

# Askham Bryan Village Hall Conditions of Hire

If the Hirer is in any doubt as to the meaning of any of the following, please contact the Booking Secretary for further clarification.

## Hire

1. The Hirer must be over the age of 18 and 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.
2. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.
3. The Hirer shall be responsible for obtaining all licences that may be needed for the sale of intoxicating liquor and for the observance of the same and of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority, the local Magistrates Court or otherwise. A copy of such licences shall be given to the Booking Secretary prior to the start of hire
4. The Hirer shall indemnify the Committee against the cost of repair of any damage done to the fabric or its contents during the hiring. Any damage to the building or its contents should be reported promptly to the bookings secretary by the hirer.
5. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, especially the kitchen area. Any contents temporarily removed from their usual positions should be properly replaced, otherwise the Committee shall be at liberty to make an additional charge. The hirer shall follow the Leaving Checklist
6. Any electrical equipment bought into the hall must be safe and fit for the intended purpose. It must be installed and operated appropriately with suitable regard for the electrical load being applied to the circuit. The responsibility for the safety of that equipment, its installation and operation lies with the Hirer.

## Access to the Hall

7. At the start of the hire, the Booking Secretary will issue you with an access code for the front door. This code will be unique for your booking.
8. At the end of each session of hire, the hirer shall be responsible for securely locking the main door of the hall.
9. For security reasons, your code may be changed from time to time for which you will be given adequate notice.

## Health and Safety

10. The User's checklist contains safety checks which it is the hirer's responsibility to conduct.
11. The village hall is a NO SMOKING venue and this also applies to e-cigarettes.
12. Users of the kitchen should observe the relevant food, health and hygiene regulations for their event. If tea towels are used by the hirer, they should be left folded on the draining board to be collected for laundering.
13. All accidents must be entered in the Accident Record Book. This is kept in the kitchen alongside the first aid box. All accidents or incidents that may lead to claims must be reported to the Committee.
14. Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported as soon as possible.

15. Hirers should nominate a responsible person to ensure the hall is evacuated properly and safely in the event of an emergency.
16. Hirers of the village hall must ensure that all Users park with due care and consideration for residents. After dark, hirers should ensure that users leave the event quietly.

### **Safeguarding children, young people and adults at risk**

17. The hirer must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported to your organisations dedicated safeguarding agency.

### **General**

18. Hirers of the hall shall not stick anything to walls using sticky tape or drawing pins. Blue or white tack is allowed.
19. No loud music shall be played after 10pm.
20. Bouncy castles and similar shall be permitted outside only. You must obtain your own insurance cover and provide us with a copy of the certificate

### **Heating**

21. The night storage heaters in the hall should not be adjusted. Should extra heating be required, the overhead radiant heaters can be switched on using the red switches on the wall. Electrical power to these heaters and to any wall sockets is supplied from coin meters. These are located in the kitchen and take £1 or £2 coins. The hirer is responsible for topping up the coin meters to meet their requirements.
22. The use of any other heating appliances is strictly prohibited.

### **Cancellation policy**

23. The village hall committee reserves the right to cancel a booking in the following circumstances:
  - the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
  - unlawful or unsuitable activities taking place at the premises as a result of the hiring
  - unplanned maintenance, emergency or unforeseen event
  - regular bookings may also be cancelled for planned maintenance

The committee will give as much notice as possible to the hirer

In any such cases the hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

24. A user wishing to cancel a booking in the hall must inform the bookings secretary as soon as possible but no less than 2 weeks before the date booked.
25. Any decision to refund hire fees due to cancellation by the hirer will be made at the discretion of the village hall committee.

## Askham Bryan Village Hall Tariff List

The hire period is from the time that you commence using the hall until the time you finish using the hall. It includes all of the time taken for setting up prior to an event and for clearing up at the end of the event.

If requested, and for hires of 4 hours or more, a free 30min set up and a 30min close down can be applied to each booking for setting up and taking down, after which time a charge is made at the hourly rate.

Village residents	£9.00 per hour
Non-residents	£14.00 per hour
Half day rate (up to 4 hours)	£52.00 with additional hours at £14 per hour
Full day rate (up to 8 hours)	£104.00 with additional hours at £14 per hour

## Askham Bryan Village Hall User's Checklist

### When arriving & setting up:

Unlock all fire exits (front and back doors)

Check that all escape routes are free of obstruction and can be safely used for instant free public exit.

Check that exit signs are illuminated.

Check the premises for any obvious hazards.

Familiarise yourself with the location of the first aid box and accident record book

Familiarise yourself with the Fire Evacuation Procedure which shall be followed in the event of a fire or emergency.

Familiarise yourself with the location of firefighting equipment which is placed in the main hall, small hall and kitchen. Note that this should only be used by persons competent and confident to do so.

### When Leaving:

Kettles, microwave, cooker, overheat heaters and sockets off

Fridge switched off and door open

Chairs - stacked in 10's and put in back storage room

Tables folded and put back in storage racks

Tea towels: leave tidily in the kitchen for washing

Rubbish taken out of bins and placed in black wheelie bin. If bin is full, please take rubbish home.

Floors swept in main and rear hall

Kitchen cleaned including floor mopped if used

Toilets checked and cleaned if required

Windows closed

Lights switched off

Doors closed and locked

# Askham Bryan Village Hall Booking Form

Agreement No \_\_\_\_\_

Name		Organisation/ Title of event	
Contact Details		Email	
Phone		Mobile	
Date(s) required or Weekly, monthly hire (e.g. every Tuesday)			
Event Time From (hh:mm)		To (hh:mm)	
Time hall is required (hh:mm)		Time you leave (hh:mm)	
Special requirements			
How do you wish to pay	Bank transfer Cheque Cash		
<b><i>I have read and agree to comply with the Askham Bryan Village Hall Conditions of Hire V3.0 Jan 2025</i></b>			
Signature		Date	

Hire rate	
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*General bookings of the village hall may access the hall for 30 minutes prior to and after the booking for the purposes of setting up and clearing away. If any user requires additional time, they should speak to the bookings secretary about this - additional charges may be applied by the committee.*