

Headington Quarry Village Hall

HIRE AGREEMENT

Contact Tel. No.: (07543) 201233 Contact email: bookings@HeadingtonQuarryHall.org.uk

Venue: Main Hall / Jubilee Room

Date required:.....Time required: from/to

Fee: £..... p/h x hrs.....= Total: £.....

Deposit: £..... (repayable within 14 days of date of hire)

(Please note that the fee and deposit must be paid in full before the hire period.)

I agree to comply with the Terms and Conditions of the Village Hall and understand that any failure to do so may result in deductions from my deposit and/or a refusal to use the Village Hall in the future.

Hirer's Name:..... Tel. No.:

Hirer's Address:

Group Represented/Purpose of meeting:

Hirer's Signature:

Signed on behalf of the Management Committee:.....

A member of the Management Committee will open the Village Hall for you at the start of your agreed hire time, and return to lock up at the end of the period. Please remember to leave the Village Hall clean and tidy and take your rubbish with you. You must vacate the hall at the end of your hire time, please ensure that you allow sufficient time for setting up and clearing away in your hire time period.

The Headington Quarry Village Hall operates as a charity and is run by volunteers. The buildings have many users throughout the week. Please treat the buildings with respect and leave the hall as you would expect to find it.

The Headington Quarry Village Hall is managed by the Headington Quarry Village Hall Trustees, also known as the Management Committee. Under the provisions of the Constitution, the Management Committee is empowered to make, withdraw or amend the rules governing the usage of the Village Hall. The right to refuse any application for the use of the Village Hall is reserved to the Management Committee.

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TERMS AND CONDITIONS OF HIRE

Use of the Village Hall and its facilities is subject to the following rules:

1. **Hours of hire**

The Village Hall is available for short-term hire when not being used by regular long-term hirers. Please ensure you allow time for any setting up and clearing away within your agreed hire time and vacate the hall at the end of your booked time. This will avoid inconvenience to later bookings and the committee member locking up the hall.

2. **Equal opportunities**

Users of the Village Hall must comply with the Equality Act 2010. They must ensure that the Village Hall is open to all members of the community regardless of sex, sexual orientation, nationality, age, disability, race, or of political, religious or other opinions.

3. **Applying to use the Village Hall**

Application for use shall be made to the Bookings Secretary on 07543 201 233

4. **Maximum capacity**

The main hall has a maximum capacity of 120 persons, the Jubilee Room 30 persons. These figures include helpers and performers. On no account shall these figures be exceeded.

5. **Safety**

Nothing shall be done which will endanger the users of the building or invalidate the policies of insurance relating to it and to its contents. In particular:

- obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately available for free public egress;
- all groups are expected to co-operate in the fire drills which may be arranged at varying times in order to familiarise users with evacuation procedures;
- fire fighting apparatus must be kept in its proper place and only used for its intended purpose; a fire extinguisher and blanket are located in the kitchen.
- the location of fire exits must be pointed out to your guests on arrival at the Village Hall – this is the responsibility of the hirer (see layout map on reverse of the Hire Agreement);
- the Fire Service must be called to any outbreak of fire, however slight, and details of the v returned after use. The Management Committee must be informed of any accident or injury occurring on the premises;

In the event of a fire or other life-threatening incident, occupants will evacuate via the nearest available exit. Those leaving the building should report to the assembly point on the recreation ground on Margaret Road, The hirer is responsible for ensuring that everyone has evacuated the building safely.

- all electrical equipment brought into the building shall comply with the Electricity at Work Regulations 1989 and any subsequent legislation. The Management Committee disclaims all responsibility for all claims and costs arising from the use of any equipment that does not so comply;
- no smoking is permitted anywhere on the premises;
- no drawing pins, staples or sellotape shall be used on the walls or other surfaces. Blue/white tack may be used for notices or decorations which should not be fixed near light fittings or heaters.

6. **Supervision**

The hirer or person in charge of an activity shall not be under 18 years of age and shall be on

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the premises for the entire period of hire or duration of the activity. S/he shall not be engaged in any duties which prevent him/her from exercising general supervision of the premises, the fabric and contents, their care and safety from damage, however slight. S/he shall also be responsible for the behaviour of all persons using the Village Hall for the duration of the hire. When the premises or any part of them are used for the purpose of public entertainment, there shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty where under 100 persons are attending the entertainment. The number of adult attendants required is increased in the following circumstances:

- where 100-120 people are present - to three;
- when the majority of those present at the entertainment are less than 16 years of age and/or when many people with disabilities are expected to attend, the numbers of adult supervisors required shall be increased to a number agreed with the Management Committee.

All persons in charge or on duty shall have informed themselves of the procedure for evacuation of the premises and shall familiarise themselves with the fire fighting equipment provided.

The cost of making good any damage (including accidental and malicious damage) will be deducted from any deposit paid, and the Hirer will be expected to cover the cost of repair or replacement.

7. Safety of vulnerable people

No activities or groups involving either children or vulnerable adults will be permitted on the premises except with the agreement of the Management Committee, which will require that the relevant provisions of the Children Act 1989 and subsequent legislation, the Home Office Code of Practice Safe from Harm and any conditions required by the Office for Standards in Education (OFSTED) or by the local Social Services Department (as appropriate) are complied with before giving such permission.

All organisers of activities involving children and/or vulnerable adults are required to comply with the recommendations of Community Matters '*Safeguarding Children and Young People*', '*The Criminal Records Bureau*' and '*The Vetting and Barring Scheme*' and the Management Committee reserves the right to exclude from the premises any organisation that fails to comply with this requirement.

8. Supply of food and drink

The responsibility of any food or drink preparation, including ensuring strict adherence to food health and safety standards is solely the responsibility of the Hirer. Use of any kitchen equipment, including the cooker, microwave, urn and kettle is solely at the Hirer's risk. All such appliances must be switched off at the wall after use. No food or drink shall be left on the premises unless specifically authorised by the Management Committee. Please ensure that any outside caterers are aware of the hire period and that they will not be able to enter before or leave after the hire period.

9. Alcohol and drugs

No intoxicating liquors are permitted to be bought or sold on the premises without permission in writing from the Management Committee, whose consent must also be obtained prior to seeking any relevant permission. No illegal drugs whatsoever are permitted on the premises.

10. Betting, gaming and lotteries

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No activities shall take place in the Village Hall in contravention of the law relating to betting, gaming and lotteries, and the persons or associations responsible for functions held in the Village Hall shall ensure that the requirements of the relevant legislation are strictly observed.

11. **Storage**

The permission of the Management Committee must be obtained before goods or equipment are left or stored at the Village Hall.

12. **Private property**

The Management Committee does not accept responsibility for damage to, or the loss or theft of, any users' property and effects.

13. **Car parking**

Cars shall not be parked so as to cause an obstruction at the entrance to the Village Hall. Access for emergency vehicles must be ensured at all times.

14. **Nuisance**

- Litter shall not be left in or about the Village Hall, but must be taken away by the Hirer.
- No dogs except for guide dogs, or any other animals are permitted in the Village Hall.
- Hirers and organisers of events in the Village Hall are responsible for ensuring that the noise level of their functions is such as to not interfere with other activities within the building nor to cause inconvenience for the occupiers of nearby houses and property.
- Smoking is prohibited on the premises at all times.

15. **Cleaning and security**

The use of the Village Hall and facilities is subject to the Hirer accepting responsibility for returning furniture and equipment to their original position and for securing doors and windows of the premises on leaving. Table tops are to be wiped clean before being stacked, and the premises and surroundings left in a clean and tidy condition. Failure to do so may result in deductions from any deposit paid.

16. **Heating**

The heating is controlled centrally and will not need adjusting. The Bookings Secretary will ensure the heating is set for your use of the Hall.

17. **Cancellation**

If the booking is cancelled before the date of the event and a replacement booking cannot be made, the repayment of the fee and any deposit paid shall be at the discretion of the Management Committee.

18. **The Legal Position**

The Hire Agreement constitutes permission only to use the Village Hall for the agreed date(s) and times(s) and confers no tenancy or other right of occupation on the Hirer. By signing the Hire Agreement, the Hirer is entering into a contract that could be used in evidence, should legal action become necessary.