



## **BRADFORD-ON-TONE VILLAGE HALL**

### **Management Committee**

(Reg. Charity No.287213)

Tel: 07789 762179

### **CONDITIONS OF HIRE - HALL/CHANT ROOM**

1. The Bradford-on-Tone Hall Management Committee ("the Committee") agree to allow the Hirer to use the Bradford-on-Tone Hall and/or Chant Room ("the Premises") as applicable for the agreed Hire Session for the payment in advance of the Hire Charge by the Hirer. Details of current Hire Charges are available upon request.
2. By any paying of deposit, Hire Charges or use of the Premises the Hirer is deemed to agree with and undertakes to comply with these Conditions of Hire. The Hirer shall indemnify the Committee against all actions, claims and proceeds arising from the breach of these Conditions of Hire.
3. If the Hirer wishes to cancel the booking for the Hire Session then the liability for payment or repayment of amounts previously paid by the Hirer of the Hire Charges shall be entirely at the discretion of the Committee. No refund or release of liability for payment will be considered unless the Booking Secretary receives sufficient notice to enable the Hall or Chant Room to be re-let as applicable.
4. The Committee reserves the right to cancel the hiring. In the event that the cancellation of such hire is due to the Premises being required for use as a Polling Station for any parliamentary or local Government election or by-election, the Hirer will be entitled to a full refund of any deposit or sums already paid, otherwise any refund shall be at the sole discretion of the Committee.
5. The Hirer shall comply with all statutory regulations relating to the Premises and the use of the premises and shall do nothing on the premises that is in any way in contravention of any law.
6. The Hirer may not use the Premises for any purpose other than that agreed between the Committee and the Hirer and in particular not for any unlawful purpose.
7. Smoking and the sale of alcohol is not permitted anywhere on the Premises.
8. Smoke machines must not be used at the Premises.
9. The Premises has the benefit of a Local Authority Premises Licence and a TV licence only. The Hirer shall with the terms of the Local Authority Premises Licence and a TV licence as applicable (copies of which are available upon request and on display on the notice board in the Premises). If the purpose of the hire is one for which such any other form of licence is required then the Hirer shall obtain all applicable licences and comply in all respects with the terms, conditions and restrictions thereof.
10. The Hirer may not carry out or permit fly posting or any other unauthorised advertising of any event or Hire Session.
11. The Hirer shall indemnify the Committee against and be responsible for the cost of repair of any damage to any part of the Premises or contents of the Premises which may occur during the Hire Session, or as a result of the hire, except to the extent that any such damage is covered by the Committee's Policy of Insurance. The Hirer shall inform the Committee of any damage or faults to equipment or facilities in the Premises.
12. The Hirer is responsible for making sure that no nuisance or annoyance is caused to any person in the neighbourhood and in particular that persons attending the Premises do not obstruct or in any way interfere with the parking at The White Horse Public Inn.
13. At the end of the hire the Hirer shall ensure the Premises are left in a clean and tidy condition. All rubbish, food, drink and all other items brought into the Premises by the Hirer must be removed by the Hirer at the end of each Hire Session. Tablecloths and tea towels, if used, must be laundered and returned to the Hall by the Hirer in a clean and pressed condition within 1 week of the end of the Hire Session. Any tables and chairs, if used, are to be collapsed and restacked in their locations prior to the commencement of the Hire Session. The heating system and all electrical equipment, including but not limited to lights in the toilets must be switched off, all fire doors should be closed and the Premises locked and secured at the end of each Hire Session. Any contents temporarily removed from their normal position must be properly replaced.
14. It is the Hirer's responsibility to ensure that the kitchen is left clean and tidy. All crockery and cutlery are to be cleaned, dried and put away and the cookers and all work surfaces are to be cleaned and clear of any food residues.
15. The Hirer shall indemnify the Committee against and be responsible for the cost arising from the loss of any item from the Premises as a result of the Hire Session, including but not limited to crockery, cutlery and other kitchen equipment.

16. The cost of lighting and heating is included in the Hire Charges. If hiring the Hall, the use of the kitchen is included in the Hire Charges. If hiring the Chant Room the use of the kitchenette is included in the Hire Charge.
17. The procedure to be adopted in case of a fire and notice of the location of fire-fighting equipment is posted on the notice board in the lobby of the main entrance to the Premises. It is the Hirer's responsibility to bring this notice to the attention of all persons visiting the Premises during the Hire Session.
18. The Hirer shall undertake its assessment of the risks associated with the activities proposed to be undertaken at the Premises and shall put in place such measures as required to ensure the safety and welfare of all persons using the Premises during the Hire Session, with particular regard to care and protection of all children, young people and vulnerable adults when within the Premises.
19. Notwithstanding the requirements of item 18 above, the Hirer shall:
- (i) ensure that all emergency exit doors are kept clear and unlocked for the duration of the Hire Session.
  - (ii) ensure that all persons using the Premises do not operate or touch any electrical equipment where there are any signs of damage, exposure of components or water penetration etc.
  - (iii) not allow any persons to work on steps, ladders or at a height unless they are properly secured and another person is present.
  - (iv) leave portable electric or gas appliances operating while unattended.
  - (v) with the exception of mobile phones, not bring into the Premises any portable mains electrical appliances which have not been Potable Appliance Tested within the preceding 12 months.
  - (vi) not attempt to move heavy or bulky items (e.g. stacked tables or chairs) without correctly using the trolleys provided.
  - (vii) not stack chairs more than eight high.
  - (viii) not attempt to carry or tip a water boiler when it contains hot water; it must be left to cool to a safe temperature.
  - (ix) not use the water from the water heater in the kitchen for washing dishes, as unit is provided for the making of hot drinks only. Use the kettle for hot water for washing cups, plates, dishes etc.
  - (x) not allow children in the kitchen except under close supervision.
  - (xi) not allow over-crowding in the kitchen
  - (xii) comply with all necessary precautions stated on COSHH data sheets, such as wearing suitable protective clothing when handling cleaning or other materials.
  - (xiii) ensure adequately lighting is provided for tasks and activities undertaken
  - (xiv) be aware of and seek to avoid the following risks:
    - slip hazards on stairs, polished or wet floors. Spills shall be cleaned up immediately
    - trip hazards
    - use adequate lighting to avoid tripping in poorly lit areas
    - to persons alone in the Premises
    - involved in handling kitchen equipment, e.g. cooker, water heater and knives
    - creating toppling hazards by piling up equipment
20. The Hirer is hereby advised and acknowledges that persons, including children accessing the toilets can exit the Premises via an unlocked external door.
21. There is a First Aid box located on the wall outside the kitchen door in the access corridor. The Hirer shall enter any accidents occurring during their Hire Session in the Accident Book located with the First Aid box and shall advise the Committee following the Hire Session of any such accidents and of items used from the First Aid Box.
22. Hirers should be aware that access to the toilets and to the alley/storage area via the kitchen may be required by other authorised users. The Hirer shall ensure that the external entrance door to the Chant Room is closed at all times when not in use. There is a bell for admittance on both external doors.
23. The Hirer shall not permit the numbers of persons using the Premises to exceed the following maximum capacities:
- |                                                                |                                                     |             |
|----------------------------------------------------------------|-----------------------------------------------------|-------------|
| Hall:                                                          | When used for dancing                               | 140 persons |
|                                                                | When used for functions utilising seating at tables | 80 persons  |
|                                                                | When used for seated audience                       | 120 persons |
| Chant Room:                                                    | When used for functions utilising seating at tables | 25 persons  |
| Maximum permitted number to be allowed on the entire Premises: |                                                     | 185 persons |
24. The theatrical lighting, speakers, amplifiers at the Hall shall not be used by the Hirer. Any electrical equipment brought into the Premises by the Hirer must have been portable appliance tested (PAT) within the preceding 12 months and labelled as such and the Hirer shall ensure that it is safe to be used and does not exceed the Premises' circuit capacity.