

## HIRERS AGREEMENT – VILLAGE HALL

**Fire Safety:** Fire exits, and evacuation assembly points are shown on the plan overleaf. You will need to notify these to anyone attending your event. You must also ensure that fire doors are always kept clear and closed. Please also see our Fire Policy.

**DBS checks:** It is the responsibility of the hirer to ensure that any entertainer has the required DBS checks in place before attending your event.

**Commercial Hirers:** The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006 and only fit and proper persons who have passed the appropriate Criminal Records Bureau checks should 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 management committee with a copy of their CRB check and Child Protection Policy on request.

**Use of the building:** To ensure compliance with regulations the building must not be used for any purpose other than that described on the booking form. Under **NO** circumstances must your event be extended into the Foyer. To minimize noise and disturbance to residents the car park must not be used as an extension of the event being held in the Hall. You must ensure that children are not allowed to play in the car park.

**Covid cleaning:** The hirer will carry out high contact cleaning 15 minutes before and after the start of the booking. This regime has been in place since the start of the Covid pandemic. A cleaning schedule must be signed each time after cleaning. This Clause is applicable under the current Covid 19 Regulations

**Sound limiter:** Amplification equipment must be connected to the power points in the Hall as directed by the Premises Officer. If you exceed the noise level set by the Environmental Health Officer, the power will turn off automatically. The limiter can be re-set, and power restored but the Premises Officer will have to be contacted to be able to do this.

**Lighting:** The switches for the Main Hall are located to the right of the main doors. The kitchen light switch is just inside the door. The Foyer light switches are to the left of the front doors as you look out at the car park. All lights must be switched off on exit.

**Fans:** In the Main Hall the switch for the ceiling fan is located to the right of the main light switch panel. In the Alan Talbot Room, the switch is just below the wall clock.

**Kitchen Equipment;** The manufacturers' instructions for the cooker can be found in the drawer next to it. **Please note that no cutlery is kept in the kitchen.** You will take steps to ensure all kitchen equipment is operated in accordance with the manufacturers' instructions.

**Furniture:** Any furniture moved is done so entirely at the hirers own risk.

**Leaving the building:** To ensure compliance with the Parish Council's Premises Licence, the building must be completely vacated (people and equipment) by the time shown on the booking form. The car park must be vacated within 15 minutes of this time. You will take steps to ensure these requirements are met.

**Condition:** Please advise the Premises Officer on the day, **and before the event starts**, if you consider any of the fixtures or fittings in the Hall to be in an unsatisfactory condition.

**Terms of hire:** You must ensure the terms and conditions of hire are met. Your signature confirms acceptance of your responsibilities.

**Additional charges may be applied if the above is not adhered to.**

Hirers' Name (BLOCK CAPITALS)

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Hirers' Signature ..... Date .....