

Dorstone Village Hall

Standard Conditions of Booking and Hire

Signing the Booking Form means that you have read understood and will comply with the following. The conditions 1) - 5) are required as part of our licensing agreements with Herefordshire Council and therefore your acceptance of these conditions is essential.

- 1) To comply with fire regulations, the **Hirer** must appoint the appropriate number of Qualified Stewards prior to the start of the event and their names and signatures must be entered on the Events Register (located in the folder on the table in reception). One steward is required for use of the meeting room. Three stewards are required for use of the full hall for either a public performance or a private event.
- 2) The Stewards are responsible for public safety.
In the event of a fire the Stewards' tasks are - in order of priority:
 - (a) To sound the fire alarm (**there are 3 break-glass points within the building – Entrance Hall, Main Room & Kitchen**) and get everyone out of the building as quickly as possible in a safe and calm manner- without collecting personal belongings. The location of the fire assembly point is on the village car park (See Plan)
 - (b) To phone 999 and summon the Fire Brigade – as the mobile phone signal is poor please go to the Pandy Inn or a nearby house to use a landline – please note it may be possible to obtain a mobile phone signal in the porch outside the Dorstone Front Room or on the Village Green.
 - (c) To tackle the fire if they feel competent to do so and without risking personal injury, if there is any doubt **GET OUT AND STAY OUT**. This means that the Stewards must know the location of the three fire extinguishers, one fire blanket and their specific uses and where the First Aid kit is in the kitchen.
- 3) All Stewards also need to be aware of:
 - a) The sound of the fire alarm
 - b) The location of the designated fire exits
 - c) The need to keep all fire doors free from obstruction.
 - d) The need to enforce the **No Smoking policy**.
- 4) To comply with the licensing regulations, the Stewards' other responsibilities are:
 - a) To supervise entry (2 Stewards) with authority to turn away if not considered in a fit state.
 - b) To inform the Hirer of any accidents during course of use and to fill in the accident section in the **Events Register** as appropriate.
- 5) The Hirer must be aware of:
 - a) The maximum number permitted to attend events is 100

- b) Any sale of alcohol is to be agreed with the Designated Premises Supervisor. If you intend alcohol to be available at this event then you must contact the Designated Premises Supervisor immediately.
- c) All events must finish by 11.00pm and participants are to leave in a controlled and considerate manner (bearing in mind the close proximity of residential properties)
- d) No furniture to be moved after 10pm
- e) Alcohol must only be sold on the premises and drunk on the premises. Alcohol **MUST NOT** be made available to those under age or who appear to be drunk.

Other Specific Conditions of Hire are as follows:

- (1) **No smoking** is allowed in any part of the Hall.
- (2) **The Hall must be left in a clean and tidy condition.**
- (3) **Car parking at the Hall** is limited to 5 spaces. The School House, which adjoins the Hall, does have a right of way over part of the car park at the rear of the Hall. **Please ensure that this part of the car park is kept clear at all times**
- (4) **All breakages must be paid for** - please notify the Bookings Clerk
- (5) **Lighting and heating** in the Hall is operated from the control panel in the cupboard in reception. Payment is needed for metered heating. (£1 coins needed)
- (6) **If there is any problem at all**, please do not hesitate to contact one of the Dorstone Village Hall Management Committee members listed at the end of this document.
- (7) Follow instructions for using **audio or presentation equipment**. Any problems contact the Bookings Clerk. **DO NOT** tamper with any wiring. Any damage will be charged for.

Standard Conditions of Hire

These standard conditions apply to all hiring of the Hall in addition to the afore-mentioned conditions. If the Hirer is in any doubt as to the meaning of the following, the Booking Clerk should be consulted immediately.

1. Age

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

2. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of access for neighbouring house. As directed by the Bookings Clerk, the,

Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of premises

The Hirer shall not use the premises for any purpose other than that described in the Booking Form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

4. Gaming, betting and lotteries

The Hirer shall ensure that nothing is done on, or in relation to, the premises in contravention of the law relating to gaming, betting and lotteries.

5. Licensable activities

If licences are required in respect of any activity in the Hall, the Hirer should ensure that they hold the relevant licence or the Hall holds it.

6. Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the Hall's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

(a) The Hirer acknowledges that it has received instruction in the following matters:

The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the Hall.

The location and use of fire equipment.

Escape routes and the need to keep them clear. Method of operation of escape door fastenings.

Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.

(b) In advance of any event the Hirer shall check the following items:

That all fire exits are unlocked and panic bolts in good working order.

That all escape routes are free of obstruction and can be safely used.

That any fire doors are not wedged open.

That exit signs are clearly visible.

That there are no obvious fire hazards on the premises.

7. 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 is operated by an automatic mains failure-switching device.

8. Outbreaks of fire

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Bookings Clerk.

9. Health and hygiene

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.

10. Electrical appliance safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

11. Insurance and indemnity

The Hirer shall be liable for:

- (i) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises
- (ii) all claims, losses, damages and costs made against or incurred by the Dorstone Village Hall Management Committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer; and
- (iii) all claims, losses, damages and costs made against, or incurred by the Dorstone Village Hall Management Committee, their employees, volunteers agents or invitees as a result of any nuisance caused to a third party as a result of the use the premises by the Hirer, and the Hirer shall indemnify each member of the Dorstone Village Hall Management Committee and the Hall's employees, volunteers, agents and invitees against all such liabilities.

12. Accidents and dangerous occurrences

The Hirer must report all accidents involving injury to the public to a member *of* the Dorstone Village Hall Management Committee as soon as possible and complete the relevant section in the Hall's Accident Book. Any failure of equipment belonging to the Hall or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority.

13. Explosives and flammable substances

The Hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part *of* the premises and that
- (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Dorstone Village Hall Management Committee. No decorations are to be put up near light fittings or heaters.

14. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the Dorstone Village Hall Management Committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

15. Drunk and disorderly behaviour and supply of illegal drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to the Hall and to 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.

16. Animals

The Hirer shall ensure that no animals (including birds) except dogs for the blind and/or disabled are brought into the premises, other than for a special event agreed to by the Dorstone Village Hall Management Committee. No animals whatsoever are to enter the kitchen at any time.

17. Compliance with the Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide the Dorstone Village Hall Management Committee with a copy of their CRB check and Child Protection Policy on request.

18. Fly posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the Dorstone Village Hall Management Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

19. Sale of goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

20. Film shows

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

21. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and the Hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Dorstone Village Hall Management Committee. The Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election

- (b) the Dorstone Village Hall Management Committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- (c) the premises becoming unfit for the use intended by the Hirer
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

22. End of hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Hall shall be at liberty to make an additional charge.

23. Noise

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, make use of any sound limitation device provided at the premises and comply with any other licensing condition for the premises. No furniture to be removed or moved after **10pm or before 9am**.

24. Stored equipment

The Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Hall may, use its discretion in any of the following circumstances:

- (a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended
- (b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the Dorstone Village Hall Management Committee disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

25. No alterations

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval of the Bookings Clerk. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Hall remain in the premises at the end of the hiring. It will become the property of the Hall unless removed by the Hirer who must make good to the satisfaction of the Hall or, if any damage caused to the premises by such removal.

26. No rights

The Booking Form and this Agreement constitute permission only to use the premises and confer no tenancy or other right of occupation on the Hirer.

27. Dangerous and unsuitable performances

Performances involving danger to the public or of a sexually explicit nature are not permitted.

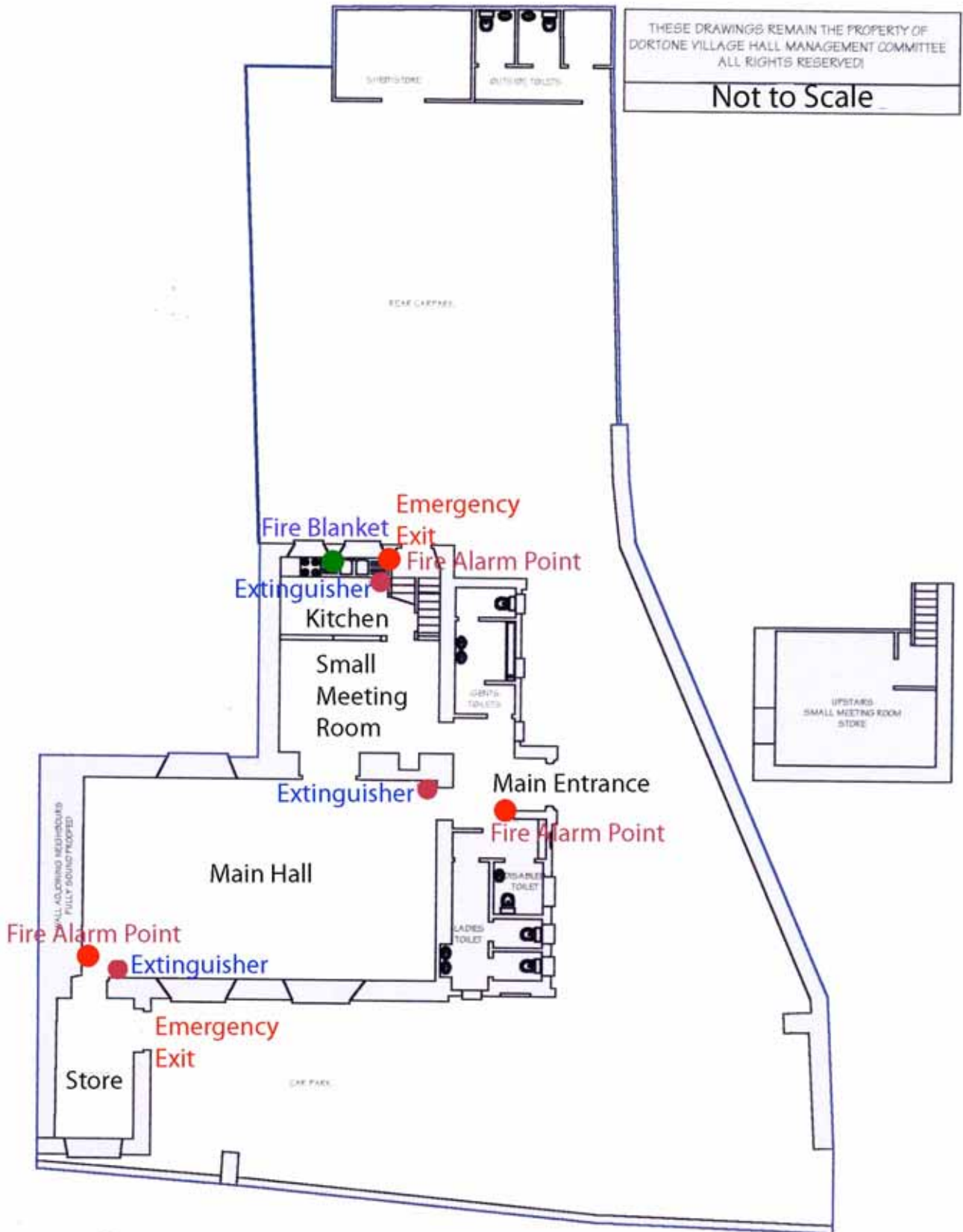
Village Hall Contacts

Booking Clerk	Sue Goring	01981 550280	Mobile 07974 418568
Treasurer	Carol Beddall	01981 550910	
Key holders	Sue Goring	01981 550280	
	Breda Thomas	01981 550788	
	Tony Giblett	01981 550943	
	Rita Teather	01981 550710	
Chairman	Ken Goodwin	01497 831506	
Designated Premises Supervisor			
Lisa Ann Aubrey-Cosslett		01981 550 273	
The Pandy Inn, Dorstone			

Plan of Dorstone Village Hall

The **Main Hall** - 2 Fire extinguishers are **FOAM TYPE**

The **Kitchen** - fire extinguisher is **DRY POWDER + Fire Blanket**



Plan of exterior of Dorstone Village Hall Phone Box and Assembly Area

The Post Code for Dorstone Village Hall is **HR3 6AN**

The Ordnance Survey reference for Dorstone Village Hall is **SO 313 417**

Mobile Phone reception is very poor.

The Pandy Inn also has a phone.

Assembly Area

Out of the hall main door onto the road and turn right. Continue along the road until you are past the Pandy Inn and the village car park (Assembly Area) is on your left.

