



# EVERTON VILLAGE HALL MANAGEMENT COMMITTEE

Registered Charity number 200201 [www.evertonvillagehall.org.uk](http://www.evertonvillagehall.org.uk)

Chair: Mike Collins Secretary: Fiona Goodman Treasurer: Nigel Bush

Bookings: Nigel Bush 23 Warden Hill, Everton, SG19 2JT. [evertonvillagehall@gmail.com](mailto:evertonvillagehall@gmail.com)

**April 2023**

## Everton Village Hall – Hire agreement

Hirers agree to the following conditions of hire:

1. To respect the fixtures, fittings and furniture on the premises, and to leave them in the same working order in which they were found. **Please ensure all tables/chairs are put back as found, are stacked carefully to prevent collapse and that nothing is allowed to block the “KEEP CLEAR” section of the storeroom floor.**
2. **To clear the premises, sweep them clean of any dirt and litter, and clean up any spills before the end of the period of hire. Brooms are left in the kitchen and/or storeroom.**
3. **All rubbish should be taken away following any function.** A fee of **£5** will be charged for any refuse left on village hall premises.
4. To ensure that the premises are secured against unauthorised entry at the end of the period of hire by locking all doors, securing all windows and returning the keys to the key holder.
5. To ensure that any furniture or equipment removed from the premises during or for some part of the period of hire, be protected against the weather, and be replaced in the hall at the end of the hire period. **This includes the re-stacking of furniture and equipment in the storeroom.**
6. The Village Hall committee have undertaken a risk assessment of use of the Village Hall and endeavour to ensure the safety of hirers through compliance with applicable health and safety legislation – should you become aware of any issues or safety defects during your use of the village hall, please bring them to the attention of the committee at the time of returning the key.
7. The use of **BOUNCY CASTLES and INFLATABLES** on the village hall premises is expressly excluded from the village hall insurance policy as a hazardous activity. Even though reputable providers will be fully insured, this usually covers their liability and not the hirer of the equipment. Because of the risk of serious injury and the size of potential claims which could arise as the result of alleged negligence or a lack of supervision on behalf of the hirer, **the only circumstance under which we can allow their use is when the hirer has their own personal liability insurance which specifically covers this risk and a copy of the certificate has been provided to the Hall Management Committee, OR THE HIRER SIGNS AN INSURANCE WAIVER FORM (AVAILABLE FROM THE VILLAGE HALL COMMITTEE).** The hirer is also asked to be put soft mats into place to protect the hall floor from damage.
8. In the event of an emergency situation arising during your hire event requiring immediate attention, please contact who will give you their contact details.
9. I undertake on behalf of any organisation or group for whom I am acting to repay the cost of repairing or making good any damage done to the premises or furniture and fittings therein.
10. I agree to the payment of the hire **fee outlined in the email** for which sum a receipt will be given if required. This should be paid **IN FULL** before the keys are collected prior to the period of hire.
11. I also agree to pay a deposit if requested, in earnest of my good faith, or the good faith of the group on whose behalf I am hiring these premises, in complying with the conditions of hire. (This deposit is to cover the cost of any minor damage and any additional cleaning deemed necessary by the caretaker following an inspection of the hall and its contents after your period of hire). Your deposit, if taken, will be returned to you following the caretaker's inspection.
12. I understand that my deposit, if taken, shall be forfeit should I or my organisation or group fail to comply with one or any of the conditions of hire.
13. I undertake to comply with the regulations on the next page.



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## ATTENTION OF HIRERS IS DRAWN TO THE FOLLOWING ADDITIONAL CONDITIONS OF HIRE:

- a) **ALL** functions must finish by **midnight**, except those held on Sunday which must finish by **11 pm**. **ALL** functions for minors must finish by **11 pm**.
- b) Any music provided at your function shall not cause a nuisance to nearby residents. **No music or amplified sound should be audible by local residents after 11 pm.**
- c) An adult must be present throughout the function, if that function is for minors.
- d) The village hall can only be hired by an adult person.
- e) To comply with the Public Entertainment Licence the following restrictions are placed on the number of people allowed in the hall at any one time:
  - a. Close seated – 80 maximum
  - b. for the purpose of dancing – 80 maximum
  - c. for the purpose of dining & dancing – 70 maximum
  - d. Hirers should include within these numbers any entertainers, caterers etc.
- f) Hirers are expected to make themselves familiar with, and comply with, the requirements of the law governing both the sale and consumption of alcoholic liquor.
- g) When alcohol is to be sold at a function **the hirer** is responsible for ensuring that the appropriate licence has been obtained from the local licensing authority. A copy of the licence should be given to the booking secretary prior to the period of hire for which it has been obtained.
- h) In accordance with national legislation regarding public buildings **NO SMOKING** is allowed within the village hall or the grassed area outside the front of the building.
- i) To comply with Fire Regulations the '**EXIT**' signs must remain illuminated throughout any function.
- j) To comply with the Public Entertainment Licence the **external doors and windows to the hall must be kept closed** except in cases of emergency.
- k) All lights must be turned off after hire and keys returned to the key holder.
- l) Please do not attach decorations to the walls using Sellotape, Blu-tac or similar as it will damage the paintwork.
- m) There are some items of cutlery/crockery/glasses. You will need to bring your own tea towels, dish washing equipment (detergent, cloths, tea towels, etc), oven gloves and sharp implements (knives scissors). Please feel free to ask to see the equipment available if this would be useful.
- n) Step ladders, electrical cleaning and mowing equipment are provided for use by the village hall committee or their authorised representatives only – please do not move or attempt to use these.



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## EVERTON VILLAGE HALL HIRING AGREEMENT

Before completing the form below, please check the hall bookings calendar to ensure your required date and time is available.

Go to [www.evertonvillagehall.org.uk](http://www.evertonvillagehall.org.uk)

Click on the "View the hall bookings calendar"

Check the date you require to ensure it is available.

Purpose of Hire .....

DATE	START TIME	END TIME	NO. OF HOURS <sup>a</sup>	HIRES CHARGE <sup>b</sup>	TOTAL TO PAY

**a** The minimum hire period at weekends is **THREE** hours. Please ensure you hire enough hours to give you time to set up the hall, then clear down and clean the hall after your event.

- b** Regular bookings £9.00 per hour
- Casual bookings £10.00 per hour up to 6pm
- Casual bookings £11.00 per hour after 6pm

I agree to the conditions of hire given above

Signed ..... Date .....

Print name ..... (hirer)

Address .....

Contact telephone number .....

Email .....

**EMAIL THIS FORM TO: [evertonvillagehall@gmail.com](mailto:evertonvillagehall@gmail.com)**



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### Everton Village Hall – Fire Safety

Everton Village Hall has a duty of care to ensure that all persons hiring the hall are aware of their responsibilities in the event of the fire. We would appreciate you taking a few moments of your time to read through the following prior to the start of your event:

## **FIRE**

**THE HIRER IS DEEMED THE “RESPONSIBLE PERSON” AND IS DESIGNATED THE PERSON IN CHARGE OF THE HALL DURING YOUR HIRE PERIOD.**

- In the event of a fire, raise the alarm – shout “Fire, Fire”.
- Evacuate the hall. Leave by the nearest fire exit but ensure that all ancillary areas such as the kitchen, storage room and toilets are also evacuated.
- Call 999 from a mobile telephone. The hall is located at:  
Church Road, Everton, Bedfordshire SG19 2JY
- **The assembly point is the corner of the Church Road diagonally opposite from the hall.** At the assembly point, the Responsible Person should check to see who’s at the assembly point to identify any person that may be missing.
- The Responsible Person should ensure that once evacuation has taken place, members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.
- If you have a mobile phone and after you have carried out all of the above and circumstances allow it, please call the key holder.
- On the arrival of the Fire Brigade, the Responsible Person should report to the Officer in Charge and advise them of the nature and location of the fire and either that all persons are safe or should inform him/her of anyone who is missing their last known position
- Fire Extinguishers are located in the hall adjacent to the fire exits – this can assist in fighting small fires to aid evacuation (if for instance the fire is blocking the route to safe exit) and are provided for hirer’s safety but we would stress that the immediate focus in the event of a fire should be to raise the alarm and begin evacuation of the building.

### **IF IN DOUBT, GET OUT.....**

- To activate a fire extinguisher point the nozzle at the base of the fire and gently squeeze the handles together. Water fire extinguishers are provided and may be used on combustible material such as wood, paper, material etc. – **DO NOT USE ON ELECTRICAL FIRES**