

# 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 (£9.50) per hour: (Figure in brackets is for non-residents)  
£70 (£100) per day: (Figure in brackets is for non-residents)

6 Deposit: £ 50.00 *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
- 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 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**