South Leigh Village Hall - Conditions of Hire

Anyone hiring South Leigh Village Hall (SLVH) will be required to confirm that they have read, understood and agree to abide by the Conditions of Hire provided by SLVH Committee on the South Leigh website at the time of booking.

The SLVH Committee will endeavour to ensure that the hall, facilities and appliances are clean and in good working condition for the use for which it has been hired. If the Hirer is not satisfied, then they must contact the SLVH Committee immediately at the beginning of the hiring time.

Disclaimer of Liability

The Parish Council and the SLVH Committee disclaims any liability for loss, damage, theft or injury to any person or their property when using the hall and / or its equipment and appliances and / or its grounds and / or its car park beyond any statutory responsibility.

Booking SLVH

Booking Clerk: Sam Kelaher

- Mobile: 07518 826818
- Email: booking@southleighvh.co.uk

1. The SLVH Committee reserves the right to refuse or revoke any booking and has full right of entry to the hall if it considers that the conditions of the hire are not being observed.
2. The Hirer must be 18 or over and is responsible for payment.
3. For all events involving individuals under 18, bookings must be made by a parent or another responsible adult who will be held responsible for supervision during the event and any damage caused.
4. A booking form must be completed by the Hirer and returned with full payment for the period of hire, according to the pricing detailed in the publicity leaflet and on the website or as otherwise agreed in writing.
5. This payment will be forfeited in full if an event is cancelled less than 14 days in advance of the booking date, other than at the discretion of the SLVH Committee.
6. The SLVH Committee requires that commercial or business Hirers and groups which book on a regular basis e.g. Scouts, WI, fitness classes have their own Public Liability insurance; the company, date and policy number need to be provided when booking. In the event that a third party is to be engaged to provide services at the hall (e.g. bouncy castle provider), it is essential that they also have Public Liability insurance; the company, date and policy number also need to be provided when booking.
7. £100 on line bank transfer made payable to 'South Leigh Village Hall' is also required as a damage deposit. This is fully returnable providing there is no damage or breakage inside or outside the hall during the event, that

the hall and the car park are left clean and tidy before they are vacated, and that all rubbish is removed. The hall, hall facilities and the car park will be inspected after each event.

8. Payments for repeated regular weekly / weekend bookings should be made in advance for each 10 week block or as otherwise agreed in writing.
9. The Hirer will not sub-let or use the premises for any purpose other than that stated on the booking form.
10. Occupancy outside the agreed booking times will be charged at £10 per hour or part of each hour.

Care of the premises and facilities

1. The Hirer will be responsible for the supervision, protection, care and safety of the hall premises and its contents, inside and out, and of the people attending the event for the duration of the hire and until the hall is vacated. If children will be present, the Hirer must have arrangements for their supervision and protection for the duration of the hire.
2. The Hirer should have access to a mobile 'phone to summon help in case of emergency.
3. The Hirer will be responsible for the full cost of any damage, breakage or loss caused during the duration of the hire.
4. No posters, fixtures or fittings may be mounted on the building, interior walls or wooden frame structures, including by the use of Blu Tack or similar products, except where fixing points are provided. The cost of making good any damage resulting from a breach of this condition must be paid for in full by the Hirer.
5. If amplified music is played as part of the event, windows and doors should remain closed and the volume played should be reasonable and not cause disturbance to local residents. Music must cease at 23:00. The Hirer will be responsible for complying with any request from a local resident or any member of the SLVH Committee to reduce the volume where necessary. SLVH Committee reserve the right to terminate the booking with no refund if there is any failure to comply with such a request.
6. Any spillages on floors should be cleared up immediately to avoid damage to surfaces and injury to persons in the hall.
7. In case of emergencies the mains water stopcock is situated in the store cupboard and the electrical main switch and trip switches are situated in the cupboard to the left of the fire-safety shutter in the kitchen.
8. The grounds and car park adjoining the hall should be kept tidy and free from cigarette butts and other litter.
9. Evening events, including clearing, cleaning and locking up, should cease so that the hall is vacated by 11.30pm.
10. Please report promptly to the Booking Secretary all breakages, leaks and malfunctioning equipment or appliances.

Use of the Kitchen

1. No children are allowed in the kitchen; the Hirer is solely responsible for their safety at all times and for any consequences of a result of a breach of this term.
2. When using the cooking facilities, Hirers must ensure that the cooker hood ventilation system is used to prevent unnecessary condensation in the hall.
3. The Hirer is responsible for cleaning all equipment in the kitchen after use, including the ovens and microwave using the equipment and materials provided.
4. A boiler is provided for hot water; extreme care is required in its use as the water it provides is very hot and could scald anyone touching it.
5. A *commercial* dishwasher is provided…
   - Rinse all items before they are put into the dishwasher.
   - ***At the end of the last use, the machine must be drained by the Hirer - see the instructions on the wall.***
   - Unlike a domestic dishwasher, it is important to follow this drainage procedure.
   - The Hirer is required to report any leakage from the dishwasher immediately.
6. Any fridge and freezer in the kitchen is used solely at the Hirer's risk and the SLVH Committee shall not be responsible for any spoilage of food, illness or other damage caused by inappropriate use of such appliances. On arrival, the fridges will be off and the Hirer is solely responsible for turning them on, setting the temperature and allowing it to reach the desired level. Fridges are to be turned off at the end of the Hire, unless otherwise requested in writing by the SLVH Committee.

Alcohol

1. The Hirer is responsible for ensuring acceptable behaviour and conduct during and on leaving the event where alcohol has been consumed. Consideration of acceptable noise levels for local residents is imperative.
2. Alcoholic beverages should not be sold on the premises. If the sale of alcohol is required, the Hirer must obtain written permission from the SLVH Committee before applying to WODC for a TEN (Temporary Event Notice). Hirers will be required to complete an application form and abide by the terms and conditions of the application.
3. A zero-tolerance approach to alcohol should be adopted when Under-18 parties are booked. The Hirer is responsible for checking that no alcohol is brought onto the premises or consumed in the car park or local vicinity for the duration of the event. A similar stance is required at any other event at which individuals under 18 are present. The SLVH Committee reserves the right to terminate the event with no refund if this condition is not complied with.

Cleaning and tidying after the event

1. Cleaning implements and materials are available in the store and should be returned to the store clean and ready for subsequent use.
2. Chairs and tables must be thoroughly cleaned, then folded, stacked and returned neatly to the store cupboard, unless otherwise agreed in writing.
3. The premises should be left clean and tidy for subsequent use before being vacated by the Hirer. Floors should be swept and spillages wiped dry.
4. If the kitchen and cooking facilities have been used during the hiring, the floor, the worktops, the cooker and any crockery, glasses and equipment used should all be thoroughly cleaned and ready for subsequent use.
5. If the barbecue has been used, it must be cleaned and left in the same condition in which it was found. Failure to do so will result in the forfeit of the entire deposit.
6. **All rubbish / waste / recycling should be removed by the Hirer.**
7. The SLVH Committee reserves the right to inspect the premises prior to the Hirer vacating the hall.
8. Before vacating the premises, all lights should be turned off and the fire shutter between the main hall and the kitchen must be fully closed.
9. **THE HALL SHOULD BE SECURELY LOCKED, FRONT, PATIO AND REAR DOORS AND THE KEYS RETURNED TO THE SLVH COMMITTEE OR TO THE KEY SAFE ON VACATION OF THE PREMISES. NB: IF THE FIRE EXIT DOOR AT THE NORTH END OF THE TOILET CORRIDOR HAS BEEN OPENED, IT WILL BE NECESSARY TO LOCK IT FROM THE OUTSIDE ON VACATING THE PREMISES.**

Fire Safety

1. Hirers should read the following fire safety requirements and abide by the contents.
2. The person responsible for hiring the hall has legal duties with regard to the people attending the event for which the hall has been hired. Before the event or function this person MUST check:-
3. The arrangements for escape if the fire / smoke alarm sounds including identification of key escape routes.
4. Any special arrangements needed for the safe evacuation of people identified as being especially at risk, such as those with disabilities and children.
5. The position of fire extinguishers within the building.
6. That all escape routes are clear of obstructions and combustibles.
7. That you are familiar with the assembly point in the event of evacuation (the green to the front of the village hall).
8. The method you would use to call the emergency services if necessary.
9. The number of people who will be using the hall for the event or function.
10. At the start of the event or function, the person responsible for hiring the hall must make the guests aware of 2(a), (b) and (e).
11. Smoking, including the use of e-cigarettes, is strictly forbidden within the hall.

12. Naked flames, candles, inflammable liquids or gases or solvent-based cleaning solutions are strictly forbidden on the premises. The sensible use of candles on a birthday cake is permitted provided that the Hirer takes reasonable care. The Hirer will be held responsible for any damage caused.
13. No electrical equipment should be brought into the hall for use unless it has been PAT tested within the last 12 months; proof of this will be required before permission for use is given.
14. The use of haze / smoke machines is forbidden.
15. The Hirer will be responsible for the call-out charge if the fire brigade attends an alarm call as a result of prohibited items.
16. All exits must be kept clear for emergency use.
17. Fire doors must not be propped open.
18. Details of any fire, however started and whatever damage is caused, must be reported to the SLVH Committee. The emergency numbers are posted in the window of the main hall.

Insurance

Disclaimer of Liability

The Parish Council and the SLVH Committee disclaims any liability for loss, damage, theft or injury to any person or their property when using the hall and / or its grounds and / or its car park beyond any statutory responsibility.

1. The SLVH Committee recommends that commercial / business and regular group Hirers e.g. scouts, WI, fitness classes, take out their own public liability insurance to cover the Hirer against damage to the hall and / or its contents and / or injury to persons or their property whilst attending the event for which they are responsible. Details of the company, date and policy number will be required on booking the hall.
2. Maximum numbers of persons on the premises at any event must be adhered to Large Hall: 60 seated; 120 standing. Small Room: 20 seated; 40 standing.
3. Where the hall is hired for events involving children, the SLVH Committee advise Hirers to ensure that they and / or responsible persons have had the relevant safety check (CRB or equivalent) to protect themselves against any legal action.
4. The Hirer must comply and ensure compliance with any regulations made for the use of the car park by the SLVH Committee or any instructions given by any of its representatives.
5. The Hirer must comply with any signs or instructions in the premises and any instructions or requirements of the SLVH Committee from time to time.

Approved by the SLVH Committee
August 2024