

# Bradfield Village Hall CIO

Southend Road, Bradfield Southend READING RG7 6EY

[www.BradfieldVillageHall.co.uk](http://www.BradfieldVillageHall.co.uk)

## COVID 19 Conditions of hire

### **1. Responsibilities**

The Hirer, who must be at least 18 years of age, is responsible and liable for the care of the premises and its contents, as well as the supervision and conduct of all those present at the event both inside and outside of the building.

It is the responsibility of the Hirer to ensure that all persons using the premises understand and adhere to the Conditions of Hire, **including the new infection control measures (section 12)**

The Hirer is required to pay from the time of arrival to the time of departure. This must include the time for setting up the event and clearing up afterwards.

The Hirer is responsible and liable for the cost of any loss or damage to the premises or its contents or surroundings arising from the hire as well as any legal action that might arise from the hire. The Village Hall will not accept responsibility for any accident or injury, however caused, during the period of the hire. Hirers are urged to arrange adequate insurance cover.

The Hirer may not sublet the hire and is responsible to ensure the event is not used for any unlawful purpose and that the Hall and its facilities are not altered or used in any way that would affect the insurance.

If alcoholic drink is to be sold, the Hirer must be responsible for ensuring that no alcohol is sold to or consumed by any person under the age of 18.

Any Hirer who hires the premises regularly and whose activities involve children or young people will be required to operate a recognised Child Protection Policy based on the Home Office Practice 'Safe from Harm'.

The number of people inside the Village Hall must not exceed **30** persons.

### **2. Payment Arrangements**

A booking is secured on receipt of a signed Booking Form together with payment of the appropriate deposit and if appropriate the Charge for the hire of the Village Hall facilities.

Full payment of the hire charge becomes due six weeks before the event. If the event is cancelled more than six weeks before the event, any payments made will be refunded. If the event is cancelled within six weeks, the hire charge will be forfeited but the deposit will be returned.

Deposits will be returned within one month of the hire provided that the event conformed to the arrangements on the signed Booking Form and that the premises are left in a suitable condition as outlined in the Section 3 Cleaning and Care for the Building.

For weekly or monthly events, payment terms are by arrangement.

The hire may be cancelled if the Village Hall is required as a Polling Station or if it becomes unfit for the purpose for which it is being hired. In such circumstances all payments will be returned but no further responsibility or liability will be incurred.

### **3. Cleaning and Care for the Building**

The Hirer is responsible for ensuring the premises are left in a clean and tidy condition fit for the next Hirer. Cleaning equipment is to be found in the Store Room. All rubbish is to be bagged and removed from the site. The premises must be left secure with all windows and doors closed and all lights turned off. The key must be returned to the Key Holder on completion of the hire. For evening events, the site must be vacated before 12 Midnight.

If the kitchen is used, it is the responsibility of the Hirer to see that the floor is swept and washed after use and all worktop surfaces wiped clean.

The floors must be swept or hoovered and washed where necessary and the tables should be cleaned. The Hirer is asked to replace all chairs in the Main Hall on the racks and stack chairs in the Committee Room under the windows.

All breakages are to be reported. Please inform the Booking Administrator of any faults or problems. The kitchen and toilets should be checked to ensure that all the taps and lights are turned off.

### **4. Storage**

No items whatsoever are to be left in the building except by permission of the Village Hall Management Committee. The Management Committee can accept no responsibility for items left in the storeroom.

### **5. Noise**

The Hirer must ensure that neighbours are not disturbed by noisy conduct. The level of noise must be kept to acceptable levels at all times. If the noise is not kept to an acceptable level, the event may be terminated immediately and the deposit retained.

All noise on site must cease by midnight.

#### **6. Licences**

The Hirer is responsible for obtaining any licences which may be needed for the event. If alcohol is to be served, it must be consumed on the premises. No alcohol is to be consumed in the car park or surrounding area. No alcohol is to be served after 11.00 pm. All events serving alcohol incur a surcharge of £30 on the hire of the premises.

If the event is for Public Entertainment, the Hirer is responsible for ensuring that the performances do not involve danger to the public. The Hirer must be on the premises at all times and be assisted by at least one other person over 18 years of age.

#### **7. Fire Safety**

The Hirer has a responsibility to know the position of all the Fire Extinguishers and ensure that the Exit Signs are switched on whilst the premises are in use and that the Exits are kept free from obstructions.

All electrical equipment brought into the hall during the hire period must have a valid PAT certificate.

At the start of a function the Hirer must ensure that all those present must be aware of the position of the Fire Exits.

At the end of the function the Hirer must search for signs of fire, check that the heater in the Committee Room and the cooker are turned off at the switch, check all electrical appliances are turned off and unplugged, turn out all the lights and close all internal doors.

The Hirer must ensure that no highly inflammable substances or decorations will be brought into the premises during the period of the hire.

#### **8. Food, Health and hygiene.**

The hirer must ensure that if food is to be served/prepared or sold on the premises, that all relevant food health and hygiene legislation and regulations are followed. Dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.

#### **9. Smoking**

Smoking is prohibited anywhere inside the premises. Hirers must sweep up cigarette ends discarded outside the premises prior to departure.

#### **10. WIFI Services**

The hirer must ensure that anyone using the WIFI services, always agree to not use the WIFI for any of the following purposes.

(a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws.

(b) transmitting materials that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, result in civil liability or otherwise breaching any applicable laws, regulations or code of practice.

(c) interfering with any other persons use or enjoyment of the WIFI service.

(d) making, transmitting or storing electronic copies of material protected by copyright without the permission of the owner.

(e) to keep any username, password or any other information which forms part of the WIFI service security procedure, confidential and not to disclose it to any third party.

Brafield Village Hall has the right to suspend or terminate the WIFI service immediately if there are any breach of the above provisions.

#### **11. Parking**

Cars are parked at owner's risk.

#### **12. Infection Control**

It is the hirers responsibility to ensure that all those present understand and adhere to the new infection control measures that have been put in place. These measures are set out below.

- The number of people in the hall at any one time should not exceed 30 persons at any one time.
- No persons should enter the building if they themselves, or any persons they have had close contact with, are displaying symptoms of COVID-19 or are living with someone who is self isolating.
- The toilets can only be used by one person at any one time and the new signage on the doors MUST be used to ensure this.
- Hand sanitiser is to be used by all persons present upon entry and exit of the building.

- Any barriers or one way systems put in place must be adhered to.
- One door for entry and one door for exiting the building must be used to ensure there is minimal risk to others.
- It is the hirers responsibility to supply and dispose of any PPE safely that is needed/has been worn during their hire period.
- The hirer is required to inform the Bookings Secretary/Management Committee IMMEDIATELY if any persons that entered the hall during their hire is displaying or been in close contact with someone, either displaying symptoms or has tested positive for covid-19.
- The hall will be regularly cleaned before hire. It is the hirers responsibility to ensure continued, regular cleaning of kitchen worktops, table tops and high traffic areas during the period of hire.
- The building should be kept well ventilated when in use. Windows and doors should be opened wherever possible and must be closed when vacating the building.