

# Sheepscombe Village Hall

## Arrangements for Hire

These Arrangements were agreed by the Sheepscombe Village Hall Management Committee on 10 December 2007.

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**B McCarthy, Chairman**

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**Date**

Issue Date            1 January 2008

Review Date           1 January 2009

**Please see separate document for Village Hall Hire Charges**

### Contents:

- Conditions of Hire
- Hire Agreement (Booking Form)
- Hire charges and times when licensable activities are allowed

## **Sheepscombe Village Hall** **Conditions of Hire**

When you hire Sheepscombe Village Hall, you enter into a contract with us, the Village Hall Management Committee that makes you responsible for the safety and behaviour of the people who use the Hall with you, and for the Hall and its equipment. Therefore, when you sign the Booking Form you agree:

### **Safety**

1. That you are responsible for the safety of everyone using Sheepscombe Village Hall with you and that you will reduce risks, particularly from fire, to as low as reasonably practicable
2. Not to do anything, or bring anything into the Hall or its grounds, that may damage or endanger them or the people using them
3. To ensure that no more than 110 people are allowed in the Hall building
4. To ensure that all emergency exits are kept unobstructed and unlocked and that all escape routes are immediately available for exit
5. Not to allow propane or butane cooking or heating equipment or cylinders to be brought into the Hall building; if you use such equipment in the grounds, to keep it at a safe distance from doors and windows
6. To have a competent person check that any industrial electric cooking or heating equipment brought into the Hall or its grounds will not overload the Hall's electricity circuits
7. To ensure that all electrical equipment brought into the Hall or its grounds is in good working order, used in a safe manner, fused in accordance with the manufacturer's recommendations and that temporary cables laid across the floor do not create a trip hazard
8. If you erect a marquee in the Hall grounds, to ensure appropriate fire safety precautions are in place, including fire extinguishers and emergency lighting, not to take fire extinguishers from the Hall building into the marquee and to limit the number of people in the marquee to the safe maximum advised by the marquee vendor or the Fire Authority
9. To observe all relevant food health and hygiene legislation and regulations if you are preparing, serving or selling food
10. To record any accident in the Injuries Book, kept in the kitchen by the First Aid Box

### **License compliance and ending times**

11. Not to sell alcohol unless authorised in writing by the Premises Supervisor
12. To obtain any licences that you need from the Performing Rights Society
13. Not to allow people under the appropriate age to be present when films classified 12A, 15 or 18 are shown (see licence requirement on the Hire Charges page)
14. To stop all music at midnight unless we consented to a later time when you booked the Hall
15. To leave the premises by 0100 (Friday and Saturday bookings) or by midnight (Monday to Thursday and Sunday bookings), unless we consented to a later time when you booked the Hall and we have obtained a Temporary Event Notice from Stroud District Council for your event (cleaning may be done the following morning by prior arrangement with us)
16. Not to erect a marquee in the grounds of the Hall without our consent
17. Not to use the Hall for any purpose that you did not mention when you completed the Booking Form

### **Supervision**

18. To be responsible for supervision of the Hall, including its grounds, for preventing damage, however minor, to the fabric, equipment and contents
19. To be responsible for the behaviour of everyone using the Hall, including avoidance of unreasonable noise
20. That you, or someone you nominate at the time of your hire application, will be present at the Hall during the entire hire period
21. To be responsible for the proper supervision of car parking to avoid obstruction of the highway
22. Not to sublet the Hall
23. Not to use the Hall for any unlawful purpose or in any unlawful way
24. Not to allow any animals other than Guide Dogs to be brought into the Hall building

## **Damage**

25. To pay for the cost of repairing any damage done to the Hall or its contents, or to the grounds, during or resulting from your hiring
26. To indemnify us against any claims that may arise from any cause from your use of the Hall, including loss of or damage to property and personal injury

## **Clearing up**

27. At the end of the hiring, to:
  - y wash all the crockery, cutlery and glasses you have used and return them to where you found them
  - y drain the dishwasher and clean the filter (see instructions on the wall)
  - y return tables, chairs and staging to the storeroom
  - y sweep the floors and clean the kitchen surfaces (if you used the kitchen)
  - y remove all rubbish, leaving the premises and grounds in a clean and tidy condition
  - y turn off all lights and taps
  - y properly lock and secure the Hall
28. That you have booked enough time to clear up and clean the Hall and, if necessary, the grounds, and to replace equipment

## **Cancellation**

29. That if you cancel your booking you may, depending on the reason for the cancellation, lose your deposit unless the Hall is re-let
30. That we reserve the right to cancel your booking if we have reason to believe that it would result in a breach of licensing conditions, or other legal or statutory requirements, or that unlawful or unsuitable activity would take place
31. That we will not be liable to you for any loss from any breakdown of equipment (including the heating system), failure of supply of electricity or water, leakage of water, fire, government restrictions or Act of God that may cause the Hall to be temporarily closed or your hiring to be interrupted or cancelled

## **Insurance**

32. To obtain your own Public Liability Insurance (PLI) if your event includes bouncy castles or other inflatable devices, sponsored walks, rides or similar events, outdoor firework displays or bonfires, contact sports, jousting, "it's a knockout" type competitions, weapons of any description, passenger carrying amusement devices (funfair-type equipment) and radio controlled aircraft. *(You, and the people using the Hall with you, are covered by our PLI, but our insurance has exclusions, some of which are listed here. The list is not exhaustive: if in doubt, you must check the exclusions in our current insurance policy with the Bookings Secretary).*

**If you have any doubt about the meaning of these Hire Conditions, consult the Booking Secretary.**

### **Public safety guidance**

Public safety, in particular reducing the risk from fire during your event, is **your** responsibility during the period you hire Sheepscombe Village Hall. The guidance in the Government publication "Fire Safety Risk Assessments" applies to all Village Halls; it can be found at [www.firesafetyguides.communities.gov.uk](http://www.firesafetyguides.communities.gov.uk). Stroud District Council also provides guidance as part of its licensing function; this can be found at [www.stroud.gov.uk/info/sdc\\_licensing\\_policy.pdf](http://www.stroud.gov.uk/info/sdc_licensing_policy.pdf). The following forms part of this guidance and is reproduced here to help you reduce the risk from fire at your event:

- y Restrict and control the use of naked flames such as candles to ensure they cannot ignite flammable materials.
- y Avoid the use of curtains, display materials (including artificial and dried foliage) and scenery that are easily ignited, unless they have been treated with a fire retardant. Keep sources of heat such as lights away from flammable materials.
- y During stage performances, one attendant, readily identifiable to the audience, should be present to assist in the event of an emergency. During film exhibitions, two attendants should be present. Attendants should understand their responsibilities in the event of a fire or other emergency, including helping disabled persons and children, the location and use of fire extinguishers, how to call the fire brigade and evacuation procedures.
- y Where a function involves a closely seated audience or people seated at tables, the seating should be arranged to provide free and unobstructed access to all exits and fire extinguishers. Gangways should be a minimum of 1.1m (3ft 6in) wide and the minimum width of seat ways should be 305mm (1ft).
- y The Fire Brigade should be called immediately to every outbreak of fire.

**Sheepscombe Village Hall  
Hire Agreement**

| <b>Part A</b> Hirer contact details |  |                     |  |
|-------------------------------------|--|---------------------|--|
| Name                                |  | Organisation        |  |
| Address                             |  | Email address       |  |
| Post code                           |  | Telephone number    |  |
| Alternative person(s) in charge     |  | Telephone number(s) |  |

| <b>Part B</b> Hire period <i>(please allow for setup and clearance times)</i> |  |  |  | <b>Charges</b>                                       |  |
|---|--|--|--|--|--|
| Date  |  |  |  | Is this a private event                              |  |
| Morning   |  |  |  | Are you part of the Sheepscombe community            |  |
| Afternoon   |  |  |  | Are you hiring on behalf of an Affiliated User Group |  |
| Evening   |  |  |  | Total hire cost                                      |  |
| <b>Facilities to be used</b>  |  |  |  | Deposit (20%)  |  |
| Small hall and kitchen  |  |  |  | Balance to pay <sup>1</sup>                          |  |
| Main hall and kitchen   |  |  |  |  |  |
| Full venue  |  |  |  |  |  |

| <b>Part C</b> Purpose of the event   |  |  |
|--|--|--|
| Please describe your event   |  |  |
| How many people will attend  |  | Will you provide alcohol free of charge YES/NO |
| 1 Do you want to sell alcohol  |  |  |
| 2 Do you want music (live or recorded) after midnight  |  |  |
| 3 Do you want to sell alcohol, or have dancing, after 0100 (Fri/Sat) or after midnight (Mon-Thurs & Sun) |  |  |
| 4 Do you want to erect a marquee   |  |  |

<sup>1</sup> You will be sent an invoice for the balance by the Treasurer at the end of March, June, September or December (whichever comes first after your event). You are required to pay within three weeks of receiving the invoice.

|  |  |
|--|--|
| <b>Part D</b> The Village Hall Management Committee agrees to the Hirer:                               |  |
| Having music between midnight and 0100   |  |
| Selling alcohol, or having music and dancing, after 0100 (Fri/Sat) or after midnight (Mon-Thurs & Sun) |  |
| Erecting a marquee   |  |
| Signed on behalf of the Management Committee   |  |
| Date   |  |
| <b>Part E</b> The Premises Supervisor authorises the Hirer to sell alcohol at this event               |  |
| Signed - Premises Supervisor   |  |
| Date   |  |

|  |  |
|--|--|
| <b>Part F</b> Hirer's agreement to Hire Conditions                         |  |
| I have read and understood the Hire Conditions and agree to abide by them. |  |
| I agree that I am responsible for:   |  |
| y the safety of everyone using the Hall with me                            |  |
| y complying with the licensing conditions                                  |  |
| y preventing damage to the Hall, its contents or the grounds               |  |
| y minimising disturbance to local residents                                |  |
| Signed - Hirer   |  |
| Print name   |  |
| On behalf of User Group  |  |
| Date   |  |

|                  |   |  |           |
|------------------|---|--|-----------|
| Deposit received | £ | Signed   | Date..... |
|                  |   | .....<br>For Village Hall Management Committee |           |

|                            |                |  |              |   |
|----------------------------|----------------|--|--------------|---|
| <b>Booking Secretary</b>   | Maggie McGrath | <a href="mailto:mcgrathmaggie@aol.com">mcgrathmaggie@aol.com</a>                         | 01452 812403 | Spring House, Church Hill, Sheepscombe, GL6 7RE |
| <b>Treasurer</b>           | Dick Williams  | <a href="mailto:dickwilliamscottys@btinternet.com">dickwilliamscottys@btinternet.com</a> | 01452 813360 | Cottys, Longridge, Sheepscombe, GL6 7QU         |
| <b>Premises Supervisor</b> | Dick Williams  | <a href="mailto:dickwilliamscottys@btinternet.com">dickwilliamscottys@btinternet.com</a> | 01452 813360 | Cottys, Longridge, Sheepscombe, GL6 7QU         |

**Sheepscombe Village Hal**