



## TERMS AND CONDITIONS OF HIRE

### 1. GENERAL INFORMATION

The premises are managed by the Tintinhull Village Hall Committee on behalf of the Tintinhull Parish Council as sole Charity Trustee, a registered Charity, Number 1163176. The premises are non-profit making, providing a service to the community, and rely on the cooperation of all users. Hire charges cover running expenses, general maintenance and making improvements to the building. The Hall Committee wants you to enjoy the facilities and to continue to make good use of the premises. Hire of the premises is available to those aged 18 or over.

### 2. FACILITIES

There are two main areas that can be booked: the Main Hall and the Meeting Room. The Main Hall can seat up to 170 people in cinema-style seating, 128 people at tables or be used by up to 180 people for dancing. The Meeting Room can accommodate up to 33 people seated or 50 people standing. The Meeting Room also has a small servery.

### 3. TIMINGS

The facilities may be booked in blocks of 15 minutes – for example, you could book from 11:15am to 12:30pm. However, the booked times MUST include time for any setting up or removal of equipment. Hirers are not permitted to enter any of the booked facilities before the start of the booked period and must be completely clear before the end of the booked period. This rule will be strictly enforced so that previous or subsequent hirers are not inconvenienced.

### 4. NOISE AND NUISANCE

All functions must end by midnight at the latest, unless granted a specific extension by the Village Hall Committee. Hirers will be held personally responsible for the conduct of participants, especially in respect of the following:

- a) Ensuring that noise is kept to a minimum both inside and outside the Hall and external doors are kept closed;
- b) Organising parking and traffic flow to minimise congestion and disruption;
- c) Restricting access to the premises to legitimate guests only by controlling invitations or tickets;
- d) Ensuring that consumption of food and drink is strictly kept within the premises and not permitted outside;
- e) Maintaining good behaviour both on the premises and within the surrounding area in order to minimise disruption to residents.

### 5. FIRE SAFETY

All hirers are to appoint a 'Responsible Person' to ensure that activities are conducted in a way safe from Fire. The locations of fire exits, fire extinguishers and toilets should be notified to all groups at the start of an event. These are displayed on a floor plan in the Entrance Foyer. A First Aid box and Accident Book are kept in the Servery to the Meeting Room. Fire exits are to be kept clear of obstructions at all times. The numbers of persons on the premises must not exceed those shown in paragraph 2 above in order to comply with Fire Regulations.

### 6. SMOKING

Smoking is strictly prohibited throughout the Hall and at its entrances and exits. There is a designated smoking area to the rear of the Hall car park where a wall-mounted ashtray is located for the use of smokers.

### 7. STORAGE OF EQUIPMENT AND MATERIALS

If hirers wish to store equipment or materials within the premises, they must first obtain the consent of the Bookings Secretary. No flammable substances are to be stored anywhere within the premises and any stored equipment or materials must not obstruct fire exits or prevent easy access to Hall users.

## **8. INSURANCE AND DAMAGE**

The Village Hall insurance policy covers only Public Liability and loss caused by Fire, Theft or Storm damage. Regular hirers are advised to take out their own insurance to cover their activities and responsibilities. Occasional hirers may find that their household insurance covers some eventualities, but this should be checked with their insurance provider. Any materials, equipment or kitchen goods are left at the hall strictly at the owner's risk.

## **9. CLEANING AND CONDUCT**

Hirers will be held personally responsible for ensuring that the premises are left in the same state as they were found upon entry unless a Cleaning Charge has been paid prior to the event. This will include the sweeping of floors, removal of all rubbish and recycling from the premises, flushing the toilets and ensuring that they are left clean and tidy and replacing any chairs, tables etc that may have been moved. No posters, decorations or notices are to be affixed to the walls by any means without the prior approval of the Bookings Secretary. No gambling, betting or lottery is permitted to take place on the premises.

## **10. FOOD AND CATERING**

If the kitchen or servery have been used during an event, hirers are to ensure that these are left clean and tidy, such that they can be used by the next hirer. All crockery and equipment should be cleaned and returned, and any food or perishables must be removed at the end of the event. Animals are strictly prohibited from the kitchen areas and the kitchen should not be used for any purpose other than for the preparation and distribution of food.

## **11. SECURITY**

Apart from the control of entry referred to in paragraph 4 above, hirers are responsible for the security of the Hall. If they are the last to leave the premises, this includes ensuring that all internal lights and equipment are switched off and that all external doors are locked using the electronic key fob provided. The electronic key fob is to be returned to the Bookings Secretary promptly, along with a report of any damage that may have been occasioned during the event. The Hall Management reserves the right to enter the premises without notice at any time during any event.

## **12. CHILDREN (Child Care Act 2006)**

Hirers are to ensure that any activities for children under eight years of age comply with the provisions of the Child Care Act 2006 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. Hirers should be made aware of the Village Hall Safeguarding Policy (to be found in the Display folder) and may be required to provide the Village Hall Committee with a copy of their DBS Check and Child Protection Policy.

## **13. REGULATED ENTERTAINMENT**

The Hall does not have a Premises Licence, but has certain exemptions that mean that hirers may, between the hours of 8:00am and 11:00pm:

- a) Put on a dramatic performance or play live or recorded music;
- b) Show films, provided that this is not for profit;
- c) Carry out indoor sporting events;
- d) Show live television broadcasts.

A limited number of Temporary Entertainment Licences (TENs) are available to the Hall each year, but these must be organised by hirers personally, after discussion with the Bookings Secretary. A valid receipt for a TEN must be shown to the Bookings Secretary at least 10 days before the scheduled event.

## **14. FEES, DEPOSITS AND CANCELLATIONS**

Details of current hire fees and returnable deposits are shown on the hall website and notice board. A deposit of £10 may be required for the electronic key fob to gain access and unset/set the alarms. This will be refunded when a functioning electronic key is returned to the Bookings Secretary within 14 days of an event. Failing this, the key fob will be considered to have been mislaid and the key deposit will be forfeit. A deposit of up to £250 may be required for occasional hirers. This will be returned, less any deduction for minor damage or losses, provided that no nuisance has been reported by neighbours to the Village Hall Committee or Parish Council, whose decision in such matters will be final.

Payment must be received at least seven days before any booking commences unless otherwise agreed with the Bookings Secretary. Any cancellations or amendments must be made in writing to the Bookings Secretary at least seven days before the event is due to take place or the full hiring fee will be due.

**All bookings are accepted on the understanding that they are made in strict compliance with these Terms and Conditions.**

# SUPPLEMENTAL TERMS AND CONDITIONS FOR USE DURING COVID-19

## ST1. ATTENDEES

Hirers will be responsible for ensuring those attending the activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster, which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues. Hirers undertake to comply with the actions identified in the Hall's risk assessment, a copy of which is attached.

## ST2. BOOKINGS

In order to allow time for effective cleaning (see below) hirers will be required to add a period of ¼ hour to the beginning and end of each hire period. However, hirers will NOT be charged for these additional periods. Thus, for example, if a class would normally run from 10:00 to 11:00, it should be booked from 09:45 to 11:15. Only one hour will be charged for. This term should be read in conjunction with paragraph 3 above – the restrictions on entry/exit will still apply.

## ST3. CLEANING

Hirers will be responsible for cleaning door handles, light switches, equipment and all surfaces likely to be used during the period of hire **before** other members of the group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during the hire, using either the products supplied (which will be in a clearly accessible location) or ordinary domestic products. Hirers will be required to clean again before leaving.

## ST4. TEST, TRACK AND TRACE

Hirers are to make sure that everyone likely to attend the activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last seven days, and that if they develop symptoms within seven days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact. Hirers are to keep a record of the name and contact telephone number or email of all those who attend the event for a period of **three weeks** after the event and provide the record to NHS Track and trace if required. (People are not obliged to provide their details, though this should be encouraged).

## ST5. VENTILATION

Hirers are to keep the premises well ventilated throughout the hire, with windows and doors (except fire doors) open as far as practicable. They will be responsible for ensuring that all doors and windows are all securely closed on leaving.

## ST6. SOCIAL DISTANCING

Hirers are to ensure that no more than the permitted number of people attend the activity/event, in order that social distancing can be maintained. They are to ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises and observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. accessing toilets) which should be kept as brief as possible.

## ST7. ROOM ORGANISATION

Hirers are to position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and good ventilation. If tables are being used, these should be placed so as to maintain social distancing across the table between people from different household groups who are face-to-face.

## ST8. CLEARING UP

Hirers are responsible for the disposal of all rubbish created during the hire, including tissues and cleaning cloths, by taking all such rubbish away with them when they leave the hall. Hirers should encourage users to bring their own drinks and food and to remove all traces of these on departure.

## ST9. FORCE MAJEURE

The Hall Management reserves the right to close the hall if there are safety concerns relating to COVID-19 - for example: if someone who has attended the hall develops symptoms and thorough cleansing is required; or if it is reported that these Supplemental Terms and Conditions are not being complied with, whether by the hirer or by other hirers; or in the event that public buildings are asked or required to be closed again. If this is necessary, we will do our best to inform hirers promptly and they will not be charged for the hire in question. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall they should be advised to leave and return home immediately or, if this is not practicable, removed to the designated safe area, which is the left-hand changing room behind the stage, while medical services are informed.