

Alstonefield Village Hall

(Alstonefield Memorial Hall & Community Centre)

Hiring Agreement

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| Hirer's name and organisation (if any) | |
| Address | |
| Contact number and/or email | |

Please attach separate note if you need more space to answer any of the questions below.

| | |
|--|--|
| Rooms/facilities required | |
| Purpose of hire | |
| Will alcohol be supplied? | |
| If any other licensable activity is intended, please describe (see Conditions of Hire b) | |
| Other items required, if applicable (e.g. tablecloths, beer glasses, etc.) | |
| Is this a regular hire? | |
| Day(s) of hire required (48 hours maximum, unless expressly agreed) | |
| Time(s) of hire required | |

| | |
|-----------------------------------|--|
| Hire fee and other charges agreed | |
| Amount of deposit to be paid | |

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 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

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Booking Officer or other Management
Committee member's signature

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

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Information for hirers

Hire charges

Standard hire charges are displayed on noticeboards in and outside the Hall, as illustrated below. These are effective for new bookings from 19 July 2021 and are subject to change from time to time. This information should be read alongside paragraphs (a-j) in the notice but please note:

1. Hirers should allow time to set-up; and to clean and tidy the premises after use. As stated in the Conditions of Hire (i), 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).
2. If setting-up or cleaning afterwards needs to take place on the day either side of the booked period, the Hall must be booked for this period and is subject to availability for other bookings. A 50% reduction in the hourly rate applies to the hours booked.
3. If a post-event cleaning service is required (e.g. after 'heavy duty' events such as walking groups or weddings), a supplementary fee will be charged, in lieu of the hire charge for the extra period, which is subject to agreement at the time of booking.
4. For regular bookings (e.g. clubs, societies and other user groups), an agreed discount will normally apply, or it may be possible to enter into an alternative, bespoke, hiring agreement.
5. As a community facility, hirers should be aware that others may be using part of the premises unless the booking is on an 'exclusive use' basis. The toilets and corridors are common-use areas (although access by the general public can be restricted if this is preferable).
6. 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 non-profit or charitable purposes that may need to be given priority or accommodated on the dates proposed. The Conditions of Hire include a clause (k(ii)) permitting the Management Committee to cancel any commercial booking (subject to 60 days' notice being given), should it not be possible to accommodate a request from a local non-commercial user at another time.

ALSTONEFIELD VILLAGE HALL
(ALSTONEFIELD MEMORIAL HALL & COMMUNITY CENTRE)

AVAILABLE FOR HIRE

for social groups, celebration or commemorative events, meetings and other private hire

Guide to Standard Charges

Effective for new bookings from 19 July 2021

| | Standard community charge | Fri/Sat evening social events* charge |
|---|--|---------------------------------------|
| • Main hall | £6.00 per hour | £9.00 per hour |
| • Main hall including full use of kitchen See (f) below | £7.50 per hour | £11.00 per hour |
| • Meeting room | £5.00 per hour | n/a |
| • All facilities (whole Hall including full kitchen use, excluding attic) | £12.00 per hour | £15.00 per hour |
| • Exclusive Use (all facilities including Old School Garden and reserved parking) | £13.00 per hour | £16.00 per hour |
| • Wedding receptions, celebrations (Exclusive use with access from midday Friday – midday Sunday) | Package rate £850 or £650 for Parish residents | |

* parties, discos, film shows, etc.

(a) Higher charges will normally apply to private bookings made by individuals not living in the Alstonefield parish and commercial bookings such as antiques fairs or commercial activities providing only incidental benefit to the local community.

(b) Charges include heating, hot water and use of facilities in the kitchen or Meeting room. Kitchenette to make basic refreshments (tea/coffee/soft drinks etc). If tea towels provided by the Hall are used, these must be taken away and returned after cleaning.

(c) Reduced charges may be agreed for:
i. regular hire, where advance bookings are made for a minimum of 12 morning, afternoon or evening sessions; and
ii. local user groups (such as Parent & Toddlers) eligible to be represented as member trustees on the Village Hall Committee, where standard charges are not affordable.

(d) Any reduction from the standard charges is limited to 12 months, after which it is subject to review. The committee will seek to ensure fairness and consistency in applying any reduction in charges, whilst giving priority to not-for-profit activities run by local people for the community.

(e) Time needed for setting-up in advance of the hire period, making the main hall unavailable for other bookings, and time needed for cleaning/tying afterwards, is chargeable at 50% of standard charges¹ unless there is full use of the kitchen during the set-up period, when full charges apply. If set-up makes the main hall unavailable on Saturday evenings, the 50% deduction applies to the 'social events' rate. (¹ less any reduction for regular hire that has been agreed)

(f) Full use of the kitchen when hiring the main hall includes use of the crockery, utensils and all equipment including kettles, cooker, dishwasher, Lincal boiler, dishwasher, hot cabinets, etc. Hire of the kitchen only (without use of the main hall) is subject to individual agreement.

(g) The adjoining Old School Garden may be reserved for private use when hiring any part of the premises (charge negotiable).

(h) For charitable fund-raising or community support activities (e.g. emergency responders), a notional fee to cover costs is requested, rather than a prescribed hire charge being payable, by individual agreement depending on facilities used.

(i) Unless hiring the whole Hall, hirers should be aware that others may be using part of the premises.

(j) The above is only a guide – charges can be varied or tailored according to circumstances and are at the Booking Officer or Committee's discretion. Full terms and conditions are in the Hiring Agreement, which is available to download on the village website here: www.alstonefield.org/wp-content/uploads/Alstonefield-VH-Hiring-Agreement-June-2021.pdf or on request from the Booking Officer.

Check availability online at www.alstonefield.org/community/village-hall
Or contact Jo Griffin, Booking Officer Tel. 07812 606 790
email: alstonefieldvillagehall@hotmail.co.uk

7. Advance non-regular bookings greater than 6 months in advance will require payment in full at the time of booking. Advance bookings for commercial hirers will normally be limited to 12 months from the date of booking.
8. Overnight bookings (e.g. for scout or guide groups) are always subject to individual agreement. A specific risk assessment must be undertaken by the user or, if necessary, by the Committee with input from the hirer. If a satisfactory risk assessment cannot be undertaken, the Committee cannot accept the booking.
9. The hire charge includes the costs of services such as heating, electricity and hot water. If the kitchen is hired, this includes use of kitchen equipment including the cooker, dishwasher, utensils and crockery. 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.

Note that kitchen preparation knives are kept in the locked Storage Room to reduce risks, and will need to be requested if required.

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 expected to adopt safe practices and, if necessary, carry out a risk assessment for their intended use of the premises. Some activities (e.g. bouncy castles) may need specific insurance or legal indemnities to be in place for the booking to be accepted. 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:
 - slipping hazards on stairs, polished or wet floors, e.g. mop spills immediately
 - tripping hazards such as buggies, umbrellas, mops and other items
 - toppling hazards by piling equipment e.g. in or on top of storage units
 - handling of kitchen equipment e.g. preparation knives.

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 only requires acceptance of our terms of use. As at July 2021, mobile phone network services can be poor, so users may wish to use device functions such as WhatsApp or similar broadband services such as 'wifi calling'.



In the event of an emergency, there is also a landline in the Meeting Room.

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 or near 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 controlled by the Booking Officer remotely. Radiator thermostats are set to ensure an appropriate level of heating is maintained and should not need to be adjusted.



Chairs and tables

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

There is a purpose-built trolley 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 c.18 large and c15 small folding tables. There are also 4 (blue) lower small tables that are typically used for children, with 12 small chairs. Some of the large tables may be stored in the outside Boiler House. For convenience, about half of the small tables are kept in the main hall, with the remainder kept in the Storage Room (accessed from the porch). There are also 18 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 tables used during the hire period to their previous storage locations.

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.

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](#). Some key points 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 10.
- **Alcohol**
If alcohol is to be supplied, this must be agreed and authorised in advance by the Booking Officer or other Hall Committee member. All conditions of the Hall's licence must be adhered to, unless the hirer intends to obtain a Temporary Events Notice from the licensing authority covering the particular requirements for the event.
- **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;
 - take away used linen for cleaning and return.
- **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.

Conditions of Hire

a) 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.

Whilst the Hall provides some indemnity under the Hirer's Liability section of its own insurance, the hirer may wish to consider making arrangements to insure against any third-party legal claims that may arise from use of the Hall during the period of hire. The use of bouncy castles or similar inflatables is expressly excluded from the Hall's Liability insurance and hirers will be required to show evidence of appropriate cover before such a booking can be accepted.

b) Use of the premises

The Hall must only be used during the hire period for the purposes agreed at the time of booking. Activities that represent a greater risk (such as the use of fireworks, bouncy castles or passenger carrying amusement equipment) may result in the booking request being declined or subject to additional conditions of hire.

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 licenses 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 Hall pays for a Premises Licence to enable alcohol to be served on the premises and certain activities to take place, such as live music performance, dancing and food services, within prescribed limits.

The hirer agrees to inform the Booking Officer in advance if it is intended that any of the licensable activities shown here are to take place. The Hall may require additional assurances such as a risk assessment or evidence of appropriate competence, and reserves the right to make an additional charge for the intended activity.

If the intended activity (or times required) is not covered by the Hall's own Premises Licence and subject to the Hall's agreement to the intended activity, the hirer agrees to obtain a Temporary Events Notice (TEN) from the licensing authority, 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. Loud music is not permitted outside unless a TEN has been applied for that expressly permits this.

c) 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 Hall's page on the village website.)

The maximum number of people permitted inside the whole premises is 150. In the main hall, the maximum number of people seated must not exceed 105, but this should 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 10.

The hirer should take note of the NOTICE TO ALL HIRERS & HALL USERS displayed on the kitchen noticeboard 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.

d) Food safety

The use of the kitchen facilities for food preparation is restricted to hirers who can demonstrate compliance with Environmental Health and Safety standards laid down by the Local Authority and have satisfied the Booking Officer of their competence. The hirer must ensure those preparing food are competent to do so and hold food hygiene certificates, or make arrangements for their supervision by a person holding such a certificate.

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

e) 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, nor any inflatable equipment such as bouncy castles, 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.

f) 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 has been expressly agreed by the licensing authority. No parking is permitted on the road outside the premises.

g) Supervised activities involving children

The hirer must ensure that supervised activities for children under eight years of age (except birthday parties) comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006. Only fit and proper persons such as the child's parents or those who have passed the appropriate Criminal Records Bureau checks may 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.

The use of bouncy castles or other inflatable equipment is **not** covered by the Village Hall's Liability Insurance. The Committee may decline any booking if the hirer is unable to provide evidence of appropriate insurance being in place, or it may require an indemnity from the hirer.

h) 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.

i) 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 deposit may be required when making the booking; the balance being payable on the day the hiring period begins.

j) Cancellations

If a (non-regular) hirer cancels a booking, the following charges may apply, at the Committee's discretion:

- 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.

k) Termination of agreement (cancellation of booking)

(i) The Hall reserves the right to cancel any hiring by written notice to the hirer (including by email) in the event of:

- a) the Committee reasonably considering that such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements; or unlawful or unsuitable activities will take place at the premises;
- b) the premises becoming unfit for the use intended by the hirer; or

c) 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.

(ii) The Hall reserves the right to cancel any hiring by 60 days 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; or
- b) (in respect of bookings for commercial purposes) the premises being required on the same date or time by a local user for non-commercial purposes.

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.

I) 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 72 hours, unless otherwise agreed at the time of booking
- any rubbish is cleared away and deposited in the outside bin(s) 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 at a low level (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 Village Hall page of the website www.altonefield.org

A copy of the latest Risk Assessment is available on request or can be found on the Village Hall page of the website www.altonefield.org