

# RAKE VILLAGE HALL AND RECREATIONAL GROUNDS

## Standard Conditions of Hire

### Rake Village Hall and Grounds

1. Main Hall capacity 120 seated – 200 standing. This is a no-smoking hall.
2. Stage - no naked flames permitted during use.
3. Kitchen – children and animals/pets are not permitted in this area.
4. Car parking to front of building – overspill parking on the field subject to prior agreement.
5. Recreational grounds to rear of the building are not for the exclusive use of the hirers.
6. The management committee reminds all hirers that the Village Hall and Grounds are a Registered Charity No. 301874, and as such are run entirely by volunteers for the benefit of the local community and neighbourhood.
7. Hirers must make themselves aware of the contents of the following Rake Village Hall policies: Child and Vulnerable Adult Protection Policy; Health and Safety Policy; and Equal Opportunities Policy. These are published on its website ([www.rakevillagehall.co.uk](http://www.rakevillagehall.co.uk)) and a paper copy is kept in the Kitchen (bottom drawer) along with copies of the Serious Incident Report Form.
8. The Fire and Safety Instructions are attached to the booking form and must be read and understood, and the contents passed on to all other users of the premises.
9. The Rake Village Hall and Recreational Ground Charity (the charity) reserves the right to amend/alter these hire conditions without notice.

### Bookings

10. All applications must be made through the Bookings Secretary Tel: 07900983393 or by email [bookings@rakevillagehall.co.uk](mailto:bookings@rakevillagehall.co.uk) All bookings must be made on the appropriate form, which can be downloaded from the website [www.rakevillagehall.co.uk](http://www.rakevillagehall.co.uk) or obtained from the Bookings Secretary.
11. Applications will not be accepted from persons less than 18years old.
12. A responsible person (not less than 18years old) must be nominated with each booking.

### Payment

13. **One-off hirers** must pay the full hire charge in advance, as well as providing two returnable cheques to cover extra cleaning and damage. If the premises are left in a clean and tidy state (see 34-41 below) and there is no damage caused, the cheques will be destroyed. Should the hirer fail to comply with the standard conditions of hire, the Charity reserves the right to retain these deposits. Cheques should be made payable to RVHMC. Payments together with signed copies of both the booking and hire conditions forms must be sent to the booking secretary: Debbie Jelley. Tile Cottage, Primrose Lane, Liss, Hants. GU337HG to arrive no less than 1 calendar month before the date of hire.
14. **Regular users** will be invoiced monthly and payment should be made within 14 days.
15. The charity reserves the right to retain the full hiring fee if cancellation is less than 14 days prior to the date of hire. This applies to **all users**.
16. The charity reserves the right to review hire charges and implement the same.

### General Conditions

17. The hirer's nominated responsible person (see point 12 above) must be in charge and present throughout the hire period.
18. The charity accepts no responsibility for loss or damage to property belonging to any persons hiring the hall or their guests.
19. For public events, hirers are responsible for public liability insurance (minimum £5 million) for all participants, and for insuring property and equipment belonging to them. The charity may request sight of the Certificate of Insurance prior to the event.

20. In the event of the hall, or any part of it, being unfit for the hirer's purpose, the charity shall not be liable to the hirer for any resulting loss or damage.

21. The hirer/responsible person is responsible for the proper use of the car park to minimise damage, accident or obstruction especially to fire exits and the highway.

22. Right of access to the hall and grounds should be made available to the charity at any time throughout the duration of hire, if so required.

23. Where hirers' activities are carried out on the recreational grounds at the rear, notices should be clearly displayed at the field entrances to forewarn members of the public, especially if dogs are involved. The hirer does not have exclusive use of the outdoor facilities.

24. No decorations of any description are to be affixed to the fabric of the building without prior permission from the charity. Under no circumstances should cotton wool be used as a decoration. Any permitted decorations must be flame resistant.

25. The hirer/responsible person must make themselves familiar with the policies of the charity. These are located in the bottom draw in the hall kitchen and are available on the website [www.rakevillagehall.co.uk](http://www.rakevillagehall.co.uk)

## **Health and Safety**

26. The Fire and Safety Instructions must be read and understood by the hirer/responsible person, and the contents communicated to the other members/guests using the premises. All reasonable precautions against the outbreak of fire must be observed. No gas cylinders, inflammable goods or combustible materials may be brought onto the premises. Members/guests must be made aware of fire exits, evacuation procedures, and the location of fire extinguishers. In the event of fire or an emergency, the hirer/responsible person must call the Emergency Services. Remember in the case of fire **"GET OUT, CALL THE FIRE BRIGADE, AND STAY OUT."**

27. No portable heaters should be used whilst members of the public are present. Attention must be paid to the dangers of trailing wires. Where seating is used within the hall, gangways of at least 1m must be maintained, kept clear and where possible lead to a fire exit.

28. The hirer shall recompense the charity in full for any loss or damage however caused during the period of hire. The charity reserves the right to charge for any repairs or replacements.

## **Intoxicating Liquors, Music and Smoking**

29. Hirers wishing to sell alcohol in the village hall must obtain a Temporary Events Notice from East Hants District Council and notify the charity of their intentions.

30. The said alcohol cannot be sold by or to persons under the age of 18 years, or persons acting on their behalf. This is in accordance with the terms of the Premises Licence under the Licensing Act 2003.

31. If music is played, either a Public Performance Licence (PPL) or a Performing Right Society (PRS) Licence or both, may be required and hirers must make arrangements to check ([www.ppluk.com](http://www.ppluk.com) and [www.prsformusic.com](http://www.prsformusic.com)) and obtain licences as required.

32. Smoking is not permitted within any area of the building.

## **Cleanliness**

33. The charity does not employ a full-time cleaner. It is therefore the responsibility of the hirer/responsible person to ensure that the premises are left clean and tidy.

34. All waste must be put in black sacks and placed into the green dustbins outside. The bin lids must close. Excess rubbish must be taken away by the hirer/responsible person and disposed of properly elsewhere. No bags can be left outside as foxes will scatter the contents.

35. A bucket of proprietary cleaner, gloves, dustpan and brush and cleaning cloths is available for use in the storeroom and under the kitchen sink. Also available are the following mops and buckets:

- The **BLUE** mop, bucket and J cloths must be used **only** in the **Kitchen** and **nowhere else**.
- The **RED** mop, bucket and pink J cloths are to be used **elsewhere** but **never in the kitchen**.
- The **GREEN** mop and bucket is for the **exclusive use** of the **Dog Clubs**.

36. The kitchen must be cleaned first; hall, lobby and stage second and the toilets last, thus avoiding contamination.

37. All surfaces in the kitchen, cooker and microwave must be left clear and clean. The hall, lobby, corridor and meeting room must be swept or vacuumed throughout. Brooms are kept in the end storage room.

38. Tables must be wiped down with a damp cloth. Tables and chairs must be returned to their original positions and stacked. Long tables are kept in the end store room and small ones on the stage. The chairs are colour coded blue or white on their legs and only same colour chairs should be stacked together and no more than five high.

39. Return all cleaning items to their original storage locations.

### **Security**

40. The nominated person is responsible for ensuring the hall is left in a secure position. Full details are listed within the charity's Health and Safety Policy (located in the kitchen) but briefly are: - turn off electrical equipment except the fridge, ensure cleanliness in all rooms including kitchen and toilets, empty bins and lock all doors and windows.

41. The charity reserves the right to retain the cleaning deposit and/or make an additional charge should extra cleaning be required following your hire.

### **Children**

42. The hirer is responsible for ensuring that all of the current legislation requirements of the Children and Young Persons Act 1933 (or any statutory modifications – latest Children and Young Persons Act 2008) are met and adhered to.

### **Hirer**

I hereby confirm that I (the hirer) and my responsible person will abide by all the conditions contained herein and those within the supporting policies of the Charity.

**Signed**..... **Date**.....

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