



STORTH VILLAGE HALL

2.1 Conditions of Hire.

THE HIRER IS RESPONSIBLE FOR:

- Replacing all fittings damaged during the hire period.
- Ensuring that all rooms, including the kitchen and coffee bar, are left in a clean and tidy condition.
- Returning the keys within twelve hours, unless otherwise agreed.
- Providing tea towels.
- Obtaining the necessary licence for intoxicating liquor.

FIRE PRECAUTIONS:

The hirer is responsible for appointing a person to be responsible for observing the fire regulations displayed in the hall and to ensure compliance with guidance given in the appendix to this document.

RECORDED MUSIC:

An additional charge is due to the Performing Rights Society when recorded music is played. The applicable charge should be obtained from the Booking Secretary.

WASTE DISPOSAL:

Village Halls are classed as commercial premises. It is therefore the responsibility of the hirer to remove all rubbish, leftovers etc.

ACCIDENTS:

A first aid box is located near the front entrance. The Accident Book which is on the notice board in the main hall must be completed. The Booking Secretary must be notified of any accident at the time of returning the keys.

END OF SESSION CHECK LIST:

Before leaving the premises the checks listed on the End of Session Check List, which can be found at the foot of the Fire notice must be undertaken by a responsible person.

INSURANCE DISCLAIMER:

Hirers are reminded that the Village Hall Public Liability Insurance policy does not cover injury or damage caused to or by any person using the Hall unless this is due to negligence on the part of the Management Committee. **Any accident insurance must be taken out by the hirer.**

EQUAL OPPORTUNITIES:

All hirers shall comply with the Hall Constitution, which at para. 3 states “.. For the use of inhabitants of Storth, Sandside and the neighbourhood thereof...without distinction of political, religious or other opinions... including use for...lectures and classes... and leisure time occupation...” The village hall aims to ensure that no hirer receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic origin, age, gender, sexual orientation or disability. This village hall is committed to ensuring that this policy is adhered to by all users and hirers. This policy also covers the election and appointment of management committee members, volunteers and anyone the Management Committee might employ.

Appendix to Conditions of Hire – Advice on minimising risk.

1. The hirer must appoint a member to have overall responsibility for safety-related activities.
2. The Hirer is to make every effort to ensure that a useable mobile phone is readily available.
3. Smoking is banned from public places and to ensure that this law is adhered to, the Hirer will be responsible for ensuring that no smoking occurs.
4. The Hirer is to ensure that all emergency exits are clear, and that people in the building are adequately briefed on their locations. Emergency exit signs must not be obstructed.
5. When moving and setting up furniture, hirers must be sure that at least two people are involved in the process and that aisles are at least 1 metre wide.
6. The Hirer is responsible for ensuring the electrical integrity of equipment brought into the building. Such equipment must be kept well clear of liquids and extension leads must be well-protected to minimise trip hazards.
Electrical equipment must be protected by RCDs
7. The Hirer is responsible for keeping clear of any source of fire, any inflammable material brought into the building.
8. The Hirer is responsible for ensuring, where reasonable, that materials introduced into the building are fire resistant.
9. The Hirer is responsible for bringing to the attention of SVHMC any concerns over fire risks.
10. The Hirer must check with the Hall Booking Officer that occupancy numbers will not exceed the licensing limit and/or that occupancy times will not be exceeded.
11. The Hirer must ensure that erected furniture does not impede exit routes and that there is no trip hazards on these routes.
12. Further safety advice, particularly for large events such as Exhibitions and Displays, can be obtained via the Secretary *

***Honorary Secretary -Robert Blessett 015395- 63920**

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