

Kentford and Kennett Village Hall Association

Lettings Policy

Introduction

These conditions of hire apply to all hiring of the Kentford and Kennett Village Hall or parts thereof. Should there be any doubt as to the interpretation of these conditions the matter should be referred to the Management Committee for clarification. The Management Committee reserve the right to cancel or change a booking if necessary and to refuse a verbal booking without giving a specific reason.

Supervision

The Management Committee does not allow the Hall to be used for events that could cause disruption, disturbance or upset to local residents. These potentially include auction sales (unless for charity) and events involving livestock.

The hirer is responsible for the supervision and care of the premises, its fabric and its content and shall be responsible for any damage caused. The hirer is also responsible for the conduct of all persons using the premises and also their behaviour on leaving. Any damage caused must be paid for. Hirers may be asked to pay a deposit towards any possible costs incurred.

Use of the premises

The hirer must not use the premises for reasons other than those specified in their application for hire nor sublet the premises to other persons. The premises must not be used for any unlawful purpose or for any activity likely to be hazardous to the building or to any persons therein.

There are no bar facilities at present and the hall does not have an alcohol licence (this is subject to review). No alcohol may be brought onto the premises without permission from the Management Committee.

Public Safety and Compliance

The hirer must comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and the Village Hall Health and Safety Policy.

Health and Safety

Hirers will have access to a copy of the Health and Safety Policy and will be given the Lettings and Conditions of Hire document. There are direct fire exits from all parts of the Hall. Users should acquaint themselves with all exits (normal & emergency). These doors (internal & external) must be kept clear at all times such as not to impede emergency evacuation.

All fire doors are marked as such and under no circumstances should they be wedged open. For any major events involving numbers exceeding 30, the hirer must check that all exits are unobstructed. This includes checking that emergency exits are unlocked and functional as intended. The external doors at the main entrance should remain unlocked when the hall is in use. In the event of an outbreak of fire, however slight, the building must be evacuated immediately. Fire extinguishers are provided at two exits to assist in clearing a path for emergency exit. The muster point is the car park. Wherever feasible and safe to do so, doors and windows should be closed to reduce the spread of the fire. The Fire Service should be called on 999 as soon as possible. The hirer should know how many people are present in their group and is responsible for making them aware of the correct procedure in the case of fire.

It is the responsibility of the hirer to safeguard children and young people according to the Government Code of Practice.

All accidents must be reported to the Village Hall Committee as soon as possible.

Health and Hygiene

No cooking or preparing of food is permitted without the permission of the Management Committee. If preparing, serving or selling food, the hirer must observe all relevant food and hygiene regulations. Any regular group using the kitchen to prepare hot food or sandwiches will need to fill out a form and Environmental Health will do any necessary inspections (this is free of charge).

No birds or animals other than guide dogs may be brought into the building.

In accordance with national regulations, there is to be no smoking of cigarettes, pipes or cigars anywhere on the premises. Electronic cigarettes may be permitted if other users at the time are content with their use.

Electrical Appliance Safety

Any electrical appliance brought into the building must carry a PAT certificate.

Indemnity

The hirer must indemnify each member of the Village Hall Committee, Hall employees, Agents and Invitees against the cost of repair of any damage caused to any part of the premises and its contents. Also all claims in respect of loss of property or injury to persons arising from the use of the hall. The hirer may be asked to produce evidence of current insurance cover on the above.

Bookings

Regular users have the facility to book the Village Hall on a series of dates. If the hirer cancels a booking, repayment of the hire fee shall be at the discretion of the Committee.

The Committee reserves the right to cancel a booking in the event of:

- The premises being required for use as a Polling Station
- The premises being required for emergency accommodation
- The Committee considering that the hiring could lead to a breach of the licensing conditions or that unlawful or unsuitable use of the premises may arise
- The premises becoming unfit for use by the hirer. In such a situation, the hirer shall be entitled to a full refund of the hire fee paid. The Committee shall not be responsible for any resulting direct or indirect loss or damages incurred by the hirer.

Maximum Numbers of persons permitted in the Village Hall

The normal maximum capacity is considered to be 100 depending on the type of event. If it is expected to be greater than this, the Management Committee should be informed.

Restrictions on Use

The use of any form of smoke generation or dry ice making machinery is strictly forbidden without written permission of the Committee.

State of Premises

No alteration of the premises is permitted nor may placards, decorations or other such items be attached to any part of the premises without the written approval of the Committee. The hirer must remove any such items before leaving and must make good any damage caused thereby. Children's drawings, painting or any other such paraphernalia used by Schools or Nurseries shall not be put on, or attached to any walls, floors or ceilings within the Village Hall or Pavilion.

The hirer must seek permission before building and using the temporary stage as it may inconvenience other hall users. A written request, giving details of the size of the structure and the length of time it will be in place, to be presented to the Management Committee at least two months before the proposed erection, so that it can be discussed at a Committee Meeting. If permission is granted then the Management Committee will inform other Hall users.

Annex

A. Kentford and Kennett Village Hall Lettings and Condition of Hire Agreement (**See Hire Agreement**)

Appendix

1. Application for consent for a Temporary Event Notice to be given for an event at Kentford and Kennett Village Hall (**See Hire Agreement**)
2. Instructions for Use of the Hall (including Opening and Closing procedures) (**See Hire Agreement**)

Registered Charity No: 300402