



SHILBOTTLE COMMUNITY HALL ROOM HIRE TERMS & CONDITIONS + SPECIAL CONDITIONS DURING COVID-19 FROM JULY 19th 2021

Registered Charity No.: 1129088 Company No.: 06817532

Please contact a member of the Management Committee if you require clarification of any of the Terms and Conditions of Hire. Contact details are available on the website at www.shilbottlecommunityhall.co.uk

- 1. Age** The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.
- 2. Supervision** The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Hall Management Committee, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents. There must be a responsible adult present at all times in every room being used by children and young people under the age of 18 years. This must include supervision in the corridor whilst children and young people are using the toilet facilities.
- 3. Use of premises** The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.
- 4. Gaming, betting and lotteries** The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
- 5. Licensable activities** The Hirer shall ensure that the Community Hall holds a Performing Society Right Licence which permits the use of copyright music in any form, e.g. record, compact disc, tapes, radio, television or by performers in person. If other licences are required in respect of any activity in the Community Hall the Hirer should ensure that they hold the relevant licence or the Community Hall holds it.
- 6. Public safety compliance** The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the hall's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The hirer shall also comply with the hall's health and safety policy.
 - (a) The Hirer acknowledges that they have received instruction in the following matters:
 - The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
 - The location and use of fire equipment.
 - Escape routes and the need to keep them clear.
 - Method of operation of escape door fastenings.
 - Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
 - (b) In advance of an entertainment or play the Hirer shall check the following items:
 - That all fire exits are unlocked and panic bolts in good working order.
 - That all escape routes are free of obstruction and can be safely used.
 - That any fire doors are not wedged open.
 - That exit signs are illuminated.
 - That there are no obvious fire hazards on the premises.

7. Means of escape

(a) All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

(b) The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

8. Outbreaks of fire The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to one of the management committee.

9. Health and hygiene The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises has a refrigerator. The Hall has a Food Management System that should be adhered to. Details can be found in the file in the office and on the posters in the kitchen.

10. Electrical appliance safety The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety. Items that are regularly used by hirers in the building should be regularly PAT tested.

11. Insurance and indemnity

(a) The Hirer shall be liable for:

(b) (i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises

(ii) all claims, losses, damages and costs made against or incurred by the Community Hall management committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and

(iii) all claims, losses, damages and costs made against or incurred by the Community Hall management committee, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the Community Hall management committee and the Community Hall's employees, volunteers, agents and invitees against such liabilities.

(c) The Community Hall shall take out adequate insurance to insure the liabilities described in sub-clauses (a)(i) above and may, in its discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. The Community Hall shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the Community hall management committee and the Community hall's employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

(d) Where the Community Hall does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Community hall secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable the hall secretary to rehire the premises to another hirer. The Community Hall is insured against any claims arising out of its own negligence. **The Community Hall is not insured for the use of bouncy castles.**

12. Accidents and dangerous occurrences The Hirer must report all accidents involving injury to the public to a member of the Community Hall management committee as soon as possible and complete the relevant section in the Community Hall's accident book. Any failure of equipment belonging to the Community Hall or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the Incident Contact Centre. The Hall Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Incident Contact Centre can be contacted in any of the following ways:

- Telephone: 0345 3009923
- Website: www.riddor.gov.uk or via the HSE website: www.hse.gov.uk

13. Explosives and flammable substances

The hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and that
- (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee. No decorations are to be put up near light fittings or heaters.

14. Heating The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

15. Drunk and disorderly behaviour and supply of illegal drugs The Hirer shall ensure that in order to avoid disturbing neighbours to the Hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

16. Animals The Hirer shall ensure that no animals (including birds) except assistance dogs are brought into the premises, other than for a special event agreed to by the Community Hall. No animals whatsoever are to enter the kitchen at any time.

17. Compliance with the Children Act 1989 The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Community Hall management committee with a copy of their DBS check and Safeguarding Policy on request.

18. Fly posting The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the Community Hall's management committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

19. Sale of goods The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices. Further detail can be found in the Village Hall Information Sheet 34, Sale of goods, available from ACRE (Action with Communities in Rural England)

20. Film shows Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

21. Cancellation If the Hirer wishes to cancel the booking before the date of the event and the Community Hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Community Hall. The Community Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- (b) the Community Hall management committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- (c) the premises becoming unfit for the use intended by the Hirer
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters. In any such case the Hirer shall be entitled to a

refund of any deposit already paid, but the Community Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

22. End of hire The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, remove any rubbish generated by the event, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Community Hall shall be at liberty to make an additional charge.

23. Noise The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

24. Stored equipment The Community Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed. The Community Hall may, use its discretion in any of the following circumstances:

- (a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended
- (b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the Community Hall management committee disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

25. No alterations No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Hall Management Committee. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Community Hall remain in the premises at the end of the hiring. It will become the property of the Community Hall unless removed by the hirer who must make good to the satisfaction of the hall or, if any damage caused to the premises by such removal.

26. No rights The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

27. Dangerous and unsuitable performances Performances involving danger to the public or of a sexually explicit nature shall not be given.

28. Smoking The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking and vaping in public places provisions of the Health Act 2006 and regulations made thereunder. **There is no smoking or vaping allowed in the building.** Any person who breaches this provision shall be asked to leave the premises.



Special Conditions of Hire during COVID-19 as of July 19th 2021

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

SC1: You, the hirer, will be responsible for ensuring those attending your 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.

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

SC3: You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving. Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4: You will, as of **July 19th 2021** and until further notice, advise **all those entering the Hall to take part in your group or event should wear a face covering**, unless eligible not to do so, especially in confined areas such as corridors, toilets or groups/events where social distancing is difficult. We would advise all people to wear a face covering whilst indoors, until further notice, to protect others and help prevent the spread of the virus.

SC5: You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT ATTEND** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises should use the Test and Trace system to alert others with whom they have been in contact.

SC6: 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.

SC7: You will ensure that an appropriate number of people for your room attend your activity/event, in order that social distancing can be maintained. (*COVID numbers for safe use of the rooms are Hall ~ 30 people, Grange ~ 6 people*). You will advise that everyone attending maintains social distancing while waiting to enter the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible.

SC8: You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19.

SC8: You should position furniture or the arrangement of the room as far as possible to facilitate social distancing and good ventilation.

SC10: From July 19th 2021: It is still advisable to register for an official NHS QR code and display a NHS QR poster at the entrance to the hall before the start of your hire and keep a record of the date and time the activity started and the name and contact telephone number or email of all those

who attend your event who do not use the NHS QR code. You should keep this information for a period of 3 weeks after the event and provided to NHS Test and Trace if required, in accordance with The Health Protection (Coronavirus, Collection of Contact Details etc and Related Requirements) Regulations 2020.

SC11: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the green bin in the bin compound before you leave the hall.

SC12: You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away or use the hall tea towels and put them in the box for laundering after use. We will provide washing up liquid and washing up cloths.

SC13: We will have 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 cleaning is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC14: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is the **Office**. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. (A COVID FIRST AID KIT will be available in the Office including appropriate PPE). Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the booking secretary on 01665 575 196 or 07946 537 703.

SC15: The safe limit on the Main Hall is 30 people, however, for events with more than 30 people you will take additional steps to ensure the safety of the public in relation to COVID-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards.

SC16: Where your group uses their own equipment, please ensure it is cleaned and stored carefully, allowing other users to access their equipment safely.

SC18: The hall is equipped with passive infra-red detectors which means that lights come on automatically in the following areas: the toilets, the foyer and the entrance. Please remind people not to touch these switches