

Please read and complete sections of hiring agreement as necessary and sign document. Return the top page to booking secretary, Mrs Grinnell-Moore. A copy is attached for your use.

RATLEY VILLAGE HALL

(Registered Charity Number 522987)

HIRING AGREEMENT 2017

Between the Ratley Village Hall Trustees Committee (“the Hall Management Committee”) and Organisation (if applicable): Date..... **Name of organisation**.....

Authorised representative or individual hirer (‘THE HIRER’) Over 18 – please tick

Name:	
Address:	
Post Code:	
Home and work Tel. No:	
E-mail address:	

Parts of Premises required: *please indicate areas required by placing an ‘X’ in the corresponding box*

Main hall only (includes bar servery) <input type="checkbox"/>	Reception room only (includes bar servery) <input type="checkbox"/>
Kitchen <input type="checkbox"/>	Hire of whole Hall <input type="checkbox"/>
New Reading room (larger meeting room & includes bar servery) <input type="checkbox"/>	
Crockery Nos <input type="text"/>	Cutlery No’s. <input type="text"/>
Tables No’s <input type="text"/>	Chairs required No’s <input type="text"/>

Purpose of Hiring: & Private or Public

Approximate numbers

Period of Hiring: Date(s):

Day:

Time; From:

Licensed Bar Required Yes.....
No.....

(Available between 11am - 12 midnight)
A corkage fee of £2.00 per person will apply where clients wish to bring their own drinks onto the premises when the Village Hall has a licence

Make up of Guests (age group / numbers etc.)	Adult	Child	Disabled
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Music Type: Disco Live band. Background From:

Hiring Fee: £ Deposit (discretionary - payable on booking)

All cheques to be made payable to: Ratley Village Hall

Balance: £ (payable on or before the conclusion of the event for which the Hall is hired)

I agree to be present during the above hiring, and have read and agree to abide by the conditions of hire outlined below. Signature Print name

Please return this form together with the appropriate deposit to: Mrs Thelma Grinnell-Moore
The Booking Secretary, Ratley Village Hall, 10 Old Road, Ratley OX15 6DS
Confirmed on behalf of the Trustees:

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CONDITIONS OF HIRE OF RATLEY VILLAGE HALL

ALL HIRES are subject to the approval of the Hall Committee who may withhold their permission

ALL HIRERS must be adults i.e. over 18 years of age. If children will be using the Hall it is the responsibility of the Hirer to ensure that there is adequate supervision in place throughout the period of hire. In addition if children are being solely supervised by adults who are not their parents or legal guardians' that appropriate CRB checks have been carried out by the supervising organisation as to the suitability and qualifications of those adults to supervise and have access to the children in this capacity under the provisions of the Children's Act 1989.

THE HIRER will remain on, and be responsible for, the supervision and care of the premises (that is the rooms hired and common areas of the hall), their fabric and contents, during the period of hiring.

In the event of a conflict of bookings, events that fulfil our charitable aims will take priority over commercial bookings.

Fees

In addition to the Cost of Hire, the Hirer may be required to provide a returnable deposit to cover any failure to comply fully with the requirements included in the "Conditions of Hire" or the "Guidance on using the Hall".

Hire charges and the level of the returnable deposit are at the discretion of the Hall Management Committee as agreed at the annual AGM. (please see attached charges sheet) Both must be paid in full at least one complete week before the event or on receipt of an invoice from the Treasurer.

Insurance

The Hall management committee has Public Liability Insurance. This does not cover activities which take place in the Hall for commercial gain. In this case **THE HIRER** or organiser of the event should consider their liabilities. They should consider if insuring against loss or damage or personal injury is appropriate. **THE HIRER** is then responsible for insuring against Third Party Liability that may arise during the hiring of the Hall. The Management Committee are not in this case responsible for **THE HIRER'S** Third Party Liabilities.

Most events associated with the Hall for charitable or recreational or community celebration/amenity purposes will be covered by our own insurance. This can be checked with the Treasurer.

If an event is being run for the benefit of the Hall fulfilling its charitable aims when the event organisation includes members of the Hall Management Committee the event and the organisers and users should be covered by the Hall's Public Liability Insurance. (Please seek our guidance as some exclusions may apply e.g. Bouncy Castles, firework displays, contact or weapons sports, working with animals etc.)

Accommodation

The numbers using the hall are limited by license. **THE HIRER** must ensure that there are no more than 190 persons in the Hall in any situation and, if the event involves seating at tables that there are no more than 100 persons in the hall.

Services

THE HIRER must ensure no persons attempt to use or modify the settings of preset electrical equipment. All heating and ventilation services are preset and timed.

Heating is now included in the Hire Charge.

For all hirings of individual rooms the Bar/Servery will be available for limited refreshments.(electric water heater)

Cutlery, crockery and glasses are available for the use of **THE HIRER** provided they are requested at the time of hire.

Tables and chairs may be hired for events off site. These facilities in the hall may be moved as required as long as replaced at the end of an event.

It is the responsibility of **THE HIRER** to set up rooms in the format required prior to the commencement of the hiring. (Please seek our guidance on access times and assistance available for undertaking this task.)

Health and Safety

Please look at the general Risk Assessment document. It is there to advise you of potential hazards. However **THE HIRER** will be responsible for the supervision and care of all occupants of Ratley Village Hall premises during the period of the hiring. Risk reduction should be your priority. **THE HIRER** will be responsible for supervising the behaviour of all persons using the premises, whatever their capacity, abilities or age. This should include proper supervision of car-parking arrangements particularly so as to avoid obstruction of the highway and access roads.

Our maximum licensed numbers would dictate that a minimum of 2 people would be needed for this supervision if the hall was full. Children of all ages need particular supervision. Young children should be safeguarded from the stage/steps area and the stairs to the New Reading Room and from doorways with closers. It is inadvisable to let them into the Kitchen and Bar/Servery. The disabled and infirm should have a designated carer.

It is the responsibility of **THE HIRER** to ensure that they are fully conversant with the Fire Safety & Evacuation procedures of the Hall prior to the commencement of the hiring and that they do everything practicable to reduce the risk of fire. (Please look at our guidance on this issue in advance of the hiring.)

THE HIRER should make themselves familiar with the emergency exits and the location of the fire extinguishers, Fire box (equipment and guidance on evacuation in an emergency) and assembly point.

A First Aid Box and Accident Book for recording incidents is located in the Bar/Servery area.

THE HIRER shall, if preparing, serving or selling food observes all relevant food health and hygiene legislation and regulations.

THE HIRER shall ensure that any portable electrical appliances brought into the Hall and used there, either by him or on his behalf, shall be safe (Portable Appliance Testing preferable), in good working order, fused according to the manufacturers recommendations, and used in an appropriate manner. Temporary cables should be avoided but if used must be safeguarded from becoming a trip hazard.

THE HIRER must not bring any propane or butane gas cylinders onto the Hall premises for heating or cooking.

THE HIRER must restrict and control the use of naked flames such as candles to prevent contact with flammable materials or furnishings

THE HIRER should be aware that the Hall Management Committee operates a **no smoking policy** in the Hall.

Noise

The Hall is next door to a residential property and the noise level of the Hall must be kept to a reasonable limit at all times. If the level is considered to be excessive, or a member of the community has made a complaint a member of the Hall Management Committee may require **THE HIRER** to reduce or stop the noise. All music must stop at midnight.

Animals

THE HIRER shall ensure that, with the exception of guide dogs, no animals are brought into the Hall except by special agreement. No animals at all are allowed in the Kitchen or Bar/Servery.

Sale of Alcohol

A licence is necessary for the sale of alcoholic drink in the Hall. If alcohol will be sold, it is **THE HIRERS** responsibility to obtain the necessary licence. This may be done with the assistance and cooperation of the Hall Management Committee with a 'TENS'. It must be displayed and the licensee must be present during the period of sale. Any bar must close half an hour before the close or end of any event.

Licences

The hall is licenced for Public use Monday to Saturday between the hours of 10:00 am and 12:00 midnight.

It is licenced for music, dancing, and cinematograph performances. All music must stop at midnight.

THE HIRER shall be responsible for obtaining such Licences as may be needed whether from the Performing Rights Society, Phonographic Performance Ltd or otherwise. (Please seek our guidance on this issue in advance of the hiring.)

The hall can be hired on a Sunday for more quiet low key events not involving the above.

THE HIRER shall comply with all conditions and regulations made in respect of the Hall by the Fire Authority, Local Authority, and Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

THE HIRER will not allow young people under the appropriate age to be present when films classified 12A, 15 or 18 are shown in whole or in part. A notice should be prominently displayed showing the age limits at the performance.

THE HIRER shall ensure that nothing is done on or, in relation to, the Hall in contravention of the law relating to gaming, betting and lotteries.

THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-let the premises. They shall not use or allow the premises to be used for any unlawful purpose or in any unlawful way. They shall not do, or bring onto the premises anything, which may endanger the premises or render invalid any insurance policies relating to the premises. Such action will result in immediate cancellation of booking with no redress.

Damage

THE HIRER shall indemnify the Committee for the cost of repair, of any damage done, to any part of the Hall, (including the curtilage thereof,) or the contents of the Hall, which may occur as a result of the hiring. The hirer is therefore liable in full for any breakages or damage to the Hall or the curtilage during the period of hire and must notify a member of the Hall Management Committee thereof on return of the key.

Cleaning and closing up the Hall

At the end of the hiring **THE HIRER** shall be responsible for leaving the premises hired in a clean and tidy condition, properly locked and secured and any furniture temporarily removed from their usual positions properly replaced. All electrical equipment should be switched off with a particular check on the cookers, hob and 'zip' water heater. **If the kitchen has been used the hatch fire protection blind must be fully closed.** All bins are to be emptied into black bin bags and placed outside at the side of the hall. All doors should be left closed and locked. Ensure that your booking period allows time for this purpose at the end of the event. Any additional cleaning necessary after the event will be charged to **THE HIRER**. Any additional electrical costs as a result of not switching off equipment, including lights will be charged to **THE HIRER**.

Cancellation of booking

If **THE HIRER** wishes to cancel a booking before the date of the event and the Hall Management Committee is unable to conclude a replacement booking, the question of the repayment of any deposit already paid, or the further payment of any additional fee or fines shall be at the discretion of the Hall Management Committee.

In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the hirer for any resulting loss or damage whatsoever. This includes loss from any breakdown of equipment (including the heating system) failure of electricity supply or water, leakage of water, fire, government restrictions, requirement as a local authority polling station or Acts of God that may cause the Hall to be temporarily closed or the hiring to be interrupted or cancelled.

THE HALL MANAGEMENT COMMITTEE reserves the right to refuse a booking or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days notice in writing to the hirer, and any deposit shall be returned. Notice to cancel a booking may be shorter or without notice at all if the Hall Management Committee have reason to believe that it would result in a breach of licencing conditions or other legal and statutory requirements, or that unlawful or unsuitable activity was to take place.

The booking of the Hall by the Hirer indicates acceptance of all of the above conditions of hire. These conditions may not be varied in any way except with the prior written approval of the Chair of the Hall Management Committee. If you do not understand the meaning of these conditions please ask for an explanation from a member of the Hall Management Committee.

Ratley Village Hall

Guidance on using the Hall

Keys

These should be obtained from Thelma Grinnell- Moore, the Booking Secretary, at No 10 Old Road, Ratley . **THE HIRER** should contact her on 01295 670453 two or three days prior to the hiring period to arrange to collect keys. The keys will open all doors.

THE HIRER must ensure that all these doors are locked and the keys returned to Thelma Grinnell-Moore immediately the Hall is vacated.

On no account must any attempt be made to copy a key. This would be considered a serious breach of security and would have consequences.

Heaters

The heating is on a preset and timed system. The controls for these must not be altered or interfered with in any way. It is not possible for THE HIRER to adjust the temperature up or down.

They must not be switched off under any circumstances.

Lights

If the hire covers any period outside daylight hours additional lighting may be required to be switched on as appropriate. Be aware that there are two sets of lights in the main hall. The light switch for both is on a panel on the wall on the left as you enter the main Hall. There is a similar panel at the opposite end of the main Hall on the right. The kitchen light is under the wall units on the right. The switch for the Bar/Servery is on the right of the hatch. The hall operates a 'Green' Environmental Policy therefore **THE HIRER** must ensure that all lights are turned off when vacating the Hall.

There is an emergency lighting system which will operate in an emergency.

Exit lights should be switched on when the hall is in use.

The external lights are on a timer operated from the entrance door switches and will switch off automatically after a delay.

The main fuse box and control panel are behind the stage arch to the left. This should not be touched. If there appears to be an electrical problem within the hall **THE HIRER** should contact a member of the Hall Management Committee.

Water

All potable water is provided by the mains system. The main water stop cock is located in the 'New Reading Room' behind a panel next to the lower exit door. If there is an obvious major leak to stop damage and reduce waste this may be switched off. It will not affect the use of the toilets as they are on a separate system using grey water. If this action is taken **THE HIRER** is responsible for informing a member of the Hall Management Committee as soon as possible.

Windows

These are in the main hall secondary glazed behind the shutters. Opening the secondary glazing is by sliding the units across after unlocking the seal of the centre unit. The leaded windows are on a catch and can then be opened. All should be closed securely when vacating the Hall. **THE HIRER** should be aware of their responsibility with regard to noise and neighbours should they open the windows on an event that has a noise issue.

Shutters

These are located in the main hall. They should be kept in either a locked closed or a locked open position. Care should be taken in moving them from one position to another.

Tables and chairs

Some chairs and tables are permanently located in the main hall and other areas. Further tables and chairs are stored on the stage. All tables and chairs must be cleaned as necessary after use and returned to their correct location. Chairs must not be stacked more than 9 high on the stage and left close to the walls. Furniture can be moved to the front of the stage using the trolleys provided. Take care lifting it off the stage.

Furniture must not be removed from the hall unless hired for an external event.

Furniture should not be used outside without the express permission of the Hall Management Committee

Cutlery, crockery and glasses

These are stored in the cupboards in the kitchen and Bar/Servery areas. Washing up liquid and tea

towels are provided in the kitchen and Bar/Servery. All equipment used should be cleaned and returned to its rightful place after use. **THE HIRER** is responsible for their safe return and for reporting breakages.

Rubbish

As part of the Environmental Policy this should be sorted into general waste and dust or recyclable material and stored in a black plastic bag in the grey lid bin and but just loose in the blue lid bin respectively provided outside the hall. Collection of each is fortnightly therefore excessive rubbish overflowing the bin will be required to be removed by **THE HIRER** and disposed of in an appropriate way.

Removal of equipment and Storage

All materials and equipment brought into the Hall should be removed. No furniture or equipment may be stored without permission.

Cleaning

THE HIRER is responsible for leaving the hired areas as clean as possible. A broom and a dustpan & brush is located in the Bar/Servery.

Specifically:

1. The floor of the main hall should be swept thoroughly and cleaned where necessary but not over wetted.
2. The carpets should be brushed to remove major debris if necessary.
3. The floor of the kitchen should be swept and washed if necessary.
4. Any debris generated by the hire should be removed.

The Hall Management Committee has responsibility for deeper cleaning. Any excess cleaning required as a result of hiring will result in a charge to **THE HIRER**.

Accidents/ First aid

Please look at the general Risk Assessment document it is there to advise you of potential hazards. The First Aid Box is located in the Bar/Servery. An accident book is located with this box. If anyone suffers any personal injury during the period of hire, **THE HIRER** must make a suitable entry in the book and notify a member of the Hall Management Committee. Please note the guidance in the accident book.

Alarms

There are audible and visual fire and smoke alarms controlled from the panel in the entrance lobby. If the alarm sounds priority is to empty the Hall. If it is a false alarm then a member of the Hall Management Committee should be contacted to switch off the alarm.

There is also an audible alarm in the disabled toilet for emergencies that may occur with the user. It is controlled from the panel outside on the right of the caretaker's door.

Action in case of Fire

THE HIRER is responsible for reading the Fire Safety Guidance

Essentially this requires **THE HIRER** to:

1. Raise the alarm if the automatic system is not working (whistle in the fire box).
2. React immediately to the alarms if they do sound. Take charge.
3. Direct everyone out of the building through the nearest exit to the marked assembly point on the car park, assisting the disabled or children if present.
4. Call the fire brigade
5. Use the extinguishers or fire blanket (kitchen) provided only if safe to do so.
6. Ensure either by register or by a building sweep that everyone at the event is safe
7. Do not allow anyone to re enter the building for any reason until an 'all clear' is called
8. Liaise with the Fire Service.
9. Use the Fire Box equipment (entrance lobby) and keep a record of the details of the incident.
10. Inform a Member of the Hall Management Committee.

Any problems

In the first instance **THE HIRER** should contact one of the following:

Lisa Curtlin (Treasurer) 01295 670398

Thelma Grinnell-Moore (booking secretary) 01295 670453

Revised May 2017 Next revision May 2018

Ratley Village Hall Hiring Rates

Fees and Deposit

The hiring of the RVH is generally available to anyone assuming the time period they want is available and does not clash with village events. Bookings can be made by contacting the booking secretary on 01295 670453.

Hiring and therefore use of the Ratley Village Hall is not confirmed until the contract is signed and returned. Payment will be billed by the Treasurer (Lisa Curtlin) and accounts should be settled within 28 days.

A special deposit of £30 may, at the discretion of the Hall Management Committee, be payable by THE HIRER to RVH who within 28 days of the termination of the period of hire will repay such deposit to THE HIRER less the sums incurred by the RVH Committee in replacing any fixtures, fittings, furniture and equipment removed without authority from the premises and in rectifying any damage caused to the premises and/or contents thereof during the period of the hiring as a result of the hiring.

Fees are set annually and can only be varied at the AGM of the Trustees of Ratley Village Hall