

# LITTLE MELTON VILLAGE HALL HIRE AGREEMENT

**HIRER DETAILS**

Name: .....

Address: .....

.....

Contact number: .....

Organisation/Group: .....

**FACILITY REQUIRED** (please tick)

Main Hall	Lounge
Committee Room	Kitchen
Showers	Cloakrooms/toilets

**DATES/DAYS OF USE** .....

**TIME** From ..... To .....

**TYPE OF FUNCTION/ACTIVITY** .....

<b>HIRING FEE</b>	£
<b>DEPOSIT</b> (returnable if Hall is left clean and undamaged)	£
<b>TOTAL AMOUNT DUE</b> (Cheques payable to Little Melton Village Hall)	£
<b>PAYMENT DUE BY</b>	

Your attention is drawn to the attached conditions of hire, which you are asked to read before signing the declaration below.

You are advised to take out insurance in respect of your organisation's activities, to protect those who attend your events. **If hiring equipment for your events, please check operator's insurance details.**

You must provide your own first aid equipment.

You must also familiarise yourselves with the action to be taken in the event of an emergency. Details are attached to this form and are also displayed on notice boards.

**THE WHOLE OF THE PREMISES IS NO SMOKING.**

**PLEASE COLLECT THE KEY FROM, AND RETURN IT TO: TOL PEDN, MILL ROAD, NR9 3NT**

**PLEASE SIGN THE DECLARATION**

I wish to hire the above facilities as indicated, and I agree to abide by the conditions of hire, which I have read.

Signed: ..... Date: .....

# LITTLE MELTON VILLAGE HALL

## TERMS AND CONDITIONS OF HIRE

### 1. RESPONSIBILITIES

As a hirer of these premises you are responsible for:

1. ensuring that a responsible person remains on the premises for the duration of your hire/event;
2. turning off all lights, taps, portable heaters and any other non-essential equipment before leaving the premises;
3. closing and securing all windows and doors when leaving the premises – fire doors are secured by rotating the thumb-knobs towards the centre;
4. ensuring that the premises are securely locked when leaving;
5. leaving the premises in a clean and tidy condition, including clearing up of litter and waste materials;
6. returning tables and chairs to their storage spaces: tables to the changing room or committee room, and chairs to the space under the stairs or the committee room;
7. storing equipment in a way that does not present a risk to other users;
8. clearing up promptly any spillages which could cause a slipping hazard;
9. payment for any damage which occurs whilst your organisation is on the premises, or as a result of neglect of 2, 3 or 4 above;
10. ensuring that emergency procedures are understood (see details attached)
11. ensuring that emergency exit routes are kept clear;
12. ensuring that all persons attending your event(s) behave in an acceptable manner;
13. designating a person(s) to be responsible for co-ordinating emergency action in the event that this is required;
14. enforcing the no-smoking policy within the building – anyone who wishes to smoke must do so outside;
15. ensuring that cars are not parked so as to obstruct emergency access to the premises;
16. carrying out risk assessments for your organisation's activities, and putting in place effective measures to control any risks identified.

### 2. COMPLIANCE WITH HIRE AGREEMENT

You must not use the premises for purposes other than those stated on the hire agreement, and you must not bring onto the premises anything which might cause harm to any person or the premises, or compromise any insurance policies.

### 3. CAPACITY OF THE HALL

In order to comply with Fire Regulations the number of people permitted on the premises must not exceed the following limits:

- |   |     |
|---|-----|
| a) When used for dancing                                    | 200 |
| b) When used for functions utilising seating at tables      | 125 |
| c) When used for purposes combining (a) and (b) above       | 160 |
| d) When used for closely seated audience (moveable seating) | 240 |

You should follow the guidance layouts shown on the notice board in the front lobby when making arrangements for seating.

### 4. PAYMENT ARRANGEMENTS

Payment for hire of the hall should be made in full and in advance. Cheques should be made payable to Little Melton Village Hall.

If you wish to cancel your booking before the date of the event and the Committee is unable to find a replacement booking, the question of the payment or the repayment of the fee will be at the discretion of the Committee.

The Committee reserve the right to cancel your booking in the event that the Village Hall is required for use as a Polling Station for a parliamentary or local election or by-election, in which case you will be entitled to a refund of any deposit already paid.

## **5. COLLECTION AND RETURN OF KEYS**

Keys should be collected from **Tol Pedn, Mill Road, NR9 3NT** and returned immediately after the hire. Unless agreed otherwise, you must not retain the keys overnight.

The key holder or another designated responsible person must remain on the premises for the duration of the hire.

## **6. INSURANCE**

You are advised to take out insurance in respect of your organisation's activities and equipment, to protect those who attend your events and to cover your liability as a hirer of the Village Hall. If you hire equipment for your event, e.g. bouncy castles, you should check the supplier's insurance details.

## **7. LIABILITY**

Little Melton Village Hall Committee shall not be liable for any injury (including injury resulting in death) or damage or loss of property which shall or may occur to, or be sustained by, any member of your organisation whilst on the premises (except injury or damage as may occur by reason of the neglect of Little Melton Village Hall Committee). You shall indemnify Little Melton Village Hall Committee against all action, proceedings, costs, damages and expenses in respect of injury to persons and damage to or loss of property which may arise from the activities of your organisation.

## **8. PROPERTY**

Little Melton Village Hall Committee accepts no responsibility for any goods, equipment, property, etc. which is used on, left on, or stored at the premises by your organisation. You must obtain permission from a Little Melton Village Hall Committee member for any items you propose to store on the premises.

## **9. HEATING**

You may not bring any heating appliances of your own onto the premises without the consent of a member of the Committee. Heating switches for the main hall are in the caretaker's cupboard in the kitchen corridor, and there is automatic storage heating in the lounge area, with convector backup.

Storage heater surfaces can be hot. Please do not place objects in contact with heaters and do not obstruct air grilles.

## **10. CHILDREN AND YOUNG PERSONS**

Any parents who bring their children onto the premises will be held responsible for the children's safety and welfare.

Functions organised for children or young persons under 18 years of age must be supervised by responsible adults at all times.

## **11. SLIPS, TRIPS AND FALLS**

Please take care on the stairs and balcony. Chairs should not be stacked near the balcony rail and children should not be allowed to access the stairs and balcony unsupervised. Do not use trailing cables and do not obstruct doorways and passages. Make sure that spillages are cleaned up promptly.

## **12. FIRST AID**

You must provide your own first aid equipment and also your own qualified first aiders or appointed persons where considered necessary in the light of the activity being undertaken.

## **13. ALCOHOL**

The premises are licensed for the sale or consumption of alcohol. If you intend to provide alcohol for your event/function you must notify a Little Melton Village Hall Committee representative in advance.

#### **14. SMOKING**

The whole of the premises is no smoking. You will be held responsible for anyone in your organisation found smoking whilst they are on the premises.

#### **15. ENTERTAINMENT**

The premises are licensed for public entertainment, which is allowed between 10.00am and 11.00pm on Sunday to Friday, and between 10.00am and 11.30pm on Saturday. Breach of this condition may constitute a breach of the licensing laws.

In the event of such a breach you shall indemnify the Committee against any resultant loss and/or liability, including legal costs.

You must ensure that the level of noise generated during the period of hire does not cause a nuisance to local residents.

#### **16. FOOD AND DRINK**

Where food and/or drink is prepared or served, you must ensure that this is done in a way which complies with current food hygiene and safety legislation.

If you use crockery, cutlery and utensils belonging to the Hall, you must clean them and put them away before leaving the premises. Any breakages should be reported to a member of the Committee.

#### **17. FIRE REGULATIONS**

You have a legal duty to be aware of the fire regulations relating to the premises, to know what to do in the event of an emergency, and to ensure that all who attend your event or function are similarly aware. An Emergency Plan for Hirers and a Fire Safety sheet are attached to these terms and conditions, and a floor plan of the building is also provided. Copies of all these documents are also displayed on the notice board in the front lobby.

#### **18. ELECTRICAL SAFETY**

You must obtain permission from a Little Melton Village Hall Committee member for any electrical items which you propose to bring onto the premises for use during events/functions. You are responsible for ensuring that such items, including plugs and leads, are in good condition, and that sockets are not overloaded. Evidence of Portable Appliance Testing (PAT) should be provided if you have it.

#### **19. SAFE HANDLING**

If you set up and clear furniture and equipment in the areas used by your organisation you should ensure that good lifting and handling techniques are used. You should not attempt to move without help any loads which are too heavy for one person. A 'Manual Handling – Do's and Don'ts' sheet is displayed on the notice board in the front lobby.

#### **20. ACCIDENTS**

If an accident or near-miss occurs while you are on the premises, and someone is – or could have been – hurt, you must record the details in the Accident Book in the kitchen, and also notify a member of the Committee if the accident is serious.

## **LITTLE MELTON VILLAGE HALL EMERGENCY ACTION FOR HIRERS**

As a hirer of these premises you have legal duties with regard to the safety of the people who attend the meetings and events of your group or organisation.

You should make sure that you know:

- what to do if there is a fire
  - how to warn people
  - how to evacuate people safely
  - arrangements for contacting the emergency services (see next page)
- the emergency escape routes from the premises (bearing in mind that there may be some which you would not normally use, but might need to in an emergency)
- the safe place outside the building where people should assemble following an evacuation, so that you can check that everyone is accounted for

You need to decide for your own group or organisation:

- who will be responsible for specific actions, such as contacting the emergency services, checking all rooms and toilets to make sure that no-one is left on the premises, etc.
- how you will make sure that any people with disabilities are helped from the premises
- how you will deal with people, especially children, once they have left the premises

Everyone who attends your meetings and events should be made aware:

- that there is no smoking allowed anywhere on the premises
- how the alarm will be raised if a fire is discovered
- who will take charge in the event of an emergency
- where the emergency exits are
- where to assemble once they have left the building
- that, in the event of an emergency, they should not stop to collect their belongings but should leave immediately

When your group or organisation is using the premises, you are responsible for ensuring that:

- all escape routes and exits are kept clear
- the no smoking policy is obeyed
- no naked flames are started (unless authorised and controlled, e.g. candles)

## **FIRE SAFETY - PLEASE KEEP THIS DOCUMENT WITH YOU DURING THE HIRE OF THE HALL**

The Hall has smoke alarms situated in the kitchen and the main corridor – there is no automated fire alarm system. In the event of a fire, raise the alarm by shouting a warning e.g. ‘we have a problem – please leave by the nearest exit.’ A responsible person should be appointed to familiarise themselves with the premises, position of firefighting equipment and escape routes (see floor plan provided) and to supervise evacuation.

### **In the event of a fire dial 999 – it’s free of charge**

Your call will be answered quickly by a BT operator who will say ‘Emergency, which service do you require?’

According to the area you are calling from, you will be connected to the Fire and Rescue Control Centre and hear details of the telephone number you are calling from. The Fire Control Operator will ask how they can help.

Tell the operator what the emergency is:

- Stay calm, do not shout, pass your information slowly and clearly
- Give details of the address or location where help is needed.

### **The address of the Hall is**

**Mill Road, Little Melton, Norwich, NR9 3NX**

- Landmarks may assist the fire crews to locate the address and in remote areas directions from main roads are very useful.
- Be ready to give some more details to the Fire Brigade operator. They may ask several questions about the emergency, for example: is there a fire, is it in a building or outside, or has there been a traffic accident and is anyone trapped or hurt?
- Listen to any questions you are being asked, as this will help the operator to send the most suitable fire engines and equipment to deal with the emergency
- Stay on the line even if you hear the sirens close by ... they may not be coming to you.

### **Remember, in the event of a fire:**

- **Get Out**
- **Call the Fire Brigade Out**
- **And Stay Out**

If you have called the Fire and Rescue Service and are awaiting their arrival, there are things you may be able to do to help:

- Attract the attention of the fire crew from a safe place as they approach. This is to assist them to locate the property as it may not be immediately obvious.

You may be asked the following by the Fire Officer in charge:

- What is on fire?
- Where is the fire?
- Is anybody trapped or missing?
- Is anybody injured?

Try to stay calm and be as accurate as possible when answering. This will help the Fire Officer decide what action to take.