

STEEPLE ASTON VILLAGE HALL HIRING AGREEMENT – ABBREVIATED VERSION

Full version of the Hiring Agreement

The description that follows is not the full version of the hiring agreement. This is an easier to read, abbreviated version which covers most of the main issues. Hirers are advised that they should check the full agreement, a copy of which can be obtained from the Letting Agent. This version is simply a reminder of the main issues.

Capacity and Supervision

1. The Hall must not contain more than **140 people** at any time. This includes entertainers etc, not just those participating in an event. For each pushchair or wheelchair the number allowed is reduced by two. For seated events the maximum audience is 120.
2. There must be a **minimum of two competent attendants** at any event and where most of the audience is under 16 there needs to be at least three people in charge. ‘Competent’ in this context describes someone who has read and understood the hiring arrangements, is aware of, and publicises to users the emergency exit, fire procedures and assembly point and has the use of a mobile phone in case of emergency. The person must take responsibility if anything untoward happens and must know the location of the first aid box. Also the person, where relevant, must understand the regulations on the sale of alcohol and the four licensing objectives: the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm; as well as relevant health and safety legislation in relation to refreshments.
3. Guests are expected to vacate the Hall by the agreed time and only those clearing up can be in the building after the finish time of an event.
4. Please ask your guests to **leave quietly** at the end of an event.

Safety

5. The Hall is a **No Smoking** area.
6. Hirers are advised to use two people when **opening the drawers under the stage**.
7. The Hirer shall, if preparing, serving or selling food, observe the relevant food **health and hygiene legislation** and regulations. Hirers can, if they wish, ask for advice from the committee member trained in health and safety, who should be able to advise, for example, on the recommended times for displayed non-chilled food. A checklist will be displayed in the kitchen of the Village Hall. For health and hygiene reasons, no animals (including birds) except guide dogs should be brought on to the premises.
8. The Hirer shall ensure that any **electrical appliances** brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety.
9. The Hirer must not bring **highly flammable substances** into the Hall. Flammable internal decorations cannot be used without the agreement of the Secretary of the Village Hall Committee and must always be kept away from lights.
10. The Hirer may not bring in his own heating appliances.
11. The Hirer shall ensure that any activities for **children under eight years** of age comply with the provisions of The Children Act of 1989. This says that 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 shall provide the Village Hall committee with a copy of their Child

Protection Policy on request. This requirement does not apply to parents holding birthday parties for their children.

12. Hirers are asked to ensure that **children under-12** are accompanied by an adult if they enter the kitchen area.
13. Anyone who would like **full details of all conditions and regulations** made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children can obtain a copy from the Secretary of the Village Hall Committee.
14. Hirers wishing to use either the **PA system** or **the stage sound/ lighting system must book these facilities in advance**. Under no circumstances should anyone attempt to operate either system without prior instruction. Anyone wishing to use the PA system should contact **Richard Preston** (01869 340512) and for the sound and stage lighting, the contact is **John White** (07931 370495.) There is a Technical Specification Sheet available for the sound and lighting system.
15. The **piano** in the hall is the property of *Steeple Aston Choral Society*. Anyone wishing to play it should contact the SACS Secretary **Margaret Bulleyment** (01869 347346)

Fire

16. The Hirers acknowledge that they have read the following instructions.
17. At the start of every event an organiser should inform all present of the location of the **fire exits, the fire extinguishers and the assembly point in the car park**.
18. The **action to be taken in event of fire**:
 - a) Calling the Fire Brigade and evacuating the hall.
 - b) Knowing the location and use of fire equipment. See diagram of location of fire equipment. There is a fire extinguisher in the entrance lobby, the main hall, the kitchen and the boiler room. There is a fire blanket in the kitchen.
 - c) Knowing the escape routes and the need to keep them clear.
 - d) Knowing how to use the escape door fastenings.
 - e) Appreciating the importance of fire doors and of closing all fire doors at the time of a fire.
19. In advance of an entertainment or play the Hirer shall check the following items:
 - a) That all **fire exits** are unlocked and panic bolts in good working order.
 - b) That all **escape routes** are free of obstruction and can be safely used.
 - c) That any **fire doors** are not wedged open.
 - d) That **exit signs** are illuminated and that there are no obvious fire hazards on the premises.
20. The **nearest phone** is on South Side, by Jubilee Close. This is why it is a condition of hiring the Hall that one of the organisers ensures that there is a **mobile phone** on the premises. The mustering point is in the main car park adjacent to the pre school playgroup.
21. If the Hirer sees any of the fire equipment or emergency lights are not working, they must inform the letting agent **immediately**.
22. If the fire alarm sounds and **there is no actual fire** or danger to anyone, the Hirer needs to investigate what set off the alarm and ensure there is no recurrence. Instructions for switching off and re-setting the alarm are found on the fire alarm flap in the hall (to the right of the kitchen door.) The Hirer must report the incident to the letting agent **immediately**.

Conditions of hire

23. The Hirer is responsible for the supervision of the premises, the fabric and the contents and for the behaviour of all persons using the premises, whatever their capacity. If there is any damage the Hirer shall make good or **pay for the damage**, including accidental damage to the premises or to the fixtures, fittings or contents.
24. The Hirer shall not use the Hall for any purpose other than that described in the Hiring Agreement. The Hirer shall not sub-hire, or use the Hall or allow it to be used, for any unlawful purpose. The Hirer must not bring onto the premises anything which may endanger the Hall, or render invalid any insurance policies and must not allow the consumption of alcohol without written permission.
25. Anyone hiring the hall for **commercial purposes** and playing recorded music, must either use an approved franchised, or PRS/PPL free site - e.g. *Zumba* - or show their **Phonographic Performance Licence** to the letting agent and leave a photocopy on file with her. Please contact the letting agent for the appropriate form.
26. The Hirer must ensure that **illegal drugs** are not used or sold in the premises.
27. Any faults or damage must be reported to the booking agent as soon as possible.
28. The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.
29. If the Hirer wishes to **cancel the booking** before the date of the event and the Village Hall is unable to get a replacement booking, the cancellation charges for non-represented clubs are:

Notice of over one month	no charge.
less than 4 but over three weeks notice	25%.
less than 3 but over two weeks notice	50%.
less than 2 but over 1 week's notice	75%.
under 1 week	full fee required.

For villager's cancellations, VHC may review these charges in the light of prevailing circumstances.
30. The Village Hall Committee reserves the right to cancel any 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
 - (b) the Village Hall management 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.
31. In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.
32. The Village Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded.

33. The Village Hall is insured against any claims arising out of its **own** negligence. Hirers should be aware that the Village Hall insurance will not cover accidents to users where the Village Hall is not negligent. Hirers should ensure they have insurance cover in the event of accidents caused by their own activities during the hired period.

Accidents

34. There is a **first aid box** in the kitchen above the fridge.
35. Any **accidents** or incidents must be reported to the Committee and an **accident report sheet** (located next to the First Aid box in the kitchen) completed as soon as possible. Where relevant, the Secretary of the Village Hall will assist the Hirer in reporting the incident to the local authority.

Conditions of the Licensing Act 2003

36. The Licensing Act 2003 has specific objectives and these influence activities in the Village Hall:
- a) There is to be no performance that is **dangerous to the public** or of an explicitly sexual nature.
 - b) Children may only see **films** with appropriate certificates.
 - c) **Alcohol** must not be served to anyone under 18, persons drunk and disorderly or unsuitable for any other reason.
 - d) Alcohol can only be sold in the Hall with the authorisation of the Village Hall Management Committee and the Letting Agent.
 - e) The Village Hall Management Committee and the Letting Agent can approve other individuals to supervise the sale of alcohol and in all cases this must be at least two people who have signed to show they accept responsibility for the sale of alcohol and understand the duties laid on them.
 - f) The Village Hall Management Committee has the authority to close the bar if he/she is not content with the way it is being run.
 - g) The Village Hall Management Committee can authorise named individuals so that they can hold responsibility for the sale of alcohol and do not need to get their signed approval on each occasion. The approved individuals have to be confirmed once a year.
 - h) There may be bookings when the Village Hall Management Committee agrees that a hirer may make their own arrangements for a bar to sell alcohol and which would require raising a TEN (Temporary Event Notice). The forms for a TEN are available from Cherwell District Council (01295 252535) who, along with the police, demand at least 10 working days notice of the event. The Village Hall form for those raising a TEN must be completed and a copy of the TEN shown to the Village Hall Letting Agent before the keys can be collected. The TEN must be available to view at the event. Even where a TEN has been raised, hirers must stop selling alcohol by 2330 and exclude visitors by 2400.

Leaving the Hall

37. Please **leave the Hall clean and tidy and return the key to the letting agent.**
38. Hirers are requested to supply their own tea towels, pot scourers, washing-up cloths and a plastic bin liner for the internal kitchen bin. Hirers are asked to recycle rubbish in the blue and green bins outside the kitchen door. Blue: Recyclable plastic, paper and card. Green: kitchen waste in bags. Bottles and cans can be recycled via the large bins in the car park adjacent to the field, and should not be placed in the bins outside the kitchen.

Risk Assessment and the Hall's insurers

39. A **risk assessment** is carried out annually and is attached to this document. Please read it.

Details of the Committee's **public liability insurance** cover are as follows:

Name of insurer:	ALLIED WESTMINSTER (AVIVA)
Policy number:	VH 88/0047440/BS68033
Sum insured:	5 million pounds
Date of expiry:	9 th February 2018; renewed annually

IN THE CASE OF ANY PROBLEMS PLEASE CONTACT:

Katie Rushworth (Letting Agent)	01869 340196
Barbara Brewer (Chair)	01869 340423
Margaret Bulleyment (Secretary)	01869 347346

(August 2018)

For the attention of all designated bar managers (“the responsible person”)

NEW MANDATORY CONDITIONS – LICENSING ACT 2003

In force from 6 April 2010

1. The responsible person shall take all reasonable steps to ensure that staff do not carry out, arrange or participate in any ***irresponsible promotions*** – i.e. games or other activities which require or encourage individuals to –

- drink a quantity of alcohol within a time limit or drink as much as possible (whether within a time limit or otherwise)
- provide unlimited, or unspecified quantities of alcohol free, or for a discounted fee
- provide free, or discounted alcohol as a prize, or to reward the consumption of alcohol
- provide free, or discounted alcohol in relation to the outcome of a sporting event, or bet
- sell alcohol in association with promotional posters which encourage or glamorise drinking

2. The responsible person shall ensure that ***no alcohol is dispensed directly*** by one person into the mouth of another.

3. The responsible person shall ensure that ***free tap water*** is provided on request to customers, where it is reasonably available.

In force from 1st October 2010

4. The responsible person shall ensure that an ***age verification policy*** applies which requires individuals who appear to the responsible person to be under 18 years of age (or older as specified in the policy) produce on request, before being served alcohol –

- identification bearing their photograph, date of birth and a holographic mark.

5. The responsible person shall ensure that the following drinks be available in ***smaller measures***

- Beer or cider – ½ pint
- Gin, rum, vodka or whisky 25ml or 35ml
- Still wine in a glass 125ml
- and customers are made aware of the availability of these measures.

STEEPLE ASTON VILLAGE HALL BOOKING FORM

Registered Charity No. 304377

Name _____

Address: _____

Postcode: _____

Telephone: _____

Email: _____

Please tick facilities requested for hire:

Village Hall with kitchen _____ VH without kitchen _____ Committee Room with kitchen _____ CR without kitchen _____

All Facilities (e.g. Weddings, Parties, etc.) _____ Tables and/or chairs _____ Stage _____

****Extra facilities***

Lighting Facilities (£30) _____ Sound/PA System _____

****Full details of these facilities and the contact person, are in the Hiring Agreement. Please read carefully. These facilities cannot be accessed without prior discussion.***

Type of function: _____ Number of people (approx): _____ (max: 140/120 seated)

Date(s) required _____ Hiring Time from: _____ to _____ Actual time of event from _____ to _____

Are you a represented club?: _____

Hiring fee agreed: _____ Deposit paid: _____ Received on: _____

Balance to be paid by: _____ Invoice No: _____ Deposit returned: _____

Are you serving, or selling alcohol? (*Please tick appropriately*)

Selling _____ Serving _____ Neither _____

If selling, you must complete the sale of alcohol form and have it signed by the Letting Agent

Any other details or requests: _____

I confirm that I am over 18 and ***I have read the Village Hall Hiring Agreement*** including the requirements under the Licensing Act 2003, and the Risk Assessment and agree to abide by them while hiring the facilities and will leave the premises as found: this includes returning any items used/hired to the appropriate storage space, removing any rubbish accumulated during the event as indicated in Hiring Agreement, supplying own mobile phone in case of emergencies, tea towels, scourers, washing up liquid and plastic bag for

waste bin in kitchen, and leaving the facility clean and tidy. I agree to ensure that children under 12 are accompanied by an adult, if they enter the kitchen area.

BACS – Sort Code 20-45-45 Acct. No. 43116581 (Use hirer’s name, or invoice number as reference)

Cheques payable to *Steeple Aston Village Hall.*

Signature of hirer _____

Date _____

For your assistance, a floor plan of the hall is available on request from the letting agent. It shows the fire exits, fire extinguishers/fire blanket, light switches and the location of tables and chairs.

We very much appreciate your business and hope that you enjoy the use of our village hall facilities now and in the future. Should you experience any problems, please write to us so that all matters can be dealt with promptly.

Letting Agent: **Katie Rushworth**, *Touchstones*, The Dickredge, Steeple Aston OX25 4SRS Tel. 01869 340196

email – steeple-aston-village-hall@hotmail.com

Other useful contact numbers	Barbara Brewer (Chair)	01869 340423
	Margaret Bulleyment (Secretary)	01869 347346

Aug 2017	John White (Treasurer)	07931 370495
(2)		

HEALTH AND SAFETY RISK ASSESSMENT FOR STEEPLE ASTON VILLAGE HALL 2017

AREA	HAZARD	THOSE AT RISK	Frequency +Severity	Risk rating	PREVENTATIVE ACTION	ACTION TAKEN
HALL/COMMITTEE ROOM:						
Use of fire exit from Committee Room to Car Park	Exit could get blocked by parked cars	Hirers/Occupants	2+3	5	Put sign on outside of door to make car park users aware	Yes
Stacking chairs in front of fire exits	Escape exit could be blocked	Hirers/Occupants	2+4	6	Put signs(1) indicating fire exits; (2) notice to keep access unobstructed	Yes to (1) and (2)
Heaters in hall	Fire	Hirers/Occupants	1+2	2	Do not cover/obstruct heaters Sign above heaters	Yes
Stacking chairs	Topple. Too heavy	Hirers/Occupants	2+2	4	Chairs should never be stacked more than 7 high. Use trolley provided. Notice on wall.	Yes. In hiring agreement
Stage - upstage	Fall down rear/stage steps	Hirers/Occupants	2+2	4	Fluorescent paint on edges of steps	Yes
- downstage	Sheer drop from stage	Hirers/Occupants	2+3	5	White line on edge of stage	Yes
Storage cupboards under stage	Strain injury	Hirers/Occupants	2+2	4	Note on inside of cupboard/drawer	Yes
Entry from main hall to kitchen	Fall down stairs	Hirers/Occupants	2+3	5	Sign on hall side and fluorescent lines on stairs	Yes
Main hall stage lights	Lights being adjusted using a ladder	Hirer/Occupants	2+4	6	Reinforce policy statement that no one without authority should touch stage lights. Always 2 people to a ladder	Yes. In hiring agreement
Use of ladders/step ladders	Fall	Hirer/Occupants	2+4	6	Ladder chained with key access/Double ladder use /always 2 people to a ladder/restrain ladder after use/notice on wall	Yes. In hiring agreement
Steps to/from stage	Fall	Hirers/Occupants	2+3	5	Fluorescent paint on edges of steps; check hand rail	Yes
Hall floor	Slip on newly maintained floor	Hirers/Occupants	3+2	5	Use of floor specialist's recommended maintainer	Yes
Main Hall	Curtains : fire risk	Hirers/Occupants	2+2	5	Fire-proofed	Yes.
PA system	Minor nuisance value	Hirers/Occupants	1+1	2	Only use after instruction from committee	Yes. In hiring agreement
	Failure of brackets	Hirers/Occupants	2+3	5	Brackets rated 25kg/Safety cables for 50kg/Annual check	Yes
<i>Piano</i>	Strain injury	Hirers/Occupants	2+2	4	Notice on top of piano on how to move the instrument	Yes
<i>Heaters , back wall</i>	Obstruction to badminton	Hirers/Occupants	3+3	5	Organisers to inform players	Yes
TOILETS:	Hygiene: infection	Hirers/Occupants	2+1	3	<i>Now wash hands please</i> notice on toilet doors	Yes
KITCHEN						
Cookers, urns, kettles	Hot surfaces, burns	Hirers/Occupants	2+3	5	Notice above cookers	Yes
Kitchen lights	Bulbs could shatter	Hirers/Occupants	1+1	2	Place safety covers	Yes
Electrical appliances	Faults: shocks	Hirers/Occupants	2+5	7	Annual test; weekly checks; monthly RCD tests	Yes
Exit kitchen door	Trip/fall	Hirers/Occupants	2+2	4	<i>Mind Step</i> sign on door	Yes
Step up/down/hall					Three lines and fluorescent paint on steps	Yes
Rodent control	Weil's disease	Hirers/Occupants	3+3	6	Regularly monitored	Yes

GENERAL	Slippery floor	Hirers/Occupants	2+3	5	Regularly monitored; hazard sign in hall broom cupboard	Yes
EXTERNAL: Outside roof tiles Committee room door sill	Tiles falling	Hirers/Occupants	1+2	5	Not required; new roof; regularly repaired	Yes
	Trip/fall	Hirers/Occupants	4+3	3	Fluorescent paint on door sill	Yes
Outside steps	Fall	Hirers/Occupants	4+3	3	Hand Rails/Fluorescent paint on edge of steps	Yes

Frequency Factor

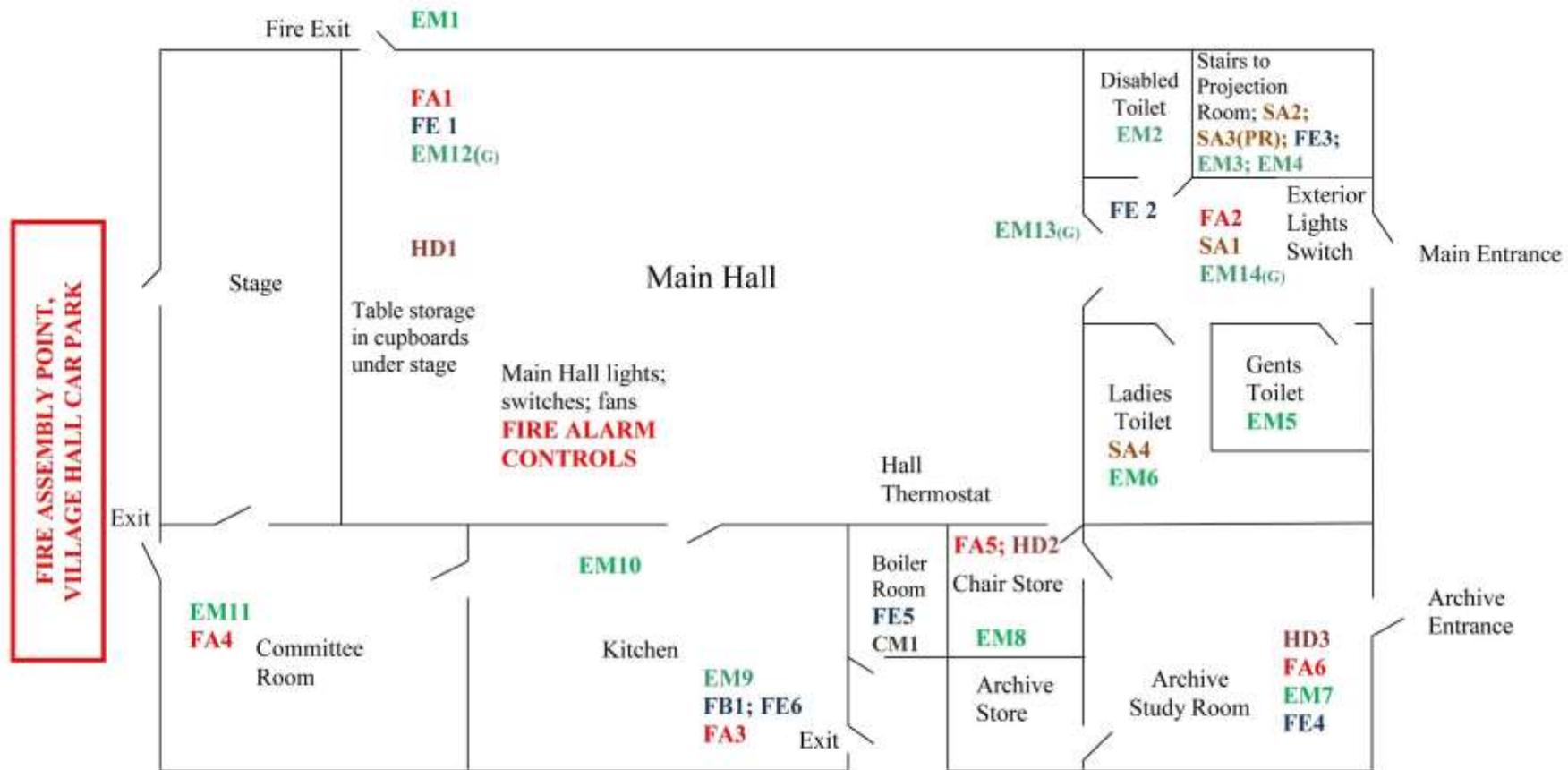
Improbable	1
Possible	2
Occasional	3
Frequent	4
Regular	5
Common	6

Severity Factor

Trivial illness/injury	1
Minor illness/injury	2
Major illness/injury	3
Mass illness/injury	4
Single Death	5
Multiple death	6

Threshold = 5 demands action and is recorded above. Thresholds below are also acted upon as indicated to reduce the risk rating as far as possible. Hirers are requested to take sensible precautions when using the hall/committee room/ kitchen and associated facilities and to report anything which appears to be a problem.

STEEPLE ASTON VILLAGE HALL PLAN : FIRE PRECAUTIONS



- | | |
|------------------------|---|
| FE (6); FB (1); | Fire Extinguishers; Fire Blanket |
| FA (6) | Fire Alarm Points |
| EM (14): | Emergency Lights (11) |
| | Green Exit Lights (3) |
| HD (3) | Heat/smoke Detectors |
| SA (4) | Smoke Alarms (SA1 linked to Fire Alarm) |
| | <i>Please note for those authorised to use projection room : smoke alarm fitted above control desk.</i> |
| CM (1) | Carbon Monoxide Alarm, Boiler Room |

March 2017

STEEPLE ASTON VILLAGE HALL

Application for a licensed bar to be approved at an event in the Steeple Aston Village Hall.

It only relates to the occasional permissions where the police have to be informed as alcohol will be sold after the usual stopping time of 2330.

I hereby apply to the Steeple Aston Village Hall Letting Agent, to authorise the sale of alcohol by the following persons at the hall on the following date(s), during the following hours and in the following location(s):

Date(s): _____

Time: _____

Description of event: _____

Location: Main Hall
 Committee Room
 Kitchen

The two people in charge must comply with the Licensing Act 2003 and undertake not to allow the sale of alcohol to those under 18 or to anyone who is drunk or disorderly. Sale of alcohol must stop by 0100 at the latest. **The hirer must tell the booking agent at least two weeks before the event** to give the Committee time to inform the police and the licensing authority that alcohol will be sold until the time specified above.

Those in charge of alcohol sales:

Name:	Signed:
1 st _____	_____
2 nd _____	_____

Approved by Steeple Aston Village Hall Letting Agent:

Signature: _____

Date: _____

STEEPLE ASTON VILLAGE HALL

Application for a licensed bar to be approved at an event in the Steeple Aston Village Hall

I hereby apply to the Letting Agent, to authorise the sale of alcohol by the following persons at the hall on the following date(s), during the following hours and in the following location(s):

Date(s): _____

Time: _____

Description of event: _____

Location: Main Hall
 Committee Room
 Kitchen

The two people in charge must comply with the Licensing Act 2003 and undertake not to allow the sale of alcohol to those under 18 or to anyone who is drunk or disorderly. Sale of alcohol must stop by 11.30 pm at the latest.

Those in charge of alcohol sales

Name, Address, Telephone Number and E mail address

1st _____

Signature _____

2nd _____

Signature _____

Approved by Letting Agent

Signature: _____

Date: _____

STEEPLE ASTON VILLAGE HALL

Application for a TEN for an event in the Steeple Aston Village Hall

I hereby apply to the Committee of Steeple Aston Village Hall to be allowed to apply for a TEN for the following event. If alcohol is to be sold the Licensee must be named and sign this form and evidence of the Licensee's Personal Licence will be requested. The event will take place on the following date(s), during the following hours and in the following location(s):

Date(s): _____

Time: _____

Description of event: _____

Person requesting the booking: _____

Location: Main Hall
Committee Room
Kitchen

The Licensee(s) in charge of alcohol sales:

Name:	Signed:
1 st _____	_____
2 nd _____	_____

Details of Personal Licence: _____

Application for a TEN is the hirer's responsibility, but the Village Hall Committee must approve the booking, and sales of alcohol must finish at 2330 as specified in the Hiring Agreement with the hall clear by 2400. The TEN must be submitted to the appropriate authority at least 10 days before the event. Forms are available from Cherwell District Council, 01295 252535.

Before permission to apply for a TEN can be granted, agreement must be given by the Chairperson or the Secretary. Once this is confirmed by the Letting Agent, the Letting Agent may sign the form authorising the application for a TEN.

Authorisation to apply for a TEN

Steeple Aston Village Hall Letting Agent:

Signature: _____

Date: _____

Aug 2017 **(7)**