

Sheriff Hutton Village Hall

Registered Charity 1169225

Standard Conditions Of Hire April 2024

If the Hirer is in any doubt as to the meaning of the following, please contact the Booking Secretary by email in the first instance at SHVHbookings@gmail.com or on 07894 734 446.

1. The Hirer will during the period of the hiring, be responsible for supervision of the premises and immediate environment, the fabric and the contents - their care, safety from damage however slight and the behaviour of all persons using the premises whatever their capacity. This includes:

- nominating a specified person who shall be responsible for ensuring adequate health and safety measures in accordance with Sheriff Hutton Village Hall policy are observed for the duration of the hire. If an accident occurs during the hire period, the nominated person is responsible for completing an accident form (in the cupboard in the kitchen) and alerting the booking secretary about the accident.
- where children or vulnerable adults are in attendance, designating a suitable Safeguarding lead for the duration of the hire who will be responsible for ensuring that safeguarding matters are dealt with appropriately in accordance with Sheriff Hutton Village Hall policy for the duration of the hire period.
- ensuring that there is no unlawful or unfair discrimination and that no form of intimidation, bullying or harassment is tolerated.
- proper supervision of car-parking arrangements so as not to cause an obstruction of the highway.

2. Liability Insurance: The Hirer must have in place up-to-date and appropriate liability insurance for the duration of the hire. The Committee may request sight of hirer's liability insurance policy documents in advance of hire. Individuals hiring the hall who have home contents insurance are advised to refer to their policy documents to identify the extent of the liability cover they have.

There are hazards associated with the use of certain equipment at the hall. The Hirer is to ensure that equipment is used in accordance with instructions and assumes all responsibility for any injuries to persons in their hiring or damages to property resulting from use of any of the equipment provided by the Hall. **Particular care needs to be taken to ensure that ladders are used safely and correctly and only by individuals with the appropriate training** (Ladder Instructions are provided in the User Manual).

Where the hirer is an individual and does not have liability insurance (or home contents insurance that includes liability insurance), but where the hire is for the benefit of local residents/community (Children's parties, community fundraising etc), the hall may extend its own liability insurance to the hirer. The Hirer must declare and request this in advance of the hire.

3. Prohibitions: Sheriff Hutton Village Hall is not insured for the following activities and therefore they are strictly prohibited.

Bouncy Castles - Other Inflatable devices – Weapons – Passenger carrying amusement devices – Animal rides of any kind – Ballooning or aerial activities including parachuting, paragliding, parascending – Go karting – Quad biking – Motor sports – Bungee jumping – Abseiling – Professional sport teams or persons – Individual exhibitions valued over £250K – Racing or time trials other than on foot – Activities involving Watercraft – Fireworks – Bonfires.

4. Minimum hire period: 2 hours.

5. Booking Times: Times requested for bookings must include the maximum time needed (including the hirer's own preparations and tidy up time) not just the published times of the event.

6. Licences: The hirer shall be responsible for obtaining all licences that may be needed and for the observance of the same and of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority, the local Magistrates' Court or otherwise. **NO GLASSWARE or CANDLES** will be allowed in the Hall without permission of the Committee. The hirer will ensure that alcohol is not sold to anyone under the age of 18.

7. Films, gambling, adult entertainment: No children may be admitted to films when they are below the age classification for the film or show. No commercial gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

8. The Hirer shall indemnify the Committee for the cost of the repair of any damage done to any part of the property including the buildings and land thereof or the contents of the building which may occur during the period of the hiring as a result of the hiring. Depending on the nature of the event, a returnable deposit may be asked for in addition to the usual deposit of 50% of the total hire charge.

9. Payment: A 50% non-refundable deposit is required to secure the booking with the balance payable at the end of the month in which the hire took place. Payment can be made by cheque payable to Sheriff Hutton Village Hall or by BACS payment (details on application).

Payment must be paid within 28 days of receipt of the invoice. An additional 10% per month compound interest will be added to all outstanding accounts after this time. In the event of non-payment of accounts, the committee reserves the right to employ a civil debt recovery agency, and the hirer will be liable for the cost of such a service in addition to the original outstanding account, plus interest.

10. Cancellation: If the hirer wishes to cancel the booking before the date of the event, at least twenty-four hours' notice must be given or the full charge will still be payable.

11. End of hire: The hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition. Glass, paper and plastic bottle recycling bins are provided for the hirer's use. Any sorting of recycling, removal of rubbish or inappropriate disposal of certain items (specifically nappies) undertaken by the village hall will result in an additional £20 charge. It is the hirer's responsibility to tidy and clean the areas they have used after their hire. The caretaker has responsibilities for the upkeep, general maintenance and functionality of the building and is NOT responsible for cleaning after each hire.

12. Securing the hall: The hall should be properly locked and secured unless otherwise directed. Any contents temporarily removed from their usual positions should be properly replaced. The committee shall be at liberty to make an additional charge if this is not observed. Any of the hirer's property must be removed at the conclusion of the hire.

13. Cancellation by the Village Hall Committee: The committee reserve the right to cancel any hiring in the event of the Hall being required for use as a Polling Station for Parliamentary or Local Government election or by-election and on rare occasions, events which are of specific relevance and importance to local residents. In such cases, the Hirer shall be notified with as much notice as possible and entitled only to a refund of any deposit already paid.

14. Unfit for use: In the event the Hall or any part thereof is rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

15. Caretaker: If available, the caretaker will put out chairs and tables as requested for the time of booking and will put them away afterwards. The hirer should notify the booking secretary in good time if this facility is required. Equipment must not be dragged across the floor.

16. Items must not be fastened to walls and floors without prior permission and only with masking tape (not sellotape, duct tape or blue-tac).

17. Electrical equipment: that is brought into the Hall, e.g. Discos, music amplifiers, or anything that is plugged into the electric supply should have an up to date portable appliance (PAT) test.

18. Parking: Cars will only be parked in the Car Park Area. The yellow marked area near the main

door is for emergency access, drop off and collection only. No vehicles are to park in this area.

19. The Village Hall building is a totally non-smoking area.

20. Understanding & Agreement of compliance: Confirmation of a booking with these T&C's attached indicates compliance. For regular hirers, these T&C's will be sent to the relevant person once a year which will indicate compliance.

21. Fire regulations: All hirers must ensure a nominated person is made responsible for adhering to the fire regulations during the time of their hire.

Issued by Sheriff Hutton Village Hall Committee: April 2024