**BECKLEY VILLAGE HALL**

Registered charity no:305168#

**TERMS & CONDITIONS OF HIRE**

1, The Hirer may not sub-let or use the premises (including the car park) for any purposes other than that described in the Hire Agreement and shall not use the premises for any unlawful purpose or render invalid any insurance policies in respect thereof. The Hirer must only use those areas of the premises booked and the equipment provided therewith.

2.The Hirer, during the period of hiring, **is responsible** for:

a. the supervision of the common areas (including external areas), the premises, fabric, contents and behaviour of all persons using the premises and for leaving the area(s) hired clean and tidy.

 b. ensuring all rubbish shall be removed from the premises. If the Beckley Village Hall Trustees (BVH) are not satisfied with the cleanliness of the area(s) hired a charge will be made for extra cleaning.

c. appointing a responsible person to be nominated on each occasion of use by the Hirer to ensure that the behaviour of the participants is compatible with what is reasonable, bearing in mind the purpose of the hiring and the requirements of Public Health, Vulnerable Persons policy and Safety Acts.

d. supervision of car parking arrangements to ensure access for emergency services and avoid obstructions of the highway and inconvenience to local residents

e. appointing sufficient stewards to enable an orderly and safe exit of the premises in case of emergency with particular attention to the needs of disabled and vulnerable people.

3. TERMS OF PAYMENT for the hire are shown on the Hire Agreement. Should the agreed period of the hire be exceeded, BVH may charge for the additional period.

4.The Hirer shall reimburse the BVH for the cost of repairs for any accidental or malicious loss or damage arising out of your negligence to any part of the property within the curtilage of the Village Centre, including the contents, which may arise directly or indirectly from the hire.

5. BVH shall be under no liability for any loss or damage to the goods or property of the Hirer or any other person. The Hirer shall indemnify BVH and their Officers should any claim be made against them for any loss or damage. It is recommended that Hirers carry out their own risk assessment and effect any necessary insurance to cover their own liability in respect of the hiring, especially to persons attending and any equipment brought on to the premises.

6. No alterations or additions may be made to the premises nor may any fixtures be installed or posters, placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the BVH. If any such alteration or addition, at the discretion of the BVH, remains in the premises at the end of the hiring, it will become the property of BVH unless removed by the Hirer who must make good any damage caused to the premises by such removal.

7**. ACCESS TO THE HALL**.

The Hirer must check the following before admitting people to the premises:

a. that all fire exit panic bolts are in good working order

b. that all escape routes are free of obstruction

c. that any fire doors are not wedged open

d. the exit signs are illuminated

e. that there are no fire hazards on the premises

8. Procedures in the event of Fire are on display in the Centre. The HIrer must take the following fire precautions:

a. note the position of fire-fighting equipment

b. ensure access to all exit doors and fire extinguishers must be kept clear at all times

c. ensure no heating appliance may be brought into the Centre

d. ensure highly inflammable substances are not be brought into or used in the Centre.

9**.. HEATING** is controlled by thermostats located as follows:

Zone 1 – Foyer & toilets – by main entrance door

Zone 2 – Main Hall, kitchen rear of stage – by Main Hall entrance door

Zone 3 – Small Hall, Guide HQ – near Guide door in Small Hall

Zone 4 - Upstairs – in Committee Room

Normal setting between 16ºC and 20ºC. Allow 30 minutes for a room to warm up. Before leaving turn heating down to 10ºC. Temperatures set above these limits can cause the heating to cut out completely. At certain times of year, the heating system is turned off. Please advise if this needs to be over-ridden.

Please only use those lights needed for your hiring.

10. **FURNITURE** Chairs and tables are kept in the storerooms. Please do not drag chairs. It damages the floors. For safety carry no more than 2 at a time. Stack no more than 10 high. **All furniture must be returned at the end of each hiring to the same storeroom it came from**.

11. STAGE EXTENSION & STAGE LIGHTING If you require the stage lights or extension please advise when booking. You will be expected to provide the manpower for setting out and removing the extension

12.OUTSIDE LIGHTS are all automatic. They are on a time switch that will turn off after you leave.

13. ELECTRICAL APPLIANCE SAFETY. The Hirer must ensure that any electrical appliances brought to the premises and used there are 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.

**14. IN THE EVENT OF FIRE**

Evacuate the premises to the assembly point at

 the front road entrance. Do not re-enter the premises

Call the Fire Brigade Use a mobile. Dial 999 and give the address – Beckley Village Centre

 Main Street, Beckley TN31 6RL

Hold a Roll Call of your Group

On arrival of the Fire Brigade report to the Officer in Charge that all persons are safe or their last known position

Only attempt to use the fire extinguishers provided if is considered safe to do so.

If the alarm rings and you are satisfied that this is a false alarm, the alarm can be turned off at the main entrance door. The key can be found behind the door to the cupboard under the stairs. If this fails, summon assistance using the phone number by the fire alarm box.

EMERGENCY EXITS are located in each hall and to the rear of the stage. These are easily opened by push-bar and should be closed from inside. One door has to be locked in position before the other will do so. Emergency lighting is on an automatic mains failure-switching device.

15. FIRST AID The Hirer must record any accident, injury, or dangerous occurrence, including near misses in the Accident Book located with the First Aid Box in the Foyer and inform BVH as soon as possible.

16. The Trustees of BVH and their authorised representatives reserve the right of access to the Village Centre (or any part thereof) at all times in the event of an emergency or for all essential maintenance or repairs. For all essential works an approved contractor has a right of access.

The Hirer will be notified 48 hours prior to access to the building being required for non-essential maintenance or repairs.

17. BVH reserves the right to:

a. Refuse any application for hiring without giving a reason

b. Attach any additional conditions to any particular hiring

c. Vary the amount of the deposit required for any particular hiring

d. Cancel the hire due to unforeseen circumstances

e. Cancel any hiring in the event of the Centre being required for use as a polling station for a Parliamentary, local Government election or by-election, or in the event of it being required for an emergency in the community.

f. Make additional charges where necessary

g. Terminate an event due to poor/unacceptable behaviour or disturbance to local residents.

In the event of termination, all payments required under the Hire Agreement shall be due and immediately payable and the Trustees of Beckley Village Hall shall have the right to request the immediate vacation of the Village Centre.

18. The Hirer is advised that, subject to any overriding government restrictions in force at the date of the hiring, the **MAXIMUM PERMITTED NUMBERS** of people per room including organisers and performers are:

Main Hall 140 seated in rows (120 with stage extended)

Small Hall 40

Committee Room 20

The nature of the hire may restrict this further.

19.. Hirers should be aware that others may also be using the building and that their times of departure may be different.

20. Should any of the Hirer’s guests or persons on the premises, whether invited or uninvited, behave unacceptably or cause disturbance to local residents the Trustees reserve the right to terminate the event. Should this occur, no monies will be refunded

21. **MUSIC** must be turned off at 22.45 on weekdays and 23.45 on Saturdays. Music and dancing are not permitted under the Centre’s licence on Sundays or Christmas Day.

22. The Centre and Car Park must be vacated by midnight on Saturdays and 23.15 on other days.

23. There are no permanent parking bays for disabled visitors. If required, please ask the Trustees who may be able to provide a reserved space.

24. **SMOKING** is not permitted on the premises. The smoking of E-cigarettes is also not permitted.

25**. ALCOHOL** must not be consumed on the premises without an appropriate licence being obtained.

26. In order to hold a licensable activity at the Centre, the hirer must obtain consent from the Trustees before applying to the licensing authority for a Temporary Event Notice (TEN). Forms are available on-line. There is a limit to the number of TENs which can be granted annually for the Centre. BVH reserves the right to refuse the hirer permission to apply for a TEN on that basis or on the unsuitability of the event. A copy of the authorised TEN must be provided to the Trustees. An event involving the sale of tickets may need a TEN if there is music, food or alcohol involved.

27.The Centre has a license with the Performing Right Society (PRS & PPL) for the performance of copyright music. Third party hirers may require their own licence The hire agreement confers the required permission under the Deregulation Act 2015 to show a film provided you comply with all regulations, in particular age-restriction.

28. The Hirer shall ensure that nothing is done in relation to the Centre in contravention of the law relating to gaming, betting and lottery.

29. **NO ANIMALS** are allowed on the premises other than Assistance Dogs.

30. **SMOKE MACHINES & NAKED FLAMES** are not allowed.

31**. BOUNCY CASTLES** If the Hirer uses any bouncy castle at the premises, evidence that the bouncy castle provider is fully insured for use at the premises and ensure that it is supervised by responsible persons all times must be produced. It must not be used by children under 2 years old and restricted to use by age group (age groups 2 to 5, 6 to 12 and over 12 years must not be mixed).

32. The use of the **KITCHEN** is restricted to the preparation of food. Health & Hygiene procedures are displayed in the kitchen. Hirers should note that there may be occasions when another group will also be using the kitchen.

NB there are no sharp knives provided. You will need to bring your own.

33. **Children aged 13 or under are not permitted in the kitchen**. Older children may be permitted in the kitchen with adult supervision..

34. A range of **crockery, cutlery and kitchen equipment** is normally provided. Should you expect to serve over 40 please ask about extra supplies. NB there are no sharp knives provided. You will need to bring your own.

35. Kitchen users should avoid fat frying and keep combustible materials e.g. tea towels away from the cooker.

36. **FURNITURE & EQUIPMENT** may not be removed from the building without BVH’s permission. Please ask to be trained to use the Centre’s equipment if you are uncertain.

37**. CLEANING EQUIPMENT**. Brushes and dustpan for general use are kept in the cupboard under the stairs

38. TELEPHONE can be found in the cupboard on the way in the foyer. An honesty box is beside the phone.

39. Although the Centre aims to offer the best WIFI service possible, no promise is made that the WIFI service will meet your requirements. It cannot be guaranteed that the WIFI service will be fault-free or accessible at all times. The Hirer is liable for any costs arising from accidental or malicious loss or damage arising out of negligence due to our WIFI service.

40. When using the WIFI service the Hirer agrees, at all times, not to use the WIFI service to:

a. disseminate any unlawful, harassing, libellous, abusive or otherwise objectionable material

b. transmit material that constitutes a criminal offence or otherwise breaches any applicable laws, regulations or codes of practice.

c. interfere with any other person’s use of the WIFI service

41. The Hirer, if selling goods on the premises, shall comply with Fair Trading laws and regulations.

42 BVH accepts no responsibility or liability for any item of property stored or left on the premises by the Hirer or any person attending nor any responsibility for vehicles brought to or left in the car park.

43. The Hirer should carry out a RISK ASSESSMENT and effect all necessary insurance to cover their own liability in respect of a hiring, especially to persons attending and any equipment brought into the Centre.

44. The Centre’s Health & Safety Policy and current Risk Assessment must be adhered to, particularly with regard to Lone Working. A copy of all current policies is available in a file in the kitchen.

45. The Hirer must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Acts 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. If requested, you must provide BVH with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS) . All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

46. The Hirer is responsible at the end of the hire for returning the key and:

a. **removing all refuse and goods from the premises**

b. leaving the area hired in a clean and tidy manner, including the toilets, with furniture and equipment replaced where found. The Trustees reserve the right to make an additional charge to cover the cost of extra cleaning or damage to equipment/building fabric.

c. ensuring that all windows and doors are secured, heating thermostats are turned down and taps and lights turned off

d. ensuring all attending the hiring leave promptly and that no-one is left on the premises

48. BVH uses PERSONAL DATA for the purposes of managing the centre, its hirings and finances, running and marketing events at the centre, fundraising activities. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the Treasurer.

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