

TANGLEY PARISH VILLAGE HALL

CONDITIONS OF HIRE



ADDRESS:

Tangley Parish Village Hall
Wildhern Lane
Wildhern
SP11 0JE

CONTACTS For Bookings:

Please email: tangley.hall.bookings@gmail.com

EMERGENCY PHONE:

Phone / Text: 07526 828783

Alternative Contact for advice/key return:

Sarah Phone / Text: 07957 969712

CONDITIONS OF HIRE

The information provided here is intended to ensure the safe and smooth running of the Hall and to answer questions frequently asked by Hirers.

ON BOOKING the Hall, the Hirer of the Hall and/or Field shall be referred to a copy of these **CONDITIONS OF USE**, which are available in the Hall, and on the Internet at:

<http://www.tangleyparish.co.uk/download/villagehall/VHTerms.pdf>

The Hirer will be requested to sign the **Booking Form Acknowledgement** to indicate acceptance of these conditions, and the Hirer's undertaking to abide by them. In the event the Hirer does not for any reason sign the form, the conditions herein shall nevertheless still apply.

1. DEFINITIONS:

- Hall means the building and the parking area within the fence adjacent to the Tangley Parish Village Hall, situated at the above address
- Field means the playing field at the above address
- Premises means the Hall and/or the Field
- Hirer means any person, organisation, club, or other entity which hires the Hall and/or the Field
- Hirer's Contact means a single named person representing the Hirer's organisation to whom all correspondence and communication can be referred

2. BOOKINGS:

The Booking Secretary deals with all arrangements for hiring the Hall and Field. The Booking Secretary has the authority of the committee to act in its interests in the event of a dispute regarding dates, times and payments.

The Hirer shall not use the Premises, or allow the Premises to be used, for any other purpose than that described on the Booking Form, nor sublet or use the Premises or allow the Premises to be used for any unlawful purpose, nor do anything nor bring anything onto the Premises which may endanger the same or render invalid any insurance policies in respect thereof.

3. PAYMENT:

Payment for the Hire should be made on booking, before the date and time of hire. The Booking is considered Provisional until full Payment has been made, then it is considered as Confirmed. Charges for the use of the Hall are on our Parish website, it is charged by the hour. The rates are available from the Booking Secretary on request. The charges for the use of the Hall and/or the Field will relate to the hours actually used. The minimum charge applies to the times/days that have been pre-booked. A Cleaning Deposit is charged, please see point **20. ACTIONS AT END OF HIRE**.

Cancellation Policy:

If Cancelled 3 months plus before the date of the booking a Full Refund will be made
If Cancelled 2 months plus before the booking 75% of the event fee will be refunded
If Cancelled 1 month plus before the booking 50% of the event fee will be refunded
If Cancelled 2 weeks plus before the booking 25% of the event fee will be refunded.

TANGLEY PARISH VILLAGE HALL

CONDITIONS OF HIRE



4. HEALTH AND SAFETY:

The Village Hall Committee takes its Health and Safety responsibilities very seriously. A copy of the Committee's Health and Safety Policy is posted on the main notice board in the Hall, and is available for inspection by the Hirer.

Take care when lifting, moving, stacking, and/or storing the tables and chairs. Trolleys are provided for moving the Plastic Chairs. Do not carry more stackable upholstered chairs than you consider you can handle safely and without risk of injury.

ACCIDENT BOOK:

In case of any incident involving injury to a person or persons, the Hirer must record the incident in the Accident Book, which is provided at the Hall kitchen.

FIRST AID:

A first aid boxes is located at the entrance to the Village Hall kitchen. However, the Hirer is responsible for providing adequate First Aid coverage and supplies for the numbers of people attending.

AMBULANCE:

In case of an accident requiring more than First Aid, an Ambulance should be called. Call the Emergency Services using 999 and give them details of the emergency and the postcode SP11 0JE.

FIRE:

The building is equipped with Alarms, Fire Exits and Fire Equipment including Fire Extinguishers throughout the building, and a Fire Blanket (in the Kitchen).

In case of Fire, the first response **MUST BE** evacuation of the building, so it is important that access to the exits and Fire Exits is clear and unobstructed, both inside and outside. The evacuation assembly area is in the field adjacent to the Car Park.

Call the Emergency Services using 999 and give them details of the emergency and the postcode SP11 0JE.

In case of a small fire, one or more appropriate extinguishers may be used to fight the fire, following the instructions on the extinguisher, but **DO NOT TAKE ANY RISKS** to yourself or others.

5. DAMAGE:

During the period of hire, it is the responsibility of the Hirer to protect the Hall, adjoining Field, and any equipment, furniture, fittings, and contents provided as part of the hire, from damage caused by any inappropriate use, however caused. The Hirer will be charged for damage caused during the hire.

In case of spillage or leaks, the Hirer undertakes to clean up spills and leaks when and as soon as it is safe to do so, and to prevent further access to the affected area until the area is clean and safe for all to access and use.

In order to protect the upholstered chairs from damage and soiling please note:-

- The upholstered chairs should only be used inside the Hall and not taken outside. Plastic folding chairs are available for outside use.
- For children's parties, please use only the plastic folding chairs, not the upholstered chairs

6. FAULTS:

The Hirer is to notify the Booking Secretary as soon as reasonably practical of any fault discovered while using the facilities e.g. broken lights or crockery, or damaged fittings and fixtures

7. CONSIDERATION FOR NEIGHBOURS:

The Hirer is to ensure their use of the Hall does not cause disturbance to neighbours of the Hall and Field. No event in the Hall or Field is to continue after 12.00 midnight. Music should be turned down at 11pm. In the event that music or other entertainment is expected to be provided on the Field, and to go on till midnight, the Hirer is requested to inform the householders adjacent to the Field for

TANGLEY PARISH VILLAGE HALL

CONDITIONS OF HIRE



their agreement. Please ask all guests to drive slowly out of the village, so as not to cause a disturbance.

The Hirer must not use Fireworks on the Playing Field or near the Village Hall without prior written agreement with the Bookings Secretary.

8. ENTERTAINMENT LICENCES:

The Hirer is responsible for obtaining appropriate licences for playing of music, films, TV and/or Radio broadcasts. This is required for both Live and Recorded entertainment. It is the responsibility of the Hirer to make sure that they and all the Hirer's suppliers (e.g. discos, bands, etc.) obtain and hold the necessary Licence(s) and abide by their conditions. The Hirer accepts all responsibility for any failure to obtain the appropriate licence(s).

The hall capacity is controlled. Official numbers are as follows:
180 standing, OR 100 seated in rows (theatre style) OR 94 seated at tables

9. ALCOHOL:

In case alcoholic drinks are to be on sale during the period of hire, it is the responsibility of the Hirer to arrange a licence for the selling of alcohol. Please contact Test Valley Borough Council <https://www.testvalley.gov.uk/business/licensingandregulation/licensing> for details of licencing requirements which must be observed by the hirer.

10. FOOD:

The Hirer shall, if preparing, serving and/or selling any food, observe all relevant food, health, and hygiene legislation and regulations. If the Hirer arranges or subcontracts for supply of food by a third party, he shall ensure that the Subcontractor complies with the legislation and regulations.

11. GAMING, BETTING, AND LOTTERIES:

The Hirer shall ensure that nothing is done on or in relation to the Hall and/or the Field in contravention of any Law relating to Gaming, Betting, and Lotteries.

12. HEATING:

The electric space-heating heating master switch for the main hall is operated by inserting the flat plastic "key" provided with the Hall door keys into the key switch by the inner door. The heaters will come on (after a couple of minutes) and raise the temperature to the pre-set and non-adjustable thermostatically controlled level. Wall-mounted heaters can also be switched on and off individually at wall switches near the heaters. Note that the wall heaters glow visibly when on, but the ceiling heaters do not glow when turned on.

There are separate ceiling mounted heaters in the Committee Room. There are three wall mounted switches for these heaters in the Committee Room. They are not controlled by the master switch or the thermostat. The switches have red lights to show when they are turned on.

13. WATER:

The mains water stop cock is located under the sink in the kitchen. It is to be left ON at all times except in case of emergency, when the water supply to the entire building can be turned off by using the stopcock under the sink in the kitchen.

Water supply to the outside tap can be turned on and off by turning the quarter-turn isolation valve which is in the pipe on the wall in the men's toilet cubicle.

14. PUBLIC ACCESS:

All Hirers should note that ***exclusive use of the field is explicitly not guaranteed***, even when the field is hired by the Hirer. Hirers must give due consideration to parishioners and other users of the field, particularly with regard to their health and safety, and allow them reasonable access to the facilities in the field.

15. SECURITY:

The Hirer will be given a set of keys at the commencement of the Hire period, and will be responsible for security when the keys are in his or her possession. If leaving the Hall unoccupied *at any time* during the time when keys are in his custody, the Hirer is to ensure the Hall is left securely locked and check that all windows and doors are secure and, if appropriate, to secure entry to the Field by locking the field gates.

TANGLEY PARISH VILLAGE HALL

CONDITIONS OF HIRE



16. WASTE:

The Hirer shall remove all waste from both the Hall and Field at the end of the booking and place it in the wheelie bins provided. Bins are clearly marked for General Waste and Recycling use. Do not put waste in the recycling bins and/or vice-versa. Recycling of glass bottles is possible at the Hall site, if the bin is full Hirers are requested to remove and recycle glass bottles at separate local facilities wherever practical. Any surplus waste is to be removed from the site by the Hirer using black bags provided. **NO BLACK BAGS OR UNBAGGED WASTE MAY BE LEFT ON SITE (HALL, CAR PARK OR FIELD) AFTER THE END OF THE HIRE PERIOD.** We have external CCTV so will contact you for removal of any rubbish left outside the bins, or take from the deposit the time taken to dispose of excess waste.

17. USE OF HALL EQUIPMENT AND FITTINGS:

It is the responsibility of the Hirer to make sure all persons using the equipment and fittings supplied during the hire period do so safely and in accordance with instructions provided. The Booking Secretary can arrange to demonstrate their safe operation to the Hirer or the Hirer's Contact at the commencement of the Hire Period.

The Hirer must ensure that others in their party are made aware of and observe operation instructions.

If you require to use the Hall Sound System, this is located on the wall mounted cupboard on the left as you enter the Store Room. Use the small key on the set of Hall Keys to open the cupboard. There is a Bluetooth connector for use with mobile phones. Be sure to lock the cupboard and leave all the kit for the next hirer.

Please be aware that electrical equipment in the kitchen is normally turned off. The Fridge and Freezer, in particular, need several hours to reach working temperature and should be left with doors ajar at the end of hire.

The Hirer undertakes to pay particular attention to safe and careful handling, movement, and storage of tables, chairs, and other items when setting up or putting away Hall equipment and furnishings.

18. USE OF TABLECLOTHS, TOWELS AND DISHCLOTHS:

Tablecloths are provided for the use of Hirers; please ensure these are wiped clean after use, and stored on the detachable rails provided in the Committee Room.

A small quantity of towels and dishcloths is supplied in the kitchen for the use of Hirers; please place used cloths in the blue basket at Westwood House when returning the keys. Please do not remove any from site.

19. MAINS-POWERED ELECTRICAL EQUIPMENT AND GENERATORS

The Hirer will be responsible to ensure and certify that all mains-powered electrical equipment brought in to the Hall for use during the Hire period will have been checked to the appropriate Portable Appliance Testing (PAT) requirements by a qualified person. Mains-powered electrical equipment not covered by current and valid PAT certification is NOT to be used under any circumstance.

If mains-powered electrical equipment is to be used outside, the hirer is responsible for testing before use, the Residual Current Device on the main electrical distribution board. There are weather-protected outside sockets either side of the fire exit door which means cables to outside equipment do not have to trail through doors / windows. A master switch for these sockets may be found inside the electrical cupboard. It is clearly marked.

If engine powered Electric Generators are to be used outside the Hall, the Hirer shall:

- ensure that they are safety tested before use, and that they do not produce any visible smoke fumes or noise capable of causing nuisance to neighbours
- ensure that generators are not placed where their exhaust discharges or could discharge to any enclosed space, or against any surface
- ensure that any re-fuelling is carried out safely, and that fuel (including any empty fuel containers) is stored at least 3 metres away from the Generator(s)
- supply a suitable fire extinguisher for each engine powered Electric Generator(s) in use during the period of Hire, to be permanently available near but not next to the Generator(s).

TANGLEY PARISH VILLAGE HALL

CONDITIONS OF HIRE



20. ACTIONS AT END OF HIRE:

The Hirer is to leave the Hall and Field as found, i.e. in a clean, tidy and safe condition. If the Hall is left in a dirty, damaged, or untidy condition, we reserve the right to charge the Hirer a fee to cover the cost of re-cleaning the hall or tradespersons to undertake such cleaning and/or remedial work as deemed necessary, and make good any damage.

Photograph on the Parish website indicate the favoured positions of the upholstered chairs left in the Hall. The storeroom has limited space so please pack the items as shown on the store diagram and notices.

Brushes, mops and cloths and cleaning supplies are provided for the use of Hirers. Please use them as needed. Note that the Red-handled mop(s) must only be used in the Kitchen, and the Black-handled mop(s) must only be used in the toilets. Do not use kitchen cloths & towels etc. in the toilets or toilet cloths in the kitchen!

If any cleaning supplies are running low, please make a note in the Hall Notebook, or advise the Booking Secretary

Before leaving the Hall, the Hirer shall arrange to:

- Sweep and clean the Hall and committee room floor areas, mop if necessary
- wash dry and put away any cutlery and crockery which has been used
- wipe clean all kitchen surfaces
- mop the kitchen floor, and empty the mop bucket so that mops can dry out naturally
- turn off the room heaters – **including those in the Committee Room**
- clean out the dishwasher and leave clean, drained, dry and open
- turn off all kitchen electrical appliances, including fridge, freezer, under-sink water heater, dishwasher
- leave dishwasher, fridge and freezer doors ajar to allow ventilation and discourage mould growth
- leave all the chairs around the edge of the hall as shown in the picture below
- restack, as found, any tables used from the small meeting room or the store room
- ensure windows and fire doors are closed and secure
- remove all rubbish from kitchen and toilet bins. Please note only cardboard/paper, tins and clean plastic bottles can be put in the recycle bin
- turn off water to outside tap (quarter-turn valve in Gents' toilet)
- turn off interior (particularly the Disable (D) toilet) and exterior lights
- lock the main doors and return keys to the Booking Secretary at the end of the hire period or as soon as agreed or practical thereafter.

Chairs around the hall



TANGLEY PARISH VILLAGE HALL
CONDITIONS OF HIRE



Stacking of Trestle Tables in the Storeroom



Stacking of Small Tables

Wide end must be at the back, narrow at the front. Stack all the tables except one, leave it by the window.

