

Askham Bryan Village Hall Conditions of Hire

If the Hirer is in any doubt as to the meaning of any of the following, please contact the Booking Secretary for further clarification.

Hire

1. At the start of hiring, the Booking Secretary will or by arrangement, open the hall and will be available to meet the Hirer.
2. The Hirer must be over the age of 18 and during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity.
3. The Hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof.
4. The Hirer shall be responsible for obtaining all licences that may be needed for the sale of intoxicating liquor 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. A copy of such licences shall be given to the Booking Secretary prior to the start of hire
5. The Hirer shall indemnify the Committee against the cost of repair of any damage done to the fabric or its contents during the hiring. Any damage to the building or its contents should be reported promptly to the bookings secretary by the hirer.
6. At the end of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, especially the kitchen area. Any contents temporarily removed from their usual positions should be properly replaced, otherwise the Committee shall be at liberty to make an additional charge. The hirer will follow the Leaving Checklist
7. Any electrical equipment bought into the hall must be safe and fit for the intended purpose. It must be installed and operated appropriately with suitable regard for the electrical load being applied to the circuit. The responsibility for the safety of that equipment, its installation and operation lies with the Hirer.
8. At the end of the period of hire, security of the hall must be arranged between the Hirer and the Bookings Secretary.

Health and Safety

9. The User's checklist contains key safety checks which it is the hirer's responsibility to conduct.
10. The village hall is a NO SMOKING venue and this also applies to e-cigarettes.
11. Users of the kitchen should observe the relevant food, health and hygiene regulations for their event. If tea towels are used by the hirer, they should be removed, washed and returned
12. All accidents must be entered in the Accident Record and all accidents or incidents that may lead to claims must be reported to the Committee.
13. Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported as soon as possible.
14. Hirers of the village hall must ensure that all Users park with due care and consideration for residents. After dark, hirers should ensure that users leave the event quietly.

General

15. Hirers of the hall shall not stick anything to walls using sticky tape or drawing pins. Blue or white tack is allowed.
16. No loud music played after 10pm.
17. Bouncy castles and similar shall be permitted outside only. You must obtain your own insurance cover and provide us with a copy of the certificate

18. The hirer shall ensure appropriate safeguarding procedures for children and vulnerable people are adhered to and where appropriate and required, safeguarding checks are carried out by the responsible body.

Heating

19. The night storage heaters in the hall should not be adjusted. Should extra heating be required, the overhead radiant heaters can be switched on using the red switches on the wall. Electrical power to these heaters and to any wall sockets is supplied from coin meters. These are located in the kitchen and take £1 or £2 coins. The hirer is responsible for topping up the coin meters to meet their requirements.

20. The use of any other heating appliances is strictly prohibited.

Cancellation policy

21. The village hall committee reserves the right to cancel a booking in the following circumstances:

- the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- unlawful or unsuitable activities taking place at the premises as a result of the hiring
- unplanned maintenance, emergency or unforeseen event
- regular bookings may also be cancelled for planned maintenance

The committee will give as much notice as possible to the hirer

In any such cases 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.

22. A user wishing to cancel a booking in the hall will be required to inform the bookings secretary as soon as possible but no less than 2 weeks before the date booked.

23. Any decision to refund hire fees due to cancellation by the hirer will be made at the discretion of the village hall committee.

Askham Bryan Village Hall Tariff List

The hire period is from the time that you commence using the hall until the time you finish using the hall. It includes all of the time taken for setting up prior to an event and for clearing up at the end of the event.

If requested, and for hires of 4 hours or more, a free 30min set up and a 30min close down can be applied to each booking for setting up and taking down, after which time a charge is made at the agreed hourly rate.

Village Residents £7.00 per hour

Non-resident £10.00 per hour

Any variation to the above must only be by prior agreement of the committee.

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary Conditions of Hire.

1. The hirer, will be responsible for ensuring those attending an activity or event comply with the COVID-19 Secure Guidelines while entering/occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.
2. You undertake to comply with the actions identified in the hall's Risk Assessment, a copy of which you have been provided with.
3. You will be responsible for cleaning door handles, light switches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire. This will be done before other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (available in the kitchen) or your own ordinary domestic products. You will be required to clean again on leaving.
4. You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.
5. You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
6. You will ensure that no more than 17 people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than 1 person uses the toilet area at one time.
7. You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present.
8. You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.
9. You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.
10. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths in the black wheelie bin outside the kitchen door before you leave the hall.
11. You will encourage users to bring their own drinks and food and discourage any avoidable use of the kitchen area. If required, you will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths. If a group requires use of the kitchen they will need to supply the bookings secretary with a copy of their own risk assessment 7 days in advance of their booking.
12. We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by

other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

13. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is [ideally outside the hall, or else in the separate small hall by the toilet area]. If this situation arises, you should provide the person who is unwell with tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the hall bookings secretary or if they are unavailable the Chair Peter Christopherson whose details are visible on the main door to the hall.
14. In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

Askham Bryan Village Hall User's Checklist

When arriving & setting up:

- Unlock all fire exits (front and back doors)
- Check that all escape routes are free of obstruction and can be safely used for instant free public exit.
- Check that exit signs are illuminated.
- Check the premises for any obvious hazards.
- Familiarise yourself with the location of the first aid box.
- Familiarise yourself with the Fire Evacuation Procedure which shall be followed in the event of a fire or emergency.
- Familiarise yourself with the location of firefighting equipment which is placed in the main hall, small hall and kitchen. Note that this should only be used by persons competent and confident to do so.
- Clean all furniture that will be used*
- Clean touch points (door handles, light switches, etc.)*
- Clean toilets*
- Turn on all lights that will be needed during your booking*
- Prop open any doors that you can*

When Leaving:

- Kettles, microwave, cooker, overheat heaters and sockets off
- Fridge switched off and door open
- Chairs - stacked in 10's and put in back storage room
- Tables folded and put back in storage racks
- ~~Tea towels:~~
 - ~~Removed~~
 - ~~Washed~~
 - ~~Returned~~
- Rubbish taken out of bins and placed in black wheelie bin. If bin is full, please take rubbish home.
- Floors swept in main and rear hall
- Kitchen cleaned including floor mopped if used
- Toilets checked and cleaned
- Windows closed
- Lights switched off
- Doors closed
- Clean all furniture that has been used and label chair stack*
- Clean touch points (door handles, light switches, etc.)*
- Display this completed form*

Name: Group:..... Date: ... / ... / ... Time: ... : ...

Askham Bryan Village Hall Booking Form

Agreement No _____

Name		Organisation/ Title of event	
Contact Details		Email	
Phone		Mobile	
Date(s) required or Weekly, monthly hire (e.g. every Tuesday)			
Event Time From (hh:mm)		To (hh:mm)	
Time hall is required (hh:mm)		Time you leave (hh:mm)	
Special requirements			
How do you wish to pay	Bank transfer Cheque Cash		
<i>I have read and agree to comply with the Askham Bryan Village Hall Conditions of Hire</i>			
Signature		Date	

Agreed rate	
-------------	--

General bookings of the village hall may access the hall for 30 minutes prior to and after the booking for the purposes of setting up and clearing away. If any user requires additional time, they should speak to the bookings secretary about this - additional charges may be applied by the committee.