



BROUGHTON ASTLEY VILLAGE HALL

HEALTH AND SAFETY

&

TERMS AND CONDITIONS

(REVISED FEBRUARY 2014)

BROUGHTON ASTLEY VILLAGE HALL - HEALTH AND SAFETY

Broughton Astley Village Hall is a modern, purpose built facility which enjoys routine inspection, testing and maintenance. The building has an excellent safety record but health and safety should never be taken for granted so users are reminded to take care at all times when moving about the Hall and using its facilities. Users should pay particular attention to the following hazards.

Fire: Fire exits and evacuation assembly points are shown on page. Please familiarise yourself with these and ensure that exits and gangways are kept clear at all times. If the fire alarm is activated leave the building immediately and call the Fire Service.

Slips and spills: Take care when moving about the building and get help if you need to carry any large items. Take special care in areas where water or other liquids may have been spilled on the floor. Try to prevent children from running in areas where they cannot be seen easily. Please report any tripping hazards you find to the Premises Officer.

Electricity: The electrical system in the Hall is checked and tested regularly, but you should always take care when operating electrical switches and sockets. Please report any faults to the Premises Officer.

Lifting: Unless otherwise arranged the Premises Officer will arrange furniture and equipment in accordance with your instructions. He will also arrange for it to be put away on completion of your booking, but he is not responsible for moving items you bring into the Hall. If you are moving high-sided display panel, or other equipment, ensure the ceiling fans are turned off and take extra care. Always seek qualified help when moving heavy items.

Hot water: Take special care when using hot water, especially from the boiler or kettle. Please advise the Premises Officer if the hot water in the sink taps becomes too hot to touch.

Cookers and other kitchen equipment: Take great care when using the cooker, microwave and any other item of kitchen equipment. All equipment must be operated in accordance with the manufacturer's instructions. These are located in the drawer by the main cooker. **Children are not allowed in the kitchens at any time.**

Cupboards: Take care when opening cupboards, especially those above head height, in case items have been poorly stacked. Ensure that items are put away tidily and safely.

Cleaning: Unless otherwise arranged the Premises officer will undertake all necessary cleaning on completion of your booking. All you need to do is check that you have your personal belongings with you. If any emergency cleaning is required during your booking take care to minimise the risks to other Hall users and advise the Premises Officer of the action taken.

Food Safety and hygiene: If you are serving food you should read carefully the food hygiene poster displayed in the kitchen.

Stage: Take care when using the Stage and stage steps, especially if children are around.

Children Take care to ensure children are not left unsupervised at any time. **Under no circumstances should children be allowed to play in the car park or the toilets, on their own or with other children.**

Potential hazards and disabled access: If you see anything which you think could become a danger to Hall users, or if you think disabled access could be improved, please notify the Premises Officer.

If you have any concerns, or comments to make about any aspect of health and safety at the Village Hall please contact Christine Lords in the Parish Council Office, on 01455 285655. Any accidents or dangerous occurrence must be reported to the Parish Council Office.

TERMS AND CONDITIONS FOR HIRE OF VILLAGE HALL ACCOMMODATION

1. Fees

A deposit of 25% of the total charge is to be paid within 10 days to confirm the provisional booking. The balance is due at least 21 days prior to the event.

Cheques must be made payable to BAPC.

21 days notice is required to cancel the booking otherwise the booking deposit is forfeited.

A cash security deposit of £150 is payable prior to any of the following functions: those that extend beyond 7.00 pm; those involving teenagers, and those where alcohol is to be consumed. This will be used to cover the cost of repairing any damage and/or any additional time over the booked hours on a pro rata basis. For any event that finishes on time and where no damage has occurred the security deposit will be returned in full. Please note that an event is considered to be finished when the premises have been vacated completely (this includes the removal of disco and other equipment).

2. Use of Premises

The Hirer shall not use the premises for any purpose other than that described on the Booking Application form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything that may endanger the same or render invalid any insurance policies in respect thereof.

The Hirer shall also ensure that the car park is not used in any way as an extension to the event being held in the hall. As such, the Hirer should undertake regular checks in the car park area to ensure that their guests cause no unreasonable noise or disturbance that would conflict with the Parish Council's "good neighbour" policy. **Under no circumstances should children be allowed to play in the car park, on their own or with other children.**

3. Opening and Closing

The Premises Officer will open the room in time for the start of your booking and will set out any tables and chairs you require in accordance with your instructions. Access will not be permitted until the start of your booking.

The Hirer or a named representative must be on the premises during the function. The Hirer will need to start closing down the event 30 minutes before the end of the booked time to allow for clearing up. Hirers must vacate the premises by the end of the booked time.

At the end of the booking you are required to wash and put away any Village Hall crockery used and to remove any left over food items. The Premises Officer will return at the end of the booked time and will lock and secure the building. He is

responsible for clearing away tables and chairs. For health and safety reasons hirers must not attempt to assist with this task.

In accordance with the Parish Council's "good neighbour" policy no booking can be extended beyond 11.30 pm. We would also ask hirers to make attendees aware of the need to leave the premises as quietly as possible, car doors banging and loud talk in the car park are disturbing to local residents. To ensure compliance with the Parish Council's Entertainment Licence the car park must be vacated by 11.45 pm.

4. Consumption of Alcohol

Alcohol may only be sold on the Village Hall site by the approved licensee of the Parish Council.

The bar will close by 11 pm or 30 minutes before the end of the booking whichever is the earlier. There will then be 30 minutes drinking up and clearing away time. No drinks may be consumed after 11.30 pm. No bar is available for events aimed primarily at under 18 year olds.

5. Discos and Parties

Dry ice/smoke effect apparatus is not allowed due to smoke activating the fire alarm system.

Helium balloons are not allowed. If they are released they may get tangled in the fans. They may also come down during the night and activate the alarm system.

Adult discos are permitted only in The Broughton Hall.

The stage may only be used for public speaking, entertainment or discos. It is not to be used for trading.

6. Sound Limiter

Where live amplified music is to be played, it is the Hirer's responsibility to ensure that the Disco Operator/Band leader is made aware that a sound limiter is in place in Broughton Hall.

At the beginning of the booking, the Premises Officer will provide instruction on the correct use of the sound limiter. The designated socket linking to the sound limiter must be used. All other sockets will be disabled. If the limiter shuts down the music, it can be reset using the re-set button.

Amplification equipment must be connected to the power points in the Hall. Any attempts to over-ride the sound limiter will result in the security deposit being forfeited.

7. Smoking

No smoking is permitted in any area of the Village Hall.

Receptacles are provided outside the main reception doors for smoker's use.

8. **Chewing Gum**

No chewing gum is permitted in any of the Village Hall accommodation.

9. **Candles/Incense**

The burning of candles and/or incense (apart from candles on a celebration cake) is not permitted in any area of the Village Hall or The Cottage.

10. **Events involving young people under 18**

Where an event is aimed primarily at young people under the age of 18, one adult must be present for every 12 young people. The bar is not available for such events.

The name, address and contact telephone number of each nominated adult must be provided to the Parish Council Office 21 days before the event.

The Hirer is responsible for ensuring that no alcohol is brought onto the premises.

11. **Ventilation**

To ensure fire safety and to prevent noise pollution all doors and windows at the front of the building must remain closed, except for access where appropriate. Fire doors **MUST NOT** be propped open. If additional ventilation is required, please use the high level windows at the back of the Hall which can be opened by winding the white handles.

DO NOT open the emergency fire access doors, as this will activate the Intruder Alarm Security system.

12. **Electrical Appliances**

Any electrical appliances brought into the premises by the hirer should have been checked by a qualified electrician and have a current Portable Appliance Test sticker.

13. **Safety and Security Arrangements**

The Hirer is responsible for the general security of the building and must not leave the building unattended and unlocked at any time. The Hirer is also responsible for the safety of their guests. It is the responsibility of the Hirer to ensure that no unauthorised members of the public are allowed access to the premises. A self-locking device is fitted to the main entrance doors. This enables people in the building to exit but prevents unauthorised access from outside. If the Hirer wishes to use this facility they should inform the Premises Officer who will give instructions on the use of the device. If a disturbance occurs inside or outside the premises the Hirer should contact the emergency services.

14. **Use of Kitchens**

Children are NOT allowed in the kitchens. If using the hot water boiler in the main kitchen, please leave this **ON** when you leave. The hot water boiler in the Alan Talbott Room must be switched off. On vacating the kitchen please check:

- a) all crockery is washed and stored away in the cupboard
- b) all surfaces have been wiped clean
- c) all electrical equipment is unplugged or turned off **except the water boiler** (in the main kitchen)
- d) lights and extractor fan are turned off

15. **Fire Points**

If you discover a fire, please refer to the nearest Fire Alarm Call Point and follow the instructions on the Fire Action Notice.

Exit by the nearest exit and assemble at the Main Car Park, Station Road end. Do not re-enter the building until instructed to do so by the Senior Fire Officer.

16. **Accidents**

Any accident or dangerous occurrence must be reported to either the Duty Premises Officer or the Parish Manager, as soon as is practicably possible. An accident record book is kept in the Parish Office which must be completed after any accident or dangerous occurrence leading to injury. The Accident Record Book is kept in accordance with the requirement of the Data Protection Act 1998.

17. **Cancellation**

The Parish Council reserves the right to cancel a booking at any time. Every effort will be made to avoid this, but in the event of such termination the Parish Council will refund to the Hirer all monies paid by the Hirer to the Parish Council. The Parish Council will not however be liable to make any further payment to the Hirer in respect of expenses costs or losses incurred directly or indirectly by the Hirer in relation to the termination.

18. **Complaints**

The Parish Office wishes to be notified should you have any complaints or problems with your booking. Please address them to:

The Parish Manager:
Broughton Astley Parish Council
Station Road
Broughton Astley
Leicester LE9 6PT
01455 285655

The Parish Council reserves the right to vary any of these terms and conditions at its absolute discretion.

PUBLIC LIABILITY INSURANCE FOR VILLAGE HALL USERS

As a result of a number of enquiries from hirers of the Village Hall, I would like to clarify the position of public liability insurance for hirers of Broughton Astley Village Hall.

The insurance policy provided for the Parish Council through its insurers Aviva, indemnifies hirers with a £2 million limit. This insurance covers parties, wedding receptions etc; it will not cover commercial or business hire, where the hirers should have their own Public Liability Insurance.

Similarly individuals or groups who hire the premises on a regular basis such as voluntary organisations should also possess their own cover. An exception is made for any individual or group who hire the premises for non-commercial activities that are regarded as being for the benefit of the local community.

Any third parties attending an event such individual stall holders at a craft fair should possess their own Public Liability Insurance and present proof to the event organisers. The hirers Indemnity cover will only insure the overall organisers of the event, not any attractions, caterers, stall holders etc who may attend.

I trust that this clarifies the position on Public Liability Insurance for hirers of Broughton Astley Village Hall, but please contact me if you have any further questions.

Fire Evacuation Routes

