

Redbrook Village Hall

Registered Charity No. 301586

HIRING AGREEMENT

A This agreement is made on between the Committee and the Hirer named below.

1 Date/s Required:

2 Time Required: *from* *to*

This must include the Hirers Preparation and Clearing up time

The premises can be used on: Mondays - Saturdays between the hours of 7.00 am - 12.00 pm and Sundays 10.00am - 11.00pm (Please note the hall must be left clean & tidy for immediate use after the hires event).

3 Redbrook Village Hall Committee authorised representative:
Telephone Number:

4 Hirer details: (must be at least 21 years old)

Name:
Organisation [if applicable]
Address:
Telephone No:

5 Hiring Fee: £8.50 (£10.00) per hour: (Figure in brackets is for non residents)
£80 (£110) per day: (Figure in brackets is for non-residents)

6 Deposit: £ 100.00 *Deposit cheque will be held and returned if no damage has been caused to the premises and/or contents during the period of hiring and the Hall is left clean and tidy as detailed in **End of Hire. Cheques payable to Redbrook Village Hall***

7 Commercial Use: YES/NO

8 Purpose of Hiring: This will be a Private/Public event [*please circle*]

9 Nature of event:

10 Expected age grouping & numbers of attendees (maximum permitted at any time 120 persons)

- 0-13 years
- 14-20 years
- 21 + years

11 Will you be using music: YES/NO

12 Is alcohol being provided: YES/NO

13 Will it be for sale: YES/NO [*if YES, please show license to the committee rep*]

STANDARD CONDITIONS of HIRE for Redbrook Village Hall

a. Supervision

THE HIRER will, during the period of hiring, be responsible for the supervision of the premises, the external areas, the fabric and the contents: their care, safety from damage and the behavior of all persons using the premises whatever their capacity.

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- b. Use of Premises**
THE HIRER shall not use the premises for any purpose other than that described in the Hiring Agreement, and shall not sub-hire the premises or allow the premises to be used in any unlawful way which may render insurance policies invalid.
The central heating may be activated by turning up the thermostat in the entrance lobby.
- c. Licences**
THE HIRER shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor, music or film screening.
- d. Indemnity**
THE HIRER shall indemnify the committee for the cost of repair of any damage done to any part of the property, and contents, which may occur during the period of hiring
THE HIRER shall be responsible for making arrangements to insure against third party claims against him whilst using the Village Hall.
- e. Animals**
THE HIRER shall ensure that no animals are allowed into any part of the Hall except assistance dogs.
- f. Event Decoration**
THE HIRER is required to use hooks and rails provided, and not to adhere any decorations whatsoever to any other painted interior surface
- g. Cancellation**
IF THE HIRER wishes to cancel the booking before the date of the event, the deposit/fee will be refunded providing no expenses have been incurred by the Committee
- h. Cancellation**
THE COMMITTEE reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for Parliamentary, Local Government or bye-Election purposes, in which case the Hirer shall be entitled to any refund of deposit paid
THE COMMITTEE reserves the right, in the event of any part of the hall being unfit for use, to cancel this hiring agreement and shall not be liable to the hirer for any resulting loss or damage whatsoever.
- i. 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 otherwise directed, all contents replaced in their usual positions, all event decorations removed, all rubbish removed from the premises including the kitchen. Hall keys to be deposited in the box by the front door
- j. Fire Safety**
No naked flames or hot working for the duration of the hiring in the Hall.
In advance of the entertainment, the **Hirer** shall check the following:
- That all fire exits are unlocked & clear of obstructions (inside & out)
 - That all escape routes are free of obstruction
 - That there are no obvious fire hazards on the premises.
 - That they know – ‘**The actions to be taken in the event of a fire**’
 - **Ensure there is sufficient numbers of responsible persons present to ensure that in the event of a fire the building can be safely evacuated & the fire service contacted.**
- k. Capacity**
The total number of people on the premises shall not exceed **120** (which is the number permitted under the Fire Risk Assessment & Premises License). This number to include attendees, staff and performers.

To be signed: On behalf of the Village Hall:

and

Hirer:

Dated:

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BUILDING FIRE ACTION PLAN - ACTION ON THE OUTBREAK OF FIRE

BY PERSON DISCOVERING THE FIRE

1. Shout "**FIRE - FIRE - FIRE**" for assistance.
2. Ensure that all others are aware of the fire in the building by shouting "**Fire-Fire-Fire**"
3. Call the Fire Service on **999** & if required a land line public call box is available at the bottom of the hill by Redbrook Village Stores.

Stating the address of the hall, your name & your contact number

Redbrook Village Hall, Hillside, Redbrook, Nr Monmouth, NP25 4LR

4. Attempt to fight the fire –

ONLY IF YOU HAVE BEEN TRAINED TO DO SO

Using the most suitable extinguisher for the type of fire you intend to tackle

AND

IT DOES NOT PUT YOU OR OTHERS AT RISK

5. Evacuate the building, closing doors and windows (if practicable) and report to assembly area.

ALL PERSONS ON HEARING THE SHOUT OF "FIRE-FIRE-FIRE"

- a. Leave the building by the nearest available exit, unless otherwise directed, closing doors and windows (if practicable) en route.
- b. Do **NOT** stop to collect personal belongings.
- c. Report direct to the assembly area.



THE ASSEMBLY POINT FOR THIS BUILDING IS,
At the school gates across the road from the hall main entrance doors.

FOR BUILDINGS NOT FITTED WITH AN ELECTRIC OR AUTOMATIC FIRE ALARM SYSTEM

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Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

SC2:

All hirers are responsible for carrying out their own C19 risk assessment (a sample has been supplied to you) for their planned activity and the use of the Hall. Ensuring the activities are safe for all hall users and follow the current Public Health England guidance. A signed copy of your risk assessment is required with your completed hire agreement.

SC3:

You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, using your own wipes. There will be bathroom cleaner in the toilets for the basins and loo handles.

You will be required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths - do not spray!

We have attached red stickers next to all the items that need to be cleaned if you or your group have touched them.

SC4:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed and wiped down on leaving.

SC6:

You will ensure that the number of people attend your activity/event is low enough in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using the narrow corridor. You will make sure that no more than one person uses each suite of toilets at one time.

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SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of the hall and ensuring they can access the toilets without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.

SC9:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the black rubbish bin at the entrance before you leave the hall.

SC10:

You will tell your users to bring their own drinks and food as the kitchen is locked.

SC11:

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC12:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them out of the hall as quickly as possible, via the fire exit. Ask others in your group to provide contact details if you do not have them and then leave the premises via the main entrance, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the hall booking clerk on tel no:01600 715620

SC13:

Other special points as appropriate.

E.g. For performances and other events with seated audiences: Ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

E.g. Where a group uses their own equipment: All attendees to bring their own equipment and not to share it with other members.