

Caxton Village Hall – Standard Condition of Hire

Supervision

1. 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.

Use of premises

1. The Hirer shall not use the premises (including the car park if any) 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 or unsuitable 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.

Security

1. The Hall to be left secure at the end of the period of Hire, including all doors and windows.
2. The Hirer is responsible for the behaviour of all persons attending the hire event.
3. Any damage or breakages must be reported to the Committee.
4. Any behaviour or occurrence related to the hire which requires the Hirer to notify the Police must be reported to the Committee.

Electrical Equipment

1. The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, is used in a safe manner in accordance with the Electricity at Work Regulations 1989. They should have had a Portable Appliance Test (PAT) within the last two years. Any such appliances should be removed after the hire.
2. Any Village Hall electrical equipment will be used responsibly and only for its intended purpose.
3. Hirers must ensure that all electrical equipment and lighting is switched off at the end of the hire.
4. Any electrical extension cables should be safely routed, not used coiled, and not overloaded.

Heating

1. Heating costs are included in the hire fees. This may be reviewed if standard charges are found not to cover heating costs.
2. Hirers should not make adjustments to the storage heaters (the large white ones), these are for background heating only.
3. Hirers should ensure that boost heating (the silver panel heaters) is switched off at

the end of the hire.

Licensing Requirements

1. The Village Hall does not have a premises licence of any sort. The Hirer must submit a Temporary Event Notice (TEN) to the licensing authority for any licensable activity, and obtain and observe the appropriate licence(s).
2. The Hirer shall obtain the written consent of the management committee on the form provided for this purpose before giving the licensing authority a TEN. Failure to do so may result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the hall management committee and local voluntary organisations.

Insurance and damage

1. The Hirer shall be liable for:
 - i. 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
 - ii. all claims, losses, damages and costs made against or incurred by the village hall management committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
 - iii. 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.
2. The Hirer should 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 Committee. Failure to produce such policy and evidence of cover may render the hiring void.

Cleaning

1. The Hirer is responsible for restoring the Hall to its pre-hire level of cleanliness after each event.
2. All food and drink brought into the Hall should be removed at the end of the Hire.
3. Any additional cleaning required as a result of the hire will be charged to the hirer.
4. Waste should be properly disposed of in the bins provided.
5. All cleaning materials and utensils should be returned to storage after use.
6. No waste or rubbish should be left outside the Hall (other than in the bins provided) or elsewhere in the surroundings and village as a result of the hire.

Smoking

1. Smoking is not permitted anywhere in the Hall or its curtilage.
2. The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and

regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. The Hirer shall ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

Animals

1. No animals are allowed in the Hall except guide dogs, unless by previous agreement.

Tables and Chairs

1. All tables and chairs to be returned to the stacking areas at the end of the hire.

Accidents and Damage

1. Any accidents or damage must be reported in the Accident/Damage Report book, located in the kitchen.
2. The hirer is responsible for the costs resulting from damage and additional cleaning.

Fire and Emergencies

1. The Hirer is responsible for fire and emergency precautions and actions in the course of the hire.
2. The maximum number of people in the Hall at any time, for any type of event, must not exceed 100 to enable safe evacuation if necessary.
3. The Hirer should make themselves aware of fire escape routes, assembly point (the car park at the side of the Hall) and extinguishers
4. All fire exits must remain clear and unlocked throughout the hire period.
5. Exit route signs must be kept clearly visible.
6. No obvious fire hazards should be introduced. Any combustible materials should be kept away from any possible ignition sources, and removed from the Hall after Hire.
7. In the event of a fire or emergency, the Hirer is responsible for evacuation of the hall, and calling the Emergency Services if necessary.
8. A responsible person must be in attendance in the kitchen during any cooking activities.
9. The Committee must be informed of any fire or emergency, and the calling of the Emergency Services under any circumstances.

Safeguarding

1. The Committee require that the Hirer take full responsibility for the safeguarding of children and vulnerable adults, and comply in full with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable groups Act 2006 and the Care Act 2014.
2. The Hirer shall ensure that any activities for children under eight years of age comply with provisions of the Childcare Act 2006 and the Safeguarding Vulnerable groups Act 2006 and only fit and proper persons who have passed the appropriate Disclosure and Barring Service (DBS) checks (previously CRB checks) should have access to the children. Checks may also apply where children over eight and

vulnerable adults are taking part in activities. The Hirer shall provide the Village Hall management committee with a copy of their DBS check and Child Protection Policy on request.

3. Groups working with adults who may be at risk should have and observe Safeguarding Policy; for further guidance see: http://www.cambridgeshire.gov.uk/info/20166/working_together/582/adult_safeguarding_policy_and_procedures/2 . The Hirer shall provide the Village Hall management committee with a copy of their adults safeguarding Policy on request.
4. The Hirer shall advise the Committee of any serious incidents with which they are dealing. Serious incidents are define as "suspicions, allegations or incidents of abuse". The committee will not deal with incidents on behalf of the Hirer, but has a responsibility to advise the Charities Commision of any of which it is aware.

Cancellation

1. If the hire is cancelled by the Hirer before it takes place, any deposit or payment made may be forfeit, at the discretion of the Committee.
2. The Committee reserves the right to cancel the hiring in the event fo the Hall being reired for use as a Polling Station, in which case a full refund of any payments will be made.

Declining of Bookings

1. The Committee reseves the right to decline any booking which it considers unreasonable, unsuitable, represents a high risk of disruption or damage, or is not consistent with its Constitution.

Noise

1. The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

Drunk and disorderly behaviour and supply of illegal drugs

1. The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. No illegal drugs may be brought onto the premises. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. 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 in accordance with the Licensing Act 2003.

Health and hygiene

1. 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, and removed from the Hall after the event.

Environmental Policy

1. All users of the Hall are expected to compy with the letter and the spirit of the Committee's Enviromental Policy (available separatetely).

WiFi, Broadband and Internet Connectivity

1. WiFi Internet access is available to hirers. Password is available on request.
2. WiFi should only be used for purposes related to the specific hire. Personal or other business use is not permitted.
3. Access or attempted access to pornographic, hate or any illegal material is forbidden.
4. Access is by WiFi only. No other form of connection to the router or broadband equipment is permitted.
5. Use is at the hirer's risk. The Village Hall accepts no responsibility for malware, hacking or any other harm experienced by hirers' equipment.
6. Hirers must not make or attempt to make any software or physical changes to the WiFi, router or broadband equipment.