

# Skidby Village Hall & Institute

Registered Charity Number 222177

Booking Secretary: Laura Moore [lmsvhbookings@gmail.com](mailto:lmsvhbookings@gmail.com)

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Find us on   
@SkidbyVillageHall

## CONDITONS OF HIRE

### Information and General Guidelines

The Hall may be hired for:

- Recreation and leisure, such as parties, clubs, meetings, elections, lectures and classes, such as keep fit, yoga, etc.
- No restrictions are made on the basis of race, politics, religion or other distinction.
- These conditions apply to all hiring of the Hall.
- If the Hirer is in any doubt as to the meaning of the following, the Hall Secretary or Bookings Person should be consulted immediately.

Please note that the Hall is used for a multiplicity of purposes, and the wooden floor may not be suitable for all uses. Therefore, the Hirer must satisfy them selves of the suitability of the surface for the purpose required, and the Village Hall's Management Committee accept no responsibility for any accident or incident arising there from.

Risk assessments, safe methods of work and policy documents are available to read either via [www.skidbyvillagehall.com](http://www.skidbyvillagehall.com) (useful documents section) or hard copies are available on site at the hall. It is the responsibility of the Hirer to have read the risk assessment documents, maintain their own safety and adhere to the risk assessments.

### 1. General Guidelines

- The keys are to be collected and returned by prior arrangement with the Booking Secretary.
- **IT IS FORBIDDEN TO MAKE DUPLICATES OF ANY KEYS SUPPLIED BY SKIDBY VILLAGE HALL, AS THIS WOULD INVALIDATE THE INSURANCE OF THE BUILDING.**
- **The Village Hall has a No Smoking Policy.**
- **In the Event of a fire**, the Village Hall should be evacuated in an orderly manner using the appropriate exits and the Fire Brigade called by dialing 999 or 112.
- **First Aid** box located in the Kitchen.
- **Telephone:** The Village Hall has no telephone and the nearest pay phone is situated across the road opposite number 60 Main Street Skidby Tel: 01482 876094  
So you are advised to bring a mobile phone, though given the Geographic nature of the location some mobiles do not work.
- **Car Parking:** There is no car park, the Village hall is situated on the Junction of Main Street and Church Rise; these are public roads and must not be obstructed. Please show consideration.
- **Heating** Please contact the booking secretary if you need the village hall to be particularly warm or cold. **Please do not adjust the controls.** The heating is timed to turn off 15 minutes after the hire finishes.
- **Please stack** tables and chairs in accordance with the local notices.
- Adhesive tape must **NOT** be stuck to the floor, as this is likely to damage the surface.

## 2. Instructions

The Hirer acknowledges that they have received instructions in the following matters:

- The action to be taken in event of fire. This includes calling the fire brigade and evacuating the Hall.
- The location and use of fire equipment (including location diagram).
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings. Appreciation of the importance of any fire doors and of closing all fire doors at the time of the fire.

## 3. Pre-Use Checklist

In advance of the 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 no fire doors are wedged open.
- That exit signs are illuminated. (this should be automatic)
- That there is no obvious fire hazards on the premises.
- THE HIRER IS RESPONSIBLE FOR MAINTAINING the Hall in good order and condition.
- At no time during the period of hire shall the Hall be left unattended.
- The Hirer is responsible for putting out furniture and any other equipment, and replacing it afterwards.
- No notices or displays may be fixed to the walls and all **ADVERTISING MATERIAL** relating to the Hirer's activity whether in the Hall or displayed around the village **MUST** be removed within 24 hours of the end of the booking.
- Hot water is available by pulling the cord above the sinks in the kitchen, please to switch off after use.

## 4. Post-Hire Checklist

At the **END** of the period of hire, the Hirer must

- **CLOSE** all windows, and Lock them
- **SWITCH OFF** all lights and appliances, Water Boiler ,etc but excluding the heating
- **CLOSE the inner doors and LOCK the Outer** doors and generally secures the Hall before returning the keys as required. In particular, please ensure that outside bulkhead lights are switched out before final departure.
- The Hall must be left clean and tidy to the satisfaction of the Committee, and all hirers' equipment removed immediately after the period of hire.
- Cleaning materials shall be provided by the Village Hall and all kitchen equipment (including any china and cutlery used) must be left suitably cleaned ready for the next hirer.
- All rubbish must be placed in plastic sacks and deposited in the large green 'wheelie Bin' container outside the stage door exit.

***PLEASE LEAVE THE HALL IN THE CONDITION YOU WOULD EXPECT TO FIND IT.***

## **Standard Conditions of Hire**

### **5. Responsibilities**

The Hirer, not being a person under 18 years of age, hereby accepts responsibility that during the period of hiring, be responsible for supervision of the premises, the fabric and the contents of the building including care, safety from damage however slight and change of any sort; the behavior of all persons using the premises whatever their capacity; and 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 such damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

### **6. 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 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 or allow the sale of alcohol thereon without written permission.

### **7. 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.

### **8. Licences**

The Hirer shall be responsible for obtaining such licenses as may be needed whether for the sale or supply of intoxicating liquor, including any licenses required for performances or live entertainment.

### **9. Public Safety Compliance**

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and the Local Magistrates' Court 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.

### **10. Means of Escape**

All means of exit from the premises must always be kept free from obstruction and immediately available for instant, unhindered public exit.

### **11. Emergency lighting**

The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied, automatic mains failure switching devices are fitted to the system.

### **12. Outbreaks of Fire**

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Village Hall Secretary.

### **13. 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. These premises are provided with a refrigerator and thermometer.

#### **14. Electrical Appliance Safety**

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and 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 them in the interests of public safety. All of our electrical circuits are provided with residual circuit breakers (RCB).

#### **15. Indemnity**

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) The cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises

And

- b) All claims 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.
- c) The Village Hall is insured against any claims arising out of its **own** negligence.

#### **16. Accidents and Dangerous Occurrences**

The Hirer must report all accidents involving injury to the public during the period of hire to the Secretary of the Village Hall **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 that brought in by the Hirer must 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 (RIDDOR)

#### **17. Explosives and Flammable Substances**

The Hirer shall ensure that:

- a) Highly flammable substances shall not be brought into, or used in any part of the premises. In particular, fireworks and similar devices are absolutely prohibited.
- b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Village Hall Management Committee. No decorations are to be put up near light fittings or heaters.

#### **18. Heating**

The Hirer shall ensure that no unauthorized heating appliances shall be used on the premises when open to the public without the consent of the Village Hall Management Committee. Portable Liquefied Petroleum Gas (LPG), Propane or Butane heating appliances shall not be used.

#### **19. Drunk and Disorderly Behaviour and Supply of Illegal Drugs**

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. Drunk and disorderly behaviour shall not be permitted either on the premises or its immediate vicinity. Alcohol shall not be served to 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.

#### **20. Noise**

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning.

## **21. Animals**

The Hirer shall ensure that no animals (including birds) except guide dogs are brought onto the premises, other than for a special event agreed to by the Village Hall. No animals whatsoever are to enter the kitchen at any time.

## **22. Compliance with The Children Act 1989**

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau (CRB) checks 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 Committee with a copy of their Child Protection Policy on request.

## **23. Advertising and Fly Posting**

The Hirer shall not carry out or permit fly posting or any other form of unauthorized advertisements for any event taking place at the premises, and shall indemnify each member of the Village Hall's Management Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. This particularly applies to advertising on the A.164 on or near to Skidby roundabout. Failure to observe this condition may lead to prosecution by the local authority.

## **24. 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 price of all goods and services are prominently displayed, as shall be the organizer's name and address, and that any discounts offered are based on Manufacturers' Recommended Retail Prices.

## **25. Cancellation**

If the Hirer wishes to cancel the booking before the date of the event and the Village Hall is unable to arrange a replacement booking, the fee due or the repayment of the fee shall be at the discretion of the Village Hall's Management Committee or booking clerk.

The Village Hall reserves the right to cancel any 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 premises becoming unfit for the use intended by the Hirer.
- c) An emergency requiring use of the premises as a shelter for the victims of Man made or natural disasters.
- d) The Village Hall management committee reasonably consider that
  - a) The hiring would result in a breach of licensing conditions, or other legal or statutory requirements, or
  - b) Unlawful or unsuitable activities would take place at the premises as a result of the hiring.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

At its discretion the Village Hall's Management Committee reserve the right to make the following charges for bookings cancelled within 2 months of the starting date of the hire are subject to a cancellation fee as follows.

- 8 weeks = loss of deposit
- 6 weeks = 50% of the hire fee
- 4 weeks = loss of Full Hire

## **26. 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 with any contents temporarily removed from their usual positions properly replaced, otherwise the Village Hall shall be at liberty to make an additional charge.

## **27. Stored Equipment**

The Village Hall's Management Committee accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the same rate as the original hire fee until the same is removed.

The Village Hall's Management Committee may, at its discretion in the circumstances below, implement the following measures:

- a) In respect of stored equipment and subsequent failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended  
and/or
- b) In respect of any other property brought on to the premises for the purposes of the hiring and the subsequent failure by the Hirer to remove the same within 7 days after the hiring, dispose 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 and selling or otherwise disposing of the same.

## **28. 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 written approval of the Village Hall Secretary. Any alterations, fixture fitting or attachment so approved shall at the discretion of the Village Hall's Management Committee remain in the premises at the end of the hiring and become the property of the Village Hall or be removed by the Hirer who must make good to the satisfaction of the Village Hall any damage caused to the premises by such removal.

## **29. No Rights**

The Hiring Agreement constitutes permission only to use the premises for the duration of the agreed period and confers no tenancy or other right of occupation on the Hirer.

## **Special conditions**

These Special Conditions of Hire include provisions to comply with the premises License issued under the Licensing Act 2003.

### **30. Hours of Opening**

The premises shall not be used for public entertainment except between the hours of

- Monday to Friday 09:00am to 01:00am
- Saturdays 09:00am to 11:30pm
- Sunday 09:00am to 10:00pm

Unless special permission has been issued by Council and by the Village Hall Management Committee

### **31. Conditions of Licence**

The Hirer is to comply with the conditions of the Public Entertainment License for the premises issued under the Local Government (Miscellaneous Provisions) Act 1982.

### **32. Responsibilities**

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and present on the premises at all times when the public are present and for ensuring that all conditions of the Public Entertainment License relating to management and supervision of the premises are met.

### **33. Attendants**

There shall, in addition to the Hirer, be a minimum of 3 (three) competent attendants on duty on the premises to assist people entering and leaving, none of whom shall be less than 18 years of age. If most of the audience is under 16, the number of attendants shall not be less than 4 (four).

All persons on duty shall have been instructed as to their essential responsibilities in the event of a fire or other emergencies, including attention to disabled persons, the location and use of fire fighting equipment available, how to call the fire brigade and evacuation procedures.

### **34. Capacity**

The number of people on the premises shall not exceed 120 (One Hundred and Twenty) or for seated based entertainment. 80 (eighty)

### **35. Dangerous Performances and Unsuitable performances**

Performances involving possible danger to the public, or of a sexually explicit nature, shall not be given.

### **36. Film Shows**

Children shall be restricted from viewing age –restricted films classified according to the recommendations of the British Board of Film Classification