

Alstonefield Village Hall

(Alstonefield Memorial Hall & Community Centre)

Hiring Agreement

Hirer's name and organisation (if any):	
Address:	
Contact number and/or email:	
Rooms/facilities required:	
Purpose of hire:	
Will food and/or alcohol be supplied?	
If any other licensable activity is intended, please state which activity: (see Standard Conditions of Hire (2))	
Other items required, if applicable (e.g. beer glasses, cleaning service, etc.)	
Is this a regular hire?	
Day(s) of hire required:	
Time(s) of hire required:	
Hire fee and any other charges agreed:	
Deposit paid:	

Before booking, the hirer should read the information below and the **Conditions of Hire**. By signing this form and collecting the keys to use the premises, the hirer is deemed to have accepted the Conditions of Hire and to have understood that failure to comply with these may result in costs being incurred and, in extreme cases, legal action being taken.

Hirer's signature (see above)

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Booking Officer or other Hall Management Committee member's signature

N.B. If alcohol is to be supplied, the agreed times during which this may be supplied are:

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For regular bookings such as weekly (e.g. clubs, societies and other user groups), it may be possible to enter into an alternative, bespoke, hiring agreement.

If a commercial or non-charitable organisation wishes to use the Hall, the Management Committee will need to consider where there may be local user groups or other potential bookings for charitable purposes that may need to be given priority or accommodated.

The hire charge includes the costs of major items such as heating, electricity use, water heating, and use of the kitchen equipment including the cooker, dishwasher, utensils and crockery. Note that kitchen preparation knives are kept in the Storage Room to reduce risks, and will need to be requested if required. Other items may be available on request, such as tablecloths, tea-towels and glasses for events when alcohol is to be supplied. There may be an additional charge and conditions for their use, which should be discussed at the time of booking.

Safety - some basics

Although the Hall Committee has carried out a risk assessment for the premises and has a Health and Safety Policy reflecting these, hirers are also expected to adopt safe practices and, if necessary, carry out a risk assessment for their intended use of the premises. At a basic level, the following practices must be followed in order to minimise risks:

- Make sure emergency exit doors are clear and unlocked as soon as the Hall is to be used and throughout the hiring
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present
- Do not attempt to move heavy or bulky items alone e.g. stacked chairs/tables
- Use the trolley for moving stacks of chairs (up to a recommended maximum of seven)
- Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions).
- Wear suitable protective clothing when handling cleaning or other toxic materials
- Report any evidence of damage or faults to equipment or the building's facilities to the Booking Officer or any Hall Committee member.
- Report accidents (including 'near-misses') in the Accident Book and advise the Booking Officer or any Hall Committee member
- Be aware of, and seek to avoid, the following risks:
 - creating slipping hazards on stairs, polished or wet floors, e.g. mop spills immediately
 - creating tripping hazards such as buggies, umbrellas, mops and other items
 - creating toppling hazards by piling equipment e.g. in or on top of storage units
 - risks in handling kitchen equipment e.g. preparation knives

Safety - emergencies

There is a NOTICE TO ALL HIRERS & HALL USERS on the main hall and kitchen noticeboards, which includes a reminder of basic fire safety checks and emergency procedures. Fire extinguishers are located prominently in the main hall, kitchen and main corridor. There is a fire blanket in the kitchen.



In the event of a need to evacuate the premises, there is a manual (rotary) alarm bell in the Hall corridor near the back door (north) entrance.

In the event of an emergency, all Exit doors are clearly marked and the exit through the glass fire doors in the main hall has a lit sign above (the switch for this is on the same panel as the main hall lights, and must be switched on whenever the premises are in use). In the event of a power cut, the Hall has an emergency lighting system that operates in the corridor and other parts of the building, to facilitate exit from the premises.

A first aid box is located in the kitchen, clearly marked. In the event of an accident to anyone on Hall premises, it is a Condition of Hire that a record is made in the Accident Book (located in the kitchen) and a Committee member informed of the incident.

In the event of a suspected heart attack, first **call 999** in the usual way (there is a First Responder service in the area that gives support to the main emergency service). The village also operates a Village Emergency Telephone System (VETS) that can be used to call for community help, such as help with CPR. The VETS number is **01335 818911**. A defibrillator is available in the Hall porch.



Mobile phone and Wifi service

The Hall has good Wifi with free guest access via a log-in screen that requires acceptance of our terms of use. As at January 2020, mobile phone network services can be poor, so users may wish to use 'wifi calling' – a facility on most new devices, where the user's network provider supports the option.



In the event of an emergency, there is a landline in the Meeting Room (by the back door).

Hearing loop

The main hall has a hearing loop fitted to aid people who are hard of hearing. The system should remain switched-on at all times, even when leaving the premises.

Entertainment licences

The premises are licensed by Staffordshire Moorlands District Council for most types of recreation and entertainment, including plays, films, dancing and performance of live music.

There may be conditions applying (see Conditions of Hire), such as:

- closing windows at 11pm if amplified music is playing;
- signs asking people to leave the premises quietly in consideration of neighbours;
- age restrictions on the admission of children to films.

The Hall also pays for a *MusicLicence*, to allow music to be played or performed legally in the premises, which in turn ensures appropriate payments are made to music creators through PPL and PRS for Music (see www.pplprs.co.uk).



The Hall Committee has discretion over the types of events that are acceptable in the premises.

Sale and supply of alcohol

The premises are licensed by Staffordshire Moorlands District Council for the supply of alcohol on the premises (only), between the hours of 11am - 1am. However, to comply with the terms of the license, any supply of alcohol by hirers must be agreed and authorised by the Hall Committee in advance, including the hours during which alcohol will be supplied.

There are specific provisions in the Premises Licence, a summary of which will be provided at the time of booking, if relevant. These include, for example, requirements to only serve alcoholic drinks in appropriate measures; adherence to 'Challenge 25' (age verification with ID); and a ban on parking on the road outside the premises (traffic cones are stored in the Boiler Room to assist in compliance with this requirement).



There are additional over-arching legal requirements under the Licensing Act 2003 and the Mandatory Licensing Conditions Order 2010, such as:

- a ban on irresponsible promotions;
 - a ban on dispensing alcohol directly into customers' mouths; and
 - mandatory provision of free tap water.
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Water heating

Hot water for general use in the kitchen is supplied by an under-sink water heater. The switch (near the taps) can be kept on all the time. Hot water for the toilets and Meeting Room uses a different heater, the switch for which is in the main corridor near the back (north) entrance. This system should be turned **OFF** after use.

Heating

The central heating system is on automatically (by default) as follows:

	Monday to Friday	Weekends
	9am - 10.45am	



12noon - 5.30pm Set to OFF
6.45pm - 8.45pm

The Booking Secretary can arrange for heating to be turned on outside these times.

Radiator thermostats are normally set at '2', which has been found to be adequate on most occasions. If this needs to be increased, please return to the default setting 2 on leaving.

Chairs and tables

There are: 85 standard (blue) chairs and 12 armchairs, of which a number are generally stacked in the porch Storage Room near the front (south) entrance. There is also a small number of brown (plastic) chairs, which are normally stored in the loft.

There is a purpose-built trolley in the Storage Room that can move chairs in stacks. We recommend no more than 7 chairs are stacked on the trolley to be moved.

N.B. Care should be taken when using the trolley, to ensure the chairs do not slip forward when first tipping the loaded trolley backwards.



When not in use, chairs are stacked against the south-facing wall (by the windows). They should be returned to this location after use, stacked no more than 5 high for safety reasons. The armchairs and standard chairs need to be stacked separately.

There are 20 large and 20 small standard folding tables. For ease of use, approximately 15 of the small tables are kept in the main hall, with the remainder kept in the Storage Room. There are also 6 (blue) lower small tables that are typically used for children. There are also 16 small folding wooden tables in the loft, which can be useful for cabaret-type events for drinks, etc.

Please help us keep the Hall tidy by returning any additional tables used during the hire period to the Storage Room or loft.

Stage system

There is a modular stage system available, on request. This must not be used without guidance or instruction from the Booking Officer or other Hall Committee member.

No charge is made for use of the system

Projector screen

There is a fixed pull-down projector screen in the main hall, which can be used for talks, making presentations, films, etc. The hirer would need to supply their own projection equipment or, at the time of booking, request hire of a projector kept in the premises.

Cleaning equipment

A vacuum, brushes, mops, buckets, etc. can be found in the grey janitor cupboard in the Meeting Room. There is also a selection of kitchen cleaning materials under the sink in the main kitchen. (The cupboards under the sink in the Meeting Room are not for the use of hirers.)



Some key hiring conditions

The Hall's Conditions of Hire can be found [below](#). However, some key hiring conditions are:



- **Safety**

As the hirer, **you** are responsible for ensuring for meeting any Health and Safety requirements, including carrying out any necessary risk assessment. Please ask if you need any guidance on risk assessment.

- **Capacity**

The maximum seated capacity for the main hall is 105 people (fewer if tables are in use). The maximum number of people permitted in the Meeting Room is 12.

- **Alcohol**

If alcohol is to be supplied, this must be agreed and authorised in advance by the Booking Officer or other Hall Committee member.

- **Before leaving**

Leave the hall as you found it, e.g.

- return chairs/tables to their previous stored location;
- dispose of rubbish;
- if used, leave kitchen clean and tidy;
- sweep and vacuum floors if needed;
- switch off all lighting and equipment used.

- **Securing the premises**

Close all windows before leaving; close internal (fire)doors; and ensure both external/porch doors are locked before returning the keys.

Feedback

The Hall Committee welcomes any comments or observations that you may have about your hire of the Village Hall.

Alstonefield Village Hall

(Alstonefield Memorial Hall & Community Centre)

Standard Conditions of Hire

These standard conditions of hire apply to the hiring of Alstonefield Village Hall, (also known as Alstonefield Memorial Hall & Community Centre and referred to as the 'Hall' in this document).

1. Hirer's overall responsibility

The hirer, who must be an adult, is responsible for the care and safe use of the premises and its contents by all those using the premises during the period of hire. This includes supervision of car parking arrangements so as to avoid obstruction of the highway.

The hirer must be present at the Hall throughout the hire period unless a nominated person agreed at the time of booking is in attendance. No members of the Hall Committee shall accept any responsibility or liability to the hirer or any other persons or the property of such persons or to any third parties for any claim arising in any way from the use of the Hall by the hirer.

The hirer is advised to make arrangements to insure against any third-party liabilities that may arise from use of the Hall during the period of hire, such liability being specifically excluded from the Hall's Public Liability insurance cover.

2. Use of the premises

The Hall must only be used during the hire period for the purposes agreed at the time of booking. The hirer must not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything that may endanger the same or invalidate any insurance policies or licenses¹ applicable to the premises.

- a. The performance of plays
- b. The exhibition of films
- c. Indoor sporting events
- d. Boxing or wrestling entertainment
- e. The performance of live music
- f. The playing of recorded music
- g. The performance of dance
- h. Entertainments similar to those in a-g
- i. Making music
- j. Dancing
- k. Entertainment similar to those in i – j
- l. Provision of hot food/drink after 11pm
- m. The sale of alcohol

The hirer agrees to inform the Booking Officer or other Hall Committee member in advance if it is intended that any of the licensable activities shown here are to take place.

If the intended activity is not covered by the Hall's own Premises Licence and, subject to the Hall's acceptance of the intended activity, the hirer agrees to provide the licensing authority with a Temporary Events Notice (TEN), at least 10 days before the event is due to take place.

Children are not permitted in the kitchen working space. When amplified music is being played, all windows and doors must be closed not later than 11pm, to avoid noise nuisance to neighbours. Noise levels must be kept to a minimum as patrons leave the premises, particularly at the end of evening events.

Safety and assessment of risk

The hirer is responsible for meeting Health and Safety requirements, including carrying out any necessary risk assessment. (A copy of the Hall's Health and Safety Policy is available on request or can be accessed on the village website on this link: <XXXXXXXXXXXXXXXXXXXX>).

The maximum number of people permitted inside the whole premises is 150. In the main hall, the maximum number of people seated shall not exceed 105, but this must be reduced appropriately if tables are in use (based on an appropriate assessment of risk), allowing clear exit routes. If standing/dancing, capacity can be increased to no more than 135. The maximum number of people permitted in the Meeting Room is 12.

The hirer must take note of the NOTICE TO ALL HIRERS & HALL USERS displayed in the main hall and kitchen area and ensure the Fire safety guidance and evacuation procedures are followed. The Emergency Exit sign must be illuminated at all times and exit routes kept clear of obstructions.

In the event of a fire, once people are evacuated from the affected area(s), all internal doors must be closed, to prevent the spread of fire, heat and smoke.

In the event of an accident to anyone on Hall premises, a record must be made in the Accident Book (located in the kitchen) and the Booking Officer or other Committee member must be informed of the incident. In the event of a fatality or serious incident requiring transport to hospital, the incident must also be recorded on the RIDDOR form for reporting.

Food safety

The use of the kitchen facilities for food preparation is restricted to hirers who the Booking Secretary is satisfied understand the necessary steps to ensure food safety, e.g.

- regular hand washing, with drying using a disposable towel.
- keeping certain foods such as fish, meat and dairy products at appropriate temperatures, i.e. hot foods must be kept at 63°C or above; cold food at 8°C or below.
- wearing suitable, clean clothing with hair tied back and/or a suitable head covering.
- watches or jewellery (except a wedding band) should not be worn.

Alternatively, the hirer must make arrangements for the supervision of food handlers by a person holding a food safety certificate.

Any dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.

Equipment and substances brought onto the premises

Any articles and equipment brought on to the premises during the hire period must comply with any relevant legal requirements such as the provisions of the Health & Safety at Work Act 1974 and the Local Government (Miscellaneous Provisions) Act 1982, and the hirer agrees to indemnify the Management Committee of the Hall against all liabilities in relation to such equipment. No portable heating or cooking appliances of any kind may be brought into the Hall for use in the premises, unless express permission is given in advance.

The hirer shall ensure that highly flammable substances are not brought into, or used, in any part of the premises and that no internal decorations of a combustible nature (e.g.

polystyrene, cotton wool) are in use without the consent of the Hall Committee. No decorations are to be put up near light fittings or heaters.

Supply of alcohol

If alcohol is to be supplied, this must be agreed and authorised by the Hall Committee in advance and must be supplied only in compliance with the provisions of the Hall's Premises Licence¹, the Licensing Act 2003 and the Mandatory Licensing Conditions Order 2010. Supply must cease by 11pm unless an extension beyond this time is expressly agreed. No parking is permitted on the road outside the premises.

Activities involving children

The hirer must ensure that any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006 and 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 agrees to provide the village hall management committee with a copy of their CRB check and Child Protection Policy, on request.

Damage arising

At commencement of the hire period the hirer should check the premises and notify the Hall Booking Officer of any evident damage. Damage revealed subsequently will be deemed to be the responsibility of the hirer. Any damage occurring during the hire period to the premises' fixtures or contents must be immediately reported. No drawing pins, tape, adhesive or other fixings shall be used on any part of the premises.

Hire charges

The hirer agrees that hire charges are calculated from the time the Hall is unlocked for use, until departure and return of keys to the Booking Officer (or deposited in the key safe). A 50% hire fee deposit is normally required when making the booking; the balance being payable on the day the hiring period begins.

Cancellations

If the hirer cancels a booking, the following charges apply:

- a) more than 56 days prior to the event - 50% of the deposit will be retained by the Hall
- b) 28 to 56 days prior to the event - 100% of the deposit will be retained.
- c) less than 28 days prior to the event - the full booking fee will be payable.

Non-availability

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; or a Police Authority election;
- (b) the 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 paid, but the Hall shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

End of hire

At the end of the hire period the hirer must ensure that:

- all parts of the Hall used are clean, tidy and in as good a condition as when hire commenced.
- any tea towels or table-cloths used are taken away for cleaning, to be returned within 48 hours, unless otherwise agreed at the time of booking.
- any kitchen waste bins are left empty and rubbish is cleared away; and deposited in the outside bin or as directed at the time of booking.
- items temporarily moved from their usual positions are put back in place.
- radiator thermostat valves are left set at no more than level 2
- any water heaters, lighting and electrical equipment are turned off (unless signage indicates otherwise).
- all internal fire-doors and windows are closed, and blinds raised if they were drawn down during the hire period.
- external doors (including the inside front porch door) are locked on departure, unless directed otherwise by the Booking Officer.

Failure to do so may result in an additional charge being made.

¹ A copy of the Hall's Premises Licence is available on request or can be found on the Alstonefield website [on this link: _____].

A copy of the latest Risk Assessment is available on request or can be found on the Alstonefield website [on this link: _____].