

Please retain a copy of these Standard Conditions of Hire for your records.

Bletchington Village Hall. Standard Conditions of Hire

1. In respect of these Standard Conditions of Hire, the Hirer is deemed to be an individual hirer or, where the hirer is an organisation or company, the authorised representative of that organisation or company who has signed the Booking Form. The Hirer must be at least 21 years old. If the Hirer is in any doubt as to the meaning of the following, the Bletchington Village Hall secretary should be consulted as soon as possible. Reference to the premises' in the following means Bletchington Village Hall.

2. DEPOSITS.

Hirers who hire the hall 10 or more times a year are regarded as regular users and they do not currently have to pay a deposit.

Other hirers are required to pay, in advance, a deposit of £100 for a booking of less than £350. For a booking of more than £350 the deposit is £200. We also require a separate deposit of £100 for the use of the catering kitchen.

The deposit will be refunded within 28 days of the termination of the period of hire provided the following apply:

- a. The hiring time has not been exceeded.
- b. No damage or loss has been caused to the premises and / or contents.
- c. The hall has been left clean and tidy.
- d. No complaints have been made to the Bletchington Village Hall Management Committee about noise or other disturbance during the period of the hiring as a result of the hiring.
- e. The hall has not been used in breach of the Standard Conditions of Hire.
- f. In the case of the catering kitchen that it is left in the state required by the specific terms of use of the kitchen.

Should any of the above problems occur, the Bletchington Village Hall management committee will withhold part or all of the deposit to meet any resultant costs. Should the deposit be insufficient to cover all resultant costs, an invoice will be raised to recover any shortfall. If any additional cleaning is required this will be charged at £20 per hour.

The deposit, but not necessarily the hire charge, will be refunded if the hirer cancels the booking.

3. DATA PROTECTION

- a. The details of your name, address, phone number, email and payment details will be held electronically on a "cloud" based data system.
- b. We will retain your details for 7 years to allow for an annual audit of accounts or financial queries.
- c. Your information will not be released to any third party unless legally required to do so.
- d. You can have access to your information, by request, at any time.

4. The Hirer will allow a member of the Bletchingdon Village Hall management committee to be present (or its authorised representative, if appropriate) during the hiring to check compliance with this Hire Agreement.
5. The Hirer shall be present throughout the period of the hiring and is responsible for (a) the supervision of the premises, the fabric and the contents including their care and safety from damage however slight, and (b) the behaviour of all persons using the premises whatever their capacity: including but not limited to ensuring the proper supervision of car parking arrangements so as to avoid obstruction of the highway and nuisance to neighbours of Bletchingdon Village Hall.

The Hirer shall ensure that in order to avoid disturbing neighbours to Bletchingdon Village 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.

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 ensure that any music played during the hire period is kept to reasonable volume levels. Doors and windows should wherever possible be kept closed to avoid unreasonable disturbance to our neighbours.

6. The Hirer shall not use the premises for any purposes other than that described in these Standard Conditions of Hire, and shall not sub-hire the premises or allow the premises to be used for any unlawful purpose, or in any unlawful way, nor do anything or bring into the premises anything which may endanger the same, or render invalid any insurance policies in respect thereof.
7. The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting, lotteries or the sale of intoxicating liquor etc. If alcohol is to be sold during the time the hall is hired, this can only be done with prior agreement of the Bletchingdon Village Hall committee in accordance with the licence issued by Cherwell District Council.
8. The Hirer shall, if preparing, serving or selling food or drink, ensure that all relevant food health and hygiene legislation and regulations are complied with in respect thereof. Separate conditions apply to the hire of the catering kitchen.
9. The Hirer shall ensure that all electrical appliances brought by them into the premises and used there shall be safe and in good working order, and used in a safe manner.
10. The Hirer shall indemnify Bletchingdon Community Foundation and the Bletchingdon Village Hall Committee together with their members and agents against (a) the cost of repair for any damage done to any part of the premises including the contents of the premises, and (b) all claims in respect to damage or loss of property or injury to persons as a result of the use of the premises (including the storage of equipment) by the Hirer.

11. The Hirer must report all accidents that involve injury to any person on the premises or as a result of the booking to a member of the Bletchingdon Village Hall committee as soon as possible and complete the relevant section in the Village Hall's accident book (located in the kitchen). Any damage to or failure of equipment belonging to the Village Hall must also be reported as soon as possible to a member of the Bletchingdon Village Hall committee.
12. The Hirer shall ensure that no animals, except assistance dogs, are brought into the Village Hall unless express permission is given by the Bletchingdon Village Hall committee for a special event. At no time shall animals be permitted to enter the kitchens.
13. The Village Hall Management Committee takes the safeguarding of young people and vulnerable adults seriously. . The Village Hall Committee expects that regular Hirers for events involving children aged 17 or under, or vulnerable adults, will ensure that fit and proper persons, who have passed the appropriate Disclosure and Barring Service checks (DBS checks) will be present at all times during the hire. A regular hiring is determined to be when two or more sessions are booked at the same time, or when the same Hirer is seen to be making two or more individual bookings. The Village Hall committee may request copies of the DBS documentation for the fit and proper persons together with their signature(s) on the hiring form. DBS checks are not required for a single, non-commercial, hiring but the Hirer is required to sign the declaration on the booking form that they accept full responsibility for the safety and welfare of children present during the hire. The determination for the requirement for DBS checks for hirers is with the Village Hall committee and their decision is final – that is they can refuse to accept a booking request if they are satisfied that the DBS qualification is required but is not in place.

The Hirer shall ensure that no child under twelve years of age is allowed into the kitchen. 18 years of age in the case of the catering kitchen.

14. Bletchingdon Village Hall committee reserves the right to cancel any booking in the event that the Village Hall is required for any use the Bletchingdon Village Hall committee (in its sole discretion) deems to be exceptional, including but not limited to use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer will be entitled to a full refund of the amount paid to Bletchingdon Village Hall as shown on the Booking Form.
15. In the event of the premises being rendered unfit for the use for which it has been hired, Bletchingdon Parish Council and the Bletchingdon Village Hall committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
16. The Hirer shall ensure that the 'No Smoking' policy in the Village Hall is upheld at all times. Anyone wishing to smoke must use the designated area supplied by the hirer and the correct container to collect/extinguish cigarettes/cigars etc. This must be removed and disposed of by the hirer. Electronic cigarettes and vaping are permitted at events provided that consent is gained from all other users.

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17. The Hirer shall ensure that no more than the maximum permitted numbers of people occupy the Village Hall during the event. They are as follows:
- Seated at tables: 150
Standing: 180
18. The use of fireworks and candles anywhere on the premises and car park is strictly forbidden unless prior agreement is given by the Bletchingdon Village Hall committee. The Hirer must not bring into the hall any inflammable liquids or other combustible materials.
- 19. For insurance reasons we regret that we DO NOT allow bouncy castles or other inflatables in the hall.**
20. If you wish to use face painting materials, please tell us since specific insurance requirements must be met.
21. The Hirer shall not drive any bolts, nails, tacks, screws, bits, pins or other like objects into any part of the hall nor is any adhesive substance to be attached to it. Damage to the walls, skirting boards, bar area or floors during the period of hire will result in the loss of the entire deposit or, in the case of a regular hirer, a charge for the repair of the damage.
- Hirers wishing to put up display materials should apply to the Bletchingdon Village Hall committee for use of an appropriate board or other device for this purpose.
22. The Hirer shall ensure that the event finishes promptly by the time as stated on the Booking Form. The Hirer must ensure that there is adequate time to clean and tidy up and vacate the premises. The Hirer shall ensure that for events held in the evening, the hall is vacated before midnight unless prior agreement is given by the Bletchingdon Village Hall committee.
23. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless otherwise directed, and any contents temporarily removed from their usual positions properly replaced otherwise the Bletchingdon Village Hall committee will be at liberty to make an additional charge.
24. The hire charge is not refundable if the Hirer or the organisation which they represent cancels the booking.
25. The Hirer shall ensure compliance with the terms and conditions of the Premises Licence granted by Cherwell District Council, at all times during the period of hire.
26. This Hiring Agreement constitutes permission only to use those parts of the premises and facilities as agreed in the Booking Form and confers no tenancy or other right of occupation on the Hirer.

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ALL RUBBISH MUST BE REMOVED FROM THE VILLAGE HALL AND GROUNDS AT THE END OF THE HIRE. FAILURE TO DO THIS MAY LEAD TO A FORFEITURE OF DEPOSIT.

FOR HEALTH AND SAFETY REASONS UNSOLD ARTICLES FROM JUMBLE SALES MUST BE REMOVED IMMEDIATELY AFTER THE SALE AND CANNOT BE STORED ON THE PREMISES.

By signing the Booking Form the Hirer acknowledges an understanding of the Standard Conditions of Hire that form part of the Hiring Agreement, and agrees to perform the provisions and stipulations contained or referred to in these Standard Conditions of Hire.

FIRE PROCEDURES

General

The hirer of the hall must acquaint themselves with these fire regulations. By signing the hiring agreement they acknowledge that they have acquainted themselves with the following:

- a. The action to be taken in event of fire is calling the Fire Brigade on 999 and evacuating the hall.
- b. The location and use of fire equipment. (Diagram of location, attached to this Agreement.)
- c. Escape routes and the need to keep them clear.
- d. Method of operation of escape door fastenings.
- e. Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

The Hirer shall check the following items:

- a. That all fire exits are unlocked and panic bolts in good working order.
- b. That all escape routes are free of obstruction and can be safely used.
- c. That any fire doors are not wedged open.
- d. That exit signs are illuminated.
- e. That there are no obvious fire hazards on the premises.

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.

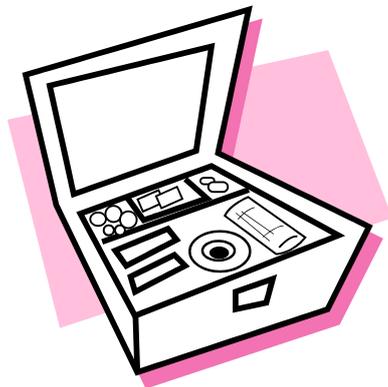
FIRE PROCEDURES

IF YOU DISCOVER A FIRE:

1. Raise the alarm by breaking one of the fire alarm buttons.
2. Call the fire brigade. Dial 999 and state that there is a fire in the Village Hall, Station Road, Bletchington. OX5 3NA The nearest phone box is in Station Road on the opposite side of the road.
3. Attack the fire, if possible, with the appliances provided, but without taking personal risks. Check that the extinguisher type is correct for the type of fire.

ON THE ALARM BEING RAISED:

4. The fire assembly point is the CAR PARK
5. Evacuate the premises using the nearest exits. Ensure that all persons leave the building and proceed to the assembly point. Check that all users are assembled. No one should re-enter the building until it is safe to do so.
6. Inform the secretary on 01869 351542.



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