music.  
The hall does NOT have a licence for the sale of alcohol  
Smoking is not allowed on the premises.

As there is no paid caretaker, hirers are expected to leave the village hall in the state they would wish to find it. This includes:

- ◆ Sweeping all floors and making sure toilets are flushed and clean
- ◆ Leaving the kitchen clean and tidy and removing all rubbish
- ◆ All lights and heaters, including those in the kitchen, must be switched off on leaving.
- ◆ Hirers are responsible for any loss or damage to the building or its contents.

**Items provided under the hire:**

- Washing up liquid; J-cloths
- Floor mop, broom, dust-pan and brush
- Bin liners; Spare toilet roll; Spare light bulb

**Not provided:**

- T-towels; Hand towel in the gents' toilet
- Electricity costs are not included in the hire fee. Please ensure sufficient £1 coins are put in the meter to cover your use.

**PLEASE NOTE:**

By signing the following document, you are agreeing to the Terms and Conditions of Hire.

# BROADWOODKELLY VILLAGE HALL

## BOOKING FORM

**Name of Hirer:**

Address:

Mobile / Phone Number:

**Purpose of hire:**

**Date(s) required:**

*(Please include setting up time etc., especially where this runs over to adjacent day(s) to ensure no other bookings are made for this period.)*

**Rooms required:**

Hall  
Meeting room  
Kitchen

**TOTAL COST OF HALL HIRE: £**

I confirm my agreement to abide with the following Terms and Conditions of this booking

Signature: .....

Date: .....

*When completed this form should be passed to the Booking Secretary:  
Dee Gant, Pipers Pool, Broadwoodkelly, EX19 8EQ*

*N.B. Fees are due no less than one week before the booking and should be paid  
direct to the Booking Secretary  
(cheques should be made payable to Broadwoodkelly Village Hall)*

**NB: The key to the Village Hall is kept in a key safe box, adjacent to the hall notice board. The key safe number will be provided once your booking is confirmed.**

## STANDARD CONDITIONS OF HIRE

These standard conditions apply to all hiring of Broadwoodkelly Village Hall. If the Hirer is in any doubt as to the meaning of the following, the Hall Booking clerk should be consulted immediately.

1.       **AGE** The Hirer not being a person under 18 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.
  
2.       **SUPERVISION** The Hirer shall during the period of the hiring be responsible for: 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 so as to avoid obstruction of the highway. As directed by the Hall Secretary, the hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.
  
3.       **USE OF PREMISES** The Hirer shall not use the premises for any purpose other than that described in the hiring Agreement, and shall not sub-hire or use the premises, or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same, or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.
  
4.       **GAMING, BETTING AND LOTTERIES** The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
  
5.       **LICENSABLE ACTIVITIES** The Hirer is informed that the Village Hall do not hold a licence for the sale of alcohol or a Performing Society Right licence which permits the use of copyright music in any form, e.g. record, compact disc. tapes, radio or television or by performers in person. If such licences are required then the Hirer is responsible for obtaining them in advance of the hiring date.
  
6.       **PUBLIC SAFETY COMPLIANCE** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the Hall's fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment at which alcohol is sold or provided or which is attended by children.  
(a) The Hirer acknowledges that they have taken note of the following matters;  
The action to be taken in the event of fire. This includes calling the *Fire* Brigade and evacuating the Hall; The location and use of fire equipment; Escape routes and the need to keep them clear; Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.  
(b) In advance of an entertainment or play the Hirer shall check the following items: That all fire exits are unlocked. That all escape routes are free of obstruction and can be safely used. That any fire doors are not wedged open. That there are no obvious fire hazards on the premises. Will point out to all persons attending the fire escapes. Appoint a responsible person to be in charge of evacuation.
  
7.       **OUTBREAK OF FIRE** The fire Brigade shall be called to any outbreak of fire however slight and details thereof shall be given to the Hall Secretary.
  
8.       **HEALTH AND 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 are provided with a refrigerator; the temperature is the hirer's responsibility.
  
9.       **ELECTRICAL APPLIANCE SAFETY** The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the Hirer **MUST** make use of it in the interests of public safety.
  
10.      **INSURANCE AND INDEMNITY**  
(a) The Hirer shall be liable for:
  - 1) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises.
  - 2) all claims, losses, damages and costs made against or incurred by the Village Hall Management Committee, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of use of the premises by the Hirer and
  - 3) all claims, losses, damages and costs made against or incurred by the Village Hall Management Committee, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of

the premises by the Hirer, and subject to sub-clause  
(b), the Hirer shall indemnify and keep indemnified accordingly each member of the Village Hall Management Committee and the Village Hall's volunteers, agents and invitees against such liabilities  
(c) the Village Hall shall take out adequate insurance to insure the liabilities described in sub clause (a)(1) above and may in its discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clause (a)(2) and (3) above. The Village Hall shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the Village Hall Management Committee and the Village Hall's employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.  
(d) Where the Village Hall does not insure the liabilities described in sub-clauses (a)(2) and (3) above the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Village Hall Secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable the Booking clerk to rehire the premises to another Hirer. The Village Hall is insured against any claims arising out of its OWN negligence.

11. **ACCIDENTS AND DANGEROUS OCCURRENCES** The Hirer must report all accidents involving injury to the public to a member of the Village Hall Management Committee AS SOON AS possible and complete the relevant section in the Village Hall's accident book. Any failure of equipment belonging to the Village Hall or brought in by the Hirer 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. The Hall Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

12. **EXPLOSIVES AND FLAMMABLE SUBSTANCES** The Hirer shall ensure that:  
(a) Highly flammable substances are not brought into, or used in any part of the premises and that,  
(b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Management Committee. No decorations are to be put up near light fittings or heaters.

13. **HEATING** The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Management Committee

14. **DRUNK AND DISORDERLY BEHAVIOUR AND SUPPLY OF ILLEGAL DRUGS.** The Hirer shall ensure that in order to avoid disturbing neighbours to the Hall and to avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

15. **ANIMALS** Animals will only be allowed in the Hall at the discretion of the Hall Management Committee. No animals to be in the Kitchen.

16. **COMPLIANCE WITH THE CHILDREN'S ACT 1989** The Hirer shall ensure that any activities for children under 8 years of age comply with the provisions of the Children's Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children. Checks may also apply where children over 8 and vulnerable adults are taking part in activities. The Hirer shall provide the Village Hall Management committee with a copy of their CRB check and Child Protection Policy on request

17. **FLY POSTING** The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the Village Hall's Management Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

18. **SALE OF GOODS** The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular the Hirer shall ensure that the total prices of all goods and services are prominently displayed as shall be the organiser's name and address and that any discounts offered are based only on Manufacturer's Recommended Retail Prices.

19. **CANCELLATION** The Village Hall Management Committee reserve the right to cancel this hiring by written notice to the Hirer in the event of  
(a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by election.  
(b) the Village Hall Management Committee reasonably considering that (1) such hiring will lead to a breach of licensing conditions, if applicable or other legal or statutory requirements, or (2) unlawful or unsuitable activities will take place at the premises as a result of this hiring.  
(c) The premises becoming unfit for the use intended by the Hirer.

(d) An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

20. **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 unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Village Hall shall be at liberty to make an additional charge.

21. **NOISE** The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night or early morning. The Hirer shall if using sound amplification equipment comply with any other licensing condition for the premises.

22. **EQUIPMENT** The Village Hall accepts no responsibility for any property brought on to or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property must be removed at the end of each hiring. Failure by the Hirer to dispose of any property brought on to the premises for the purpose of the hiring may result in the Village Hall Management Committee disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing, selling or otherwise disposing of the same.

23. **NO ALTERATIONS** No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Village Hall Management Committee. Any alterations, fixture or fittings or attachment so approved shall at the discretion of the Village Hall Management Committee remain in the premises at the end of the hiring. It will become the property of the Village Hall unless removed by the Hirer who must make good to the satisfaction of the Hall or if any damage caused to the premises by such removal.

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

25. **DANGEROUS AND UNSUITABLE PERFORMANCES** Performances involving danger to the public or of a sexually explicit nature shall not be given.

## **BROADWOODKELLY VILLAGE HALL**

### **Supplementary to the Conditions of Hire**

#### **Fire Alarm:**

Evacuate the building immediately if the fire alarm goes off whilst an event is in progress.

The alarm will also sound if there has been a power failure. The key needed to reset the alarm is at the end of the trucking immediately to the left of the unit and instructions for re-setting are on the wall.

#### **Heaters:**

Apart from the storage heaters, all heaters are run from the £1 coin meter which can be found over the main hall door. Ensure any coins are entered properly in the meter (i.e. insert coin; rotate dial clockwise then rotate anti-clockwise to enable coin to drop). There are halogen heaters in the kitchen and meeting room and two fan heaters in the main hall. These are operated via adjacent 13amp sockets.

#### **Cooker:** (See instructions for setting the time and use of the ovens)

Switch cooker on at the plug. The ovens will not function until a time is set on the clock. The large drawer under the ovens is NOT heated and is only a storage drawer.

#### **Water heater for sinks:**

Switch for the water heater is on the wall to the left of the microwave. The unit has a limited capacity and will not continue to supply hot water if run continuously.

#### **Water heater for hot drinks:**

The water heater on the wall to the right of the sinks supplies hot water at the right temperature for making tea and coffee. When using this water heater as an additional source of hot water, i.e. when washing up, care should be taken and it is recommended that water is drawn off into kettles rather than holding up a bowl.

#### **Hostess trolley:**

A reasonable number of plates can be heated in the cupboard of this equipment.

#### **Crockery:**

*Cups, saucers and small plates* – stored in the wall cupboards either side of the sinks. Shelves are labelled. Please avoid mixing non-standard cups, saucers and plates. These can be put on the top shelf.

*Large plates* – in the cupboard to the left of the fridge – please stack plates according to their size.

*Bowls* – stored in the cupboard to the left of the cooker.

*Tea pots / jugs* – in the corner cupboard, right of the sinks.

*Wine glasses* – stored in cardboard boxes under the left-hand sink.

*Water glasses* – in the cupboard over the open fronted work surface.

#### **Cutlery:**

Matching cutlery is kept in marked boxes under the left-hand sink. Any other cutlery should be put in the top drawer to the right of the cooker. Table forks, as opposed to dessert forks, are marked with a pink dot.

**Other kitchen equipment:**

There is an adequate supply of drying up cloths in the second drawer of the kitchen unit. Spare table cloths are in the bottom drawer.

Spare toilet rolls, waste bin liners, cleaning materials etc are stored in the cupboard under the right-hand sink.

**N.B. After using the kitchen for catering purposes – please clean all kitchen surfaces, wash the floor and remove rubbish.**

**Tables:**

Storage: 8 large tables are stored in the trolley outside the disabled toilet area. Please ensure they are stacked safely – and not facing outwards.

2 tables should be left in the meeting room, surrounded by 10 chairs.

Chairs in the area outside the original ladies toilet should only be stored in 5 stacks, each holding 10 chairs. Remaining chairs can be stacked beside the large tables.

**Stage: The stage can only be used with the permission of the hall chairman and with his assistance.**

**N.B. As there is no caretaker for the hall, we rely on users to notify us when any supplies are running out. A notebook for this purpose is kept alongside the first aid kit in the wall cupboard on the right of the kitchen/hall door.**

**AT NO TIME SHOULD FIRE EXITS BE BLOCKED  
OR SMOKE ALARMS TAMPERED WITH.**

.....  
*I accept that my deposit may be compromised if these additional conditions of hire are not followed:*

*Signed:*

*Print name:*

*Date:*

*Contact details:*