

Mileham Village Hall (Registered Charity 304011)

Hire Agreement v1.1

For the purposes of this Agreement, the use of the word Committee means the Mileham Village Hall Management Committee. The term Hirer means the individual named person whose name and signature appears as the Hirer on the Booking Form. All Hirers must be aged 18 years or over.

The Hirer is responsible for ensuring that, for the duration of the booking, the hall and its associated premises will be used solely for the purpose stated on the Booking Form. The total number of people who will be attending the event must also be stated on the Booking Form and this number must not exceed 95 (or 90 if seated at tables). Sub letting is not permitted. Under no circumstances may the hall be used for any unlawful or disreputable purposes.

Mileham Village Hall holds a Premises Licence. Full details of the type of entertainment/alcohol provision covered by this licence may be found via links at www.mileham.info Bookings will not be accepted for any form of entertainment, or alcohol provision, not permitted under this licence, unless the Hirer obtains a Temporary Events Notice (TEN). If the hirer has any doubt about whether or not their planned event is covered by our Premises Licence then they should check with the Booking Secretary before attempting to make a booking or applying for a TEN.

The Committee reserves the right to refuse any booking if, in the opinion of the Booking Secretary, it is not suitable for our Village Hall, given our focus on family entertainment and/or the need to ensure that no undue disturbance is suffered by near neighbours of the premises.

The Hirer is also responsible for ensuring that all reasonable care is taken by users of the hall and associated premises/car park to ensure that no damage or loss occurs. In the event of any damage or loss the Hirer agrees to fully reimburse the Committee for the cost of any repair, replacement and/or loss of income.

The Hirer will ensure that for any event where food is prepared or served all relevant food and hygiene legislation is adhered to.

The Hirer shall ensure that any activities for children or vulnerable adults comply with relevant legislation and that only fit and proper persons have access to the children/vulnerable adults. This will include where necessary ensuring that valid Disclosure and Barring Service certificates are in place and the Hirer taking full responsibility for anyone that they may engage, or expect to look after or interact with children/vulnerable adults.

It is recognised that private children's parties may fall outside of specific legislative requirements but the Hirer will still be expected to ensure that safe processes, overseen by appropriate responsible adults (preferably the parents or nominated guardians of the children concerned) are in place. It is important to ensure that the level and type of supervision is appropriate to the age group and abilities of the children. The NSPCC Factsheet 'Recommended Adult to Child Ratios When Supervising Children' offers further guidance.

Children are not allowed in the hall unaccompanied and under no circumstances may a child under the age of twelve enter the kitchen area.

The Hirer bears responsibility for fire safety throughout the duration of the hire. The Hirer will ensure that before the start of any event they have thoroughly familiarised themselves and any attendees with the layout of the village hall and the escape routes indicated by the green 'running man' signs. These routes must be kept free of obstruction and under no circumstances may the exit signs or emergency lighting be obscured or turned off. The Hirer must be familiar with the location of fire extinguishers and the contents of the Fire Action Notices located at various points throughout the building, which inform users of what to do in the event of a fire.

Any electrical equipment provided or arranged by the Hirer (e.g. sound systems) must have been suitably tested by a competent person and certified as safe. Unauthorised heating appliances or highly flammable substances are strictly forbidden.

Smoking is not permitted anywhere in Mileham Village Hall and the Hirer must ensure that this prohibition is strictly enforced.

The Fire Brigade must be called to all fires that cannot be extinguished and a member of the Committee must be informed immediately using the contact details displayed on the Parish notice board, situated in the hall car park.

A First Aid kit is located in the kitchen area and the Hirer will ensure that it is fully accessible throughout the duration of the booking. A member of the Committee must be informed if any First Aid supplies are used so that they can be promptly replenished. The Accident Book (kept in the hall kitchen) must also be completed for all accidents/incidents, whether or not First Aid supplies are used, and the Committee must be notified that an entry has been made.

Doors and windows must be controlled to ensure that undue noise does not escape from the building. The Hirer will also ensure that users do not make any excessive noise outside of the building and that, at the completion of the event, users leave quietly with due consideration for local residents.

Unless previously agreed as part of the booking process, with the exception of trained assistance dogs, animals are not allowed in the hall.

At the end of the event, the hall must be left clean and tidy and all rubbish removed from the site, as detailed on the Hall Checklist, displayed in the hall foyer. Failure to comply will result in forfeiture of the maintenance deposit.

With the exception of emergency lighting, all lights must be switched off, all taps turned off and the heating and water set to 'auto'.

Hirers are reminded that parking at the hall is limited. For events likely to attract large number of car users, Hirers should nominate a Parking Marshall to ensure that cars parked outside the hall are parked safely and considerately and therefore do not further obstruct the already limited view of drivers leaving the hall car park.

The Committee requires that all Hirers comply with any policies it may have in place at the time of use. This includes any policies relating to the protection of children and vulnerable adults, to health and safety requirements and equal opportunities. Any such policies will be published as part of the village hall information available at www.mileham.info/villagehall.html

Hirers who have any concerns about the village hall and its safe operation, no matter how minor, are required to immediately alert a member of the Committee.

Cancellation

If the Hirer wishes to cancel the booking then the Committee will refund in full any maintenance/security deposit, if requested. However, if the Committee is unable to arrange a replacement booking, then any refund of the hiring fee shall be at the discretion of the Committee.

The Committee reserves the right to refuse or cancel a booking at any time without notice. If a booking is cancelled in these circumstances then the Hirer shall be entitled, at the discretion of the Committee, to the reimbursement of any monies already paid. The Committee does not accept liability for any form of consequential loss or damages however caused.