

BEALINGS VILLAGE HALL - CONDITIONS OF HIRE

1) Age of Hirer

The person to whom the Hall is let must be aged 21 years or over.

2) Safeguarding Children, Young People and Vulnerable Adults (See attached document)

Under the Child Protection Act we are obliged to advise that the safety of children, young people / vulnerable adults whilst involved in events organised by the Hirer, is the responsibility of the Hirer:

Hirers must meet robust standards for child protection:

- Hirers must have a *minimum* of 2 adults supervising at all times.
- Hirers must have plans for dealing with lost children.
- Hirers should seek parental consent for activities planned for hall and John Belstead Playingfield
- Hirers should identify potential hazards and appropriate control measures.
- Hirers should be aware that the foyer and toilets are not for the exclusive use of hirers and could be used by anyone whilst the hall is open and in use.

No liability will be accepted by the village hall through failure to do this.

For further information contact SAFEcic: 01379 871091 or info@safecic.co.uk

3) Hirer's Public Liability Insurance

Our advisers recommend that clubs/organisations involving children and young people/vulnerable adults should arrange public liability insurance for their activities. Established groups (e.g. schools) will be expected to have their own insurance. For ad hoc groups and individuals who would otherwise find it difficult to access insurance at a reasonable price, Bealings Village Trust has taken out Hirer's Liability cover which is free to the Hirer and bears an excess of £100 per claim. *Hirers are held responsible for covering the excess in the event of a claim.*

4) Booked Times

Keys are for use only during booked times. Hirers are advised to book the Hall to allow for setting up before and also for clearing up after. This will ensure that there are no clashes with other bookings. All functions must cease by the time shown as 'end of hire' time. If for any reason more time is required on the day the Hirer must advise the Booking Secretary promptly to check if the Hall is available. We are a 'not for profit' organisation and need to cover our operating costs and we will advise the Hirer of any additional cost for additional time used over and above the agreed booking times. Hirers are NOT allowed to transfer booked slots to other Hirers.

5) Cancellations

If the Hirer cancels a booking and the Management Committee is unable to re-let the Hall, the Hirer shall be responsible for the full hire charge.

6) Sale of Intoxicating Liquor

The Hirer must advise the Booking Secretary promptly when planning to obtain a licence for the sale of intoxicating liquor on the premises.

7) Hirers Use of Copyright Music

Users of the hall who run classes as an earned income must carry their own separate licence for use of copyright music.

8) Discos

Adult Discos are not permitted and any amplified music must have the prior agreement of the Management Committee. Discos are permitted for children's parties up to 8pm.

9) Bouncy Castles are not permitted inside hall building.

10) Admit Trustees

The Hirer must admit members of the Management Committee at any time.

11) Hirer's Responsibility for Damage/Cleaning

Hirers must report any damage to the building, its furniture and fittings, and outside equipment when used, however caused, to the Bookings Secretary. The Hirer is also responsible for ensuring the facilities are clean and tidy so that it is ready for use by the next hirer.

New hirers are required to pay a deposit of £50 which is to cover the costs of repairs, replacements or additional cleaning charges if the hall is left in an unsatisfactory condition. In the event that there is significant damage the hirer will be liable for any cost incurred over and above the deposit paid. If there are no such costs, the deposit will be refunded within 7 days of the end of the booking.

Regular Hirers are not required to pay a deposit, however, if the hall is found to have been left in an unsatisfactory condition the hirer will be billed for the costs to cleaning and or repair.

Please note: Decorations may be hung from the hooks which are provided along the north wall. Please do not use sellotape, sticky-tape, nails or pins etc. Only Blue-Tac (or similar) is permitted.

Please report any anti-social behaviour and vandalism promptly to the Police – Dial 999.

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12) Clearing Up After

The Hirer must ensure the facilities are left ready for use by the next Booking:

- any equipment used must be put back in its correct place
- the floor must be swept and any rubbish generated removed
- the toilets must be checked to be in a good, clean condition
- any refuse generated (bottles, left-over food etc.) must be taken away
- all lights and heaters must be switched off
- the Management Committee will invoice the Hirer for costs to clean up.

13) Securing the Hall

Having cleared up, the outgoing Hirer must secure all windows and external doors, and carry out final Fire Safety checks before leaving the hall.

14) Returning keys

Having secured the hall, the Hirer must return the keys to the Booking Secretary or as directed.

15) First Aid

There is a First Aid Box in the Kitchen. Please record accidents in the Accident Book which accompanies the box.

16) Electrics

Should there be an urgent need to switch off the electricity supply, the fuse box can be found in the cupboard at the back of the Committee Room. In the case of problems please advise the Booking Secretary.

17) Kitchen Equipment

Facilities include – Cooker with Oven and Hob; Larder Fridge; Microwave; Electric Kettles; Urns.

18) Main Hall Floor – this is a Canadian Maple Sprung Floor suitable for dancing. Please NO Stiletto heels.

19) Tables and Chairs

Large tables are stacked under the left hand side of the stage.

Chairs and small tables are stacked in the storeroom next to the kitchen. Please return after use, ensuring safe and sensible stacking. When stacking the chairs please do NOT mix different colours. And please put stacks with chairs facing into the storeroom to help with removal for the next booking.

20) Stage Facilities

The stage lighting and some of the stage equipment is owned by **Bealings Youth Action Theatre (BYAT)**.

If Hirers wish to use these facilities, please ask the Hall Booking Secretary for BYAT contact details.

21) Foyer

There are two light switches for the foyer (one for front of foyer and another for rear of foyer).

22) Parking

The sign in front of the hall shows how to park up to 28 cars. Please discuss your parking requirements for your event with the booking secretary. We cannot guarantee that there will be space at the time you require it and we would request that people are asked to share cars when attending your event. The car park entrance must be kept clear at all times.

23) Maintaining Safety & Order (Local Government Licence)

- The Hirer must be in charge of the function during the whole period of the hire and:
 - maintain order and good behaviour in the Hall at all times
 - take all responsible precautions for the safety of the public, performers and employees on the premises
 - keep noise within a reasonable level
- The number of persons in the Hall at any one time shall not exceed:
 - All dancing 270
 - All seated at tables 140
 - Mixed tables and dancing 200
 - All seated for concert/theatre performance 270

Hirers of large events must appoint Stewards to assist with Fire Safety

Two stewards must be in attendance for up to 100 persons and one additional steward for each additional 50 persons or part thereof. Stewards must be clearly identifiable.

The Management Committee accepts no responsibility for any loss or damage to property or injury to persons arising from improper use of the Hall and equipment.

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24) Fire-Safety Procedures

HIRERS AND STEWARDS MUST BE FULLY AWARE OF FIRE SAFETY CHECKS AND PROCEDURES

There is no telephone on the premises. It is advisable that Hirers carry a charged up mobile phone when using the Hall.

Layout of Chairs in Main Hall

Organise chairs with gangways so that no chair is more than seven chairs from gangway.

Precautions - Check the premises

Hirers are responsible for checking that the premises are safe before allowing other members of their group to use the premises. Please see Fire Safety folders in each room and at the end of your session please complete the final checks and file the signed checklist in the folder provided.

Location of Fire Exits

All emergency exits are identified with standard emergency light above emergency exit.

While the Hall is in use all Fire exit doors must be kept clear and secured only in such a manner that they can be opened immediately and easily from inside the hall.

Location of Fire Alarms

There are two fire-alarm call-points: (i) in the foyer and (ii) near the rear Emergency Exit in the main hall.

Location and Operation of Fire Extinguishers

Fire Extinguishers are situated in the foyer (foam type); the main hall (dry powder type), in the kitchen (dry powder type) and on the stage (Carbon Dioxide type). **Please familiarise yourself with use of fire extinguishers before attending the premises by referring to website www.fireextinguisher.com.** Please confirm that you have done so to the Booking Secretary. If you are unable to access the internet please let the Secretary know.

Actions for persons discovering a fire

Shout "Fire" and Sound the Alarm – by breaking the glass at the nearest alarm point (Foyer or Main Hall)

*Call the fire brigade - Dial 999 and give location of fire **Bealings Village Hall - IP13 6LH***

Attack the fire only if it is safe to do so - with nearest appropriate appliance.

Actions on hearing fire alarm

Leave the building by the nearest safe exit

Close all doors behind you

Report to nearest assembly point - on playingfield behind hall or at the back of the car park

Hirer (or a Trustee if present) is responsible for evacuation of building

Safe evacuation of anyone with disabilities or specific needs via the front of hall ramp.

Check no-one is left inside the building e.g. in the toilets

Check everyone is accounted for at Fire Assembly points

Report to the Trustees

Report the incident to the Trustees by calling the Secretary: 07769 195132

Leave a message if there is no reply.

Upon arrival of the Fire Service

The responsible person should meet the officer in charge and relay as much information as possible about the incident:

***Persons missing** or trapped in the building, where and when they were last seen.*

***Where the fire is**, what it involves, and how big it is.*

***Where the building services are** (electricity and water) if these have not already been isolated.*

The electricity isolation switch is in the fuse cupboard in the Committee room.

The water stop-cock is in the LH cubicle in the ladies toilet.

***Any hazards in the building** which may affect the safety of fire fighters.*

***Any other information** which may be useful.*

*Remember that once evacuation has taken place **the senior fire officer will be the person who decides whether or when it is safe for people to re-enter the building. End.***