

FRIETH VILLAGE HALL – CONDITIONS OF HIRE (with Special Covid Conditions)

The Hirer (being 18 years or over) is fully responsible for compliance with the Conditions of Hire which should be read in conjunction with our Risk Assessment, Health & Safety Guidelines and end of Session Checklist .

CONTACT DETAILS

Hirer must provide a mobile phone number on which they are contactable during the period of hire.

HEALTH & SAFETY

All Hirers are legally responsible for ensuring the safe use of the hall during the period of their rental. Please read our Special Conditions, Covid Risk Assessment and Checklist and Health & Safety Guidelines.

FIRE

All Hirers must familiarise themselves with the fire safety precautions of the hall. Fire extinguishers are located in the main hall, back corridor and kitchen. Fire exits are located at the hall front doors and the back door by the toilets. All exits and passageways must be kept clear. Please leave space for the rear hall door to open inwards against the wall in an emergency. DO NOT USE DRY ICE, SMOKE OR ANYTHING LIKELY TO AFFECT THE FIRE SYSTEM.

SUPERVISION

During the period of hire, the Hirer is responsible for the supervision of the premises, the care of the fabric and contents of the building, safety of people attending the event and the behaviour of all persons using the premises.

Children should be fully supervised, particularly when leaving the building.

No animals except guide dogs are allowed into the hall unless agreed by the Village Hall Committee.

USE OF PREMISES

The Hirer shall not use the premises for any purpose other than that agreed with the Village Hall Committee and will not sub-hire. The Hirer is responsible for setting up the hall and returning the hall to its original condition after the event. The use of the premises and its equipment shall be at the Hirer's own risk. Any additional equipment required must be arranged with the Village Hall Committee in advance. The Village Hall Committee does not accept liability for equipment and property stored by the Hirer.

CAPACITY

The maximum capacity of the hall is 100 (including all participants and staff/instructors). From 19 July 2021, all community events, activities and private hires will be able to take place with risks managed by hirers e.g., through ventilation, encouraging social distancing, hand washing and use of hand sanitiser. The use of face masks is encouraged when social distancing is difficult to maintain i.e. confined spaces.

LEAVING CHECKS

To help us keep the hall in its current condition, please comply with the End of Session checklist.

PARKING

Do not park in front of the Village Hall door. Please park neatly and show consideration to neighbouring houses, ensuring access to driveways at all times, particularly the driveway adjacent to the Village Hall.

LICENCES

The Hirer must apply to Buckinghamshire Council for a Temporary Event Notice if the event involves the sale of alcohol. A copy of the Notice must be provided to a village hall representative two weeks prior to the event and a copy must be displayed in the hall. The Hirer must ensure that persons under 18 do not consume alcohol on the premises or in the surrounding area. It is the responsibility of the Hirer to ascertain whether any other licences are required in respect of any activity e.g. live performance of copyright music. The Hirer should ensure that they hold and display all relevant licences.

NOISE

In consideration of neighbouring houses, the noise level inside and outside the hall must be acceptable at all times and particularly when leaving at night.

FLOORS & WALLS

Pictures, posters, decorations and balloons must not cause damage to the hall fabric or paintwork and must be removed after hire.

Protect floors by avoiding stiletto heels and black soles. Remove muddy boots.

HEATING

The hall radiators are set to give adequate background heat. Please do not adjust. For extra overhead heating, put £1 coins into the slot meter in the entrance hall. The Hirer must ensure that no unauthorised heating appliances are used on the premises.

CHARGES

Please refer to the web site for the latest price list. Sufficient time for setting up and clearing the hall must be included within the hire times. Any overruns will be charged at a full hourly rate. Depending on the size of the event, a refundable deposit of £100 may be required in case of damage/breakages or extraordinary cleaning.

CANCELLATION

If the Hirer wishes to cancel the booking and the Village Hall Committee is unable to obtain a replacement booking, the payment of fees shall be at the discretion of the Village Hall Committee.

The Village Hall Committee reserves the right to cancel your hiring due to unforeseen or exceptional circumstances. In any such case, you will be entitled to a refund of any deposit paid, but the Village Hall Committee shall not be liable to you for any resulting loss or damages.

HIRERS INDEMNITY

The Hirer shall indemnify the Village Hall Committee members, volunteers and trustees against the cost of repair of damage and claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises by the Hirer.

SPECIAL COVID CONDITIONS OF HIRE

Note: These conditions are supplemental to, not a replacement for the hall's ordinary conditions of hire.

While the Government announced the ending of Covid restrictions from 24th February you are asked to observe the following requirements in order that more vulnerable people feel safe using this hall.

SC1: You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines and Risk Assessment while entering and occupying the hall, and as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser/face coverings when entering the hall and after using tissues as well as observing the minimum 1metre social distancing rule

SC2: You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy. You must also undertake your own risk assessment for your activity.

SC3: You will be responsible for regular cleaning of frequently used surfaces during your hire, paying particular attention to equipment such as tables, wash hand basins and kitchen sinks, using either the products supplied or ordinary domestic products. Please clean surfaces used before leaving. Please take care cleaning electrical equipment: Use cloths - do not spray!

SC4: You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they are unwell or anyone in their household has had COVID-19 symptoms in the last 48 hours, or if still in their self-isolation period following a positive test. If they develop symptoms within 5 days of visiting the premises they should be encouraged to carry out a COVID-19 test and notify NHS test and trace if the result is positive.

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6: You will encourage social distancing of at least 1m between individuals or groups is maintained by everyone attending as far as possible, especially in confined areas, and especially near older or clinically vulnerable people.

SC7: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided at the side/rear of the premises before you leave the hall.

SC9: Users are encouraged to bring their own drinks and food. If food or drink is being served or made on a DIY basis (as distinct to a water bottle used during exercise) it should if possible be consumed while seated.

SC10: We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone attending the hall develops symptoms and cleansing is required, if it is reported these Special Hiring Conditions are not being complied with or in the event that public buildings are required or advised to close again. If that is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC11: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall, they should be asked to leave immediately.

SC12: Where a sports, exercise or performing arts activity takes place: You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity

SC13: A representative of the Hall Management Committee may liaise with you from time to time to ensure all conditions are being adhered to and to jointly review current guidance and agree any necessary changes to procedures.

SC14: These Conditions of Hire reflect the recommended Covid-19 safety precautions and requirements at the time of writing. However, please be aware that the UK Government can quickly change these rules and advice due to the prevailing Covid-19 pandemic circumstances. As such, the hirer will be expected to comply with, respect and enforce any additional or more stringent rules and advice that may be announced by the UK Government from time to time.

HELP KEEP THIS HALL COVID-19 SECURE

- 1. Please do not enter if you or anyone in your household is unwell or has COVID-19 symptoms, or have tested positive and their recommended self -isolation is not complete. An individual must not enter the hall if the heat sensor monitoring personal temperature at the front entrance turns red.**
- 2. Maintain social distancing as far as possible from anyone you do not have regular contact with. Respect those who may be cautious.**
- 3. Use hand sanitiser or soap.** Clean your hands often. Keep surfaces clean.
- 4. Please wear face coverings in confined areas** (eg toilets, corridors) **and at a busy or crowded event.**
- 5. "Catch it, Bin it, Kill it".** Avoid touching your face, nose, or eyes. Put tissues into one of the bins or rubbish bags provided, then wash your hands.
- 6. Open windows for ventilation. Close doors and windows on leaving.**
- 7. If you develop COVID-19 symptoms within 48 hours of** visiting these premises please take a COVID-19 test and inform NHS if positive.