

Skidby Village Hall & Institute

Registered Charity Number 222177

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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 Secretary should be consulted immediately.

Please note that the Hall is used for many different purposes, and the wooden floor may not be suitable for all uses. Therefore, the Hirer must satisfy themselves 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 (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. This will usually be arranged via email and the provision of a specific keysafe code to access a key.
- **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 is a no Smoking/no vaping/no e-cigarette site.**
- **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. The assembly point is across the road at the village green next to the church.
- **First Aid** boxes located in the kitchen and in the cupboard behind the counter in the small hall.
- **Telephone:** The Village Hall has no telephone. It is 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.**
- **Tables and chairs:** When you have finished with the tables and chairs, please put them away tidily. Please stand up the large hall tables in the storeroom off the main kitchen and the large hall chairs against the wall on the Main Street side, taking care that the chair legs are no closer to the wall than the wooden runner on the floor. In the small hall, please stack both tables and chairs against the wall opposite the front door.
- Adhesive tape must **NOT** be used in the halls- in any area, as this is likely to damage the surfaces.
- Hall users wishing to access the loft must obtain prior permission from committee.

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 exit signs are illuminated. (this should be automatic)
- They have read and understood the fire safety checklist provided.
- That there are 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 switched off after use.

4. Post-Hire Checklist

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

- **CLOSE** all windows
- **SWITCH OFF** all lights and appliances, etc. Excluding the heating and any switches that have a notice on them to request they are not switched off.
- **CLOSE the inner doors and LOCK the outer** doors and generally secure the Hall before returning the keys as required.
- 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 bin outside at the side of the hall.

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, they are 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 behaviour of all persons using the premises whatever their capacity; and proper supervision of car parking arrangements so as to avoid obstruction of the highway. 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, including food allergens. 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. Skidby Village Hall cannot guarantee the site is free of allergens.

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, PAT tested within the last 12 months and used in a safe manner.

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 unauthorised 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. 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 except guide dogs are brought onto the premises, other than if prior agreement with the hall committee has been made.

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 Disclosure and Barring Service (DBS) 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 Safeguarding Policy on request.

23. Advertising and 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 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 A164 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 organiser'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 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 manmade 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.

Where possible, notification of the cancellation will be done in writing/via email. In any such case the Hirer shall be entitled to a refund of any fees already paid, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

Bookings cancelled within six weeks of the starting date of the hire are subject to a cancellation fee as follows:

- 6 weeks or more = full hire fee refund
- 4-6 weeks = 50% of the hire fee refund
- 4 weeks = loss of full hire fee

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. Unless otherwise agreed in writing by the hall committee with the hirer, 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 licence issued under the Licensing Act 2003.

30. Hours of Opening

From 8am to 11pm daily.

Additional hours of opening made be given with prior permissions applied.

31. Conditions of Licence

The Hirer is to comply with the conditions of the Public Entertainment Licence 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 Licence relating to management and supervision of the premises are met.

33. Attendants

It is the Hirers responsibility to ensure that there are sufficient attendants on site for the hiring episode to safely manage the event/period of hire.

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

34. Capacity

The number of people on the premises shall not exceed 120 or, for seated entertainment, 80.

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. Appropriate licences must be acquired by the hirer,

37. Power Cuts

In the event of a power cut, the Hirer and any guests must leave the premises, taking any equipment and belongings with them and turning off the lights and securing doors as if at the end of their hire period. If this is a brief power cut they may re-enter when power is restored. No-one is to re-enter the premises until the power is restored.