Compton Martin
Village Hall & Field

Compton Martin Village Hall

Charity Number: 304523
www.comptonmartinvillagehall.co.uk

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Terms & Conditions of Hire

For the purposes of these conditions, the term **HIRER** shall mean an individual HIRER or, where the HIRER is an organisation, the authorised representative of that organisation.

The **COMMITTEE** is the Compton Martin Village Hall Committee and Trustees.

The **PREMISES** is Compton Martin Village Hall and Field.

The term **FIELD** refers to the area accessed from the car park to the rear (North) of the Village Hall.

If the HIRER is in any doubt as to the meaning of the following, the Bookings Clerk should be consulted prior to HIRE.

1. Cancellation

- Cancellation by the HIRER of a block booking (+48 hours booking) must be confirmed in writing, with a minimum of 3 months' notice. There will be no cost to the HIRER and the deposit will be returned.

- A block booking cancelled inside 3 months - 4 weeks, by the HIRER will forfeit the deposit. Inside 4 weeks, full payment will be charged.

- If a regular booking (hourly rate) is cancelled with less than 7 days notice, the HIRER will be charged the full amount.

- The COMMITTEE reserves the right to cancel the booking under the following circumstances:

    - In the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
    - In the event of the Hall or any part thereof being 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.
    - In the event of an emergency requiring use of the Hall as a shelter for the victims of flooding, snowstorm, fire, explosion or similar disasters.
    - Or by giving 3 months written notice.

2. Premise, Fabric & Contents

The HIRER will always, during the period of the hiring, be responsible for the supervision of the PREMISES, the contents, and its protection from damage however slight.

Any damage occurred MUST BE reported to the Bookings Clerk immediately.

The HIRER is responsible for the cost of repair or replacement for any damage done to any part of the interior or exterior of the property and its surrounds, or the contents of the buildings that occur during the hire period.

The COMMITTEE is not liable for the cost of repair or replacement for any damage caused to items brought onto the PREMISES by the HIRER which occur during the Hire Period. ***Please see section 3.***

The HIRER will refrain from;

- Using permanent adhesives or markers on the walls or floor of the PREMISES.
- Will not adjust thermostat valves on the radiators. We have a HIVE system which is preprogrammed for bookings. **Please contact the Bookings Clerks, this is controlled remotely.**

At the end of the booking, the HIRER is responsible for;

- Leaving the PREMISES and surrounds in a clean and tidy condition, including sweeping the main floor and/or washing the kitchen floor and area behind the bar if necessary.
- Ensuring that all waste is removed from the site together with any recyclable items such as glass bottles, plastic, cans, cardboard etc. The hall does not have any waste collection so it is important that hirers remove ALL waste.
- Ensuring that all lights in the building are switched off.
- Ensuring all windows are closed and exterior doors including fire exits are locked unless directed otherwise.

a. Use of Kitchen

- The HIRER shall, if preparing, serving, or selling food observe all relevant food health and hygiene practices. Health & Hygiene posters are displayed for reference.
- The COMMITTEE shall not be held liable for any food poisoning resulting from food consumed or purchased in the Hall during the period of the hiring.
- The HIRER shall ensure they know how to use the kitchen equipment prior to the booking and will adhere to any instructions displayed regarding the proper use of

kitchen equipment. No kitchen equipment shall be removed from the premises without the prior consent of the Bookings Clerk

- The HIRER agrees to accept any risk of injury resulting from the reasonable use of any kitchen equipment (such as accidental burns, cuts and scalds) or from food preparation. A First Aid box is available in the kitchen. If used, please complete the Accident book in the kitchen and notify the Bookings Clerk so that the box can be replenished.
- At the end of the hiring, the HIRER shall be responsible for leaving the kitchen in a clean and tidy condition, and properly replacing any contents moved from their usual positions.
- All waste shall be removed from the PREMISES and disposed of according to the instructions posted in the kitchen. Please note that the hall has no recycling facilities, and therefore HIRERS should take recyclable waste away with them.
- The HIRER is responsible for disposing of broken glass and crockery in a responsible manner. A bin for broken glass is available in the bar area. Any breakage loss or damage of or to equipment must be reported within 24 hours of the hiring to the Bookings Clerk.

b. Use of Bar & Sale of Alcohol

The Village Hall Trustees hold a Premise Licence for the Bar. This Licence is for the sale of Alcohol. Alcohol may not be served after 12 midnight.

This must be activated for **any event** requiring a bar, by completing the Bar Supervision form. This can be downloaded from the website (www.comptonmartinvillagehall.co.uk); the completed & signed form must be returned to the Bookings Clerk before the hire period.

- The HIRER is responsible for disposing of broken glass and crockery in a responsible manner. A bin for broken glass is available in the bar area.
- Do not leave broken glass on the bar or other surface
- If using the bar, the HIRER understands that the floor behind the bar is likely to become slippery when wet and accepts the risk of injury from any slips resulting.
- The HIRER is responsible for making sure the floor is adequately cleaned in both the bar and kitchen area on leaving the Hall.

- The HIRER **will not** provide or sell alcohol to minors.
- All recyclable waste including bottles, cans, **must be taken away** by the HIRER.

c. Store Room

Please do not block the fire exit in the Store room

The HIRER must leave the Store room in the way they find it. Do not block access to the store cupboards. Please follow the posters displayed in the Store room.

The HIRER must follow the directions displayed in the Store room with regard to safely stacking chairs and tables. Please do not over stack tables or chairs, this can result in damage and injury.

HIRERS may not store items in the Store Room on a long-term basis without prior agreement of the COMMITTEE.

3. Insurance & Liability

The COMMITTEE has public liability insurance cover for COMMITTEE members and the PREMISES only.

The HIRER is advised to take out public liability insurance in respect of their own liability

The Insurance does not cover marquee or furniture hire on the field.

The Insurance does not cover any items brought onto the PREMISES; it only covers the Village Hall contents.

4. Safety & Behaviour

The HIRER will during the Hire Period, be responsible for the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction to the highway.

The maximum number of persons to be accommodated in the Hall is 120.

Hall users must ensure a person over the age of 18 is present to supervise minors.

The hire terminates at midnight. The HIRER must ensure that noise levels are kept to a minimum after midnight, out of respect for our neighbours. This applies to all HIRERS including anyone leaving the hall or camping on the field overnight.

The HIRER shall, upon entering the premises, take careful note of the position and operation of emergency exits and fire-fighting equipment.

The HIRER accepts that the following activities may be undertaken at their own risk, following the prior consent of the Bookings Clerk:

- The movement of heavy equipment, such as chairs or tables
- The use of the metal step-ladders belonging to the Hall.
- The HIRER must **not** move the stage without prior consent from the COMMITTEE

The HIRER accepts that the following areas require caution and agrees to use them at their own risk:

- The kitchen area.
- The stage (which has no guard rail).
- The car park, which has an uneven surface.

The HIRER shall ensure that any electrical equipment brought by them to the Hall and used there shall be safe, in good working order, and used in a safe manner

The HIRER is advised to familiarise themselves with the Information folder in the Entrance Hall, which contains a professionally prepared risk assessment, accident book, details of hiring conditions and any instructions for equipment.

In the event of an accident The HIRER is required to complete an accident form, which is stored in the kitchen with the kitchen information folder. Please also notify the Bookings Clerk immediately.

5. Safeguarding

Please refer to our full Safeguarding Policy document which is available on our website www.comptonmartinvillagehall.co.uk

a. Child Safety

- The HIRER WILL NOT provide or sell alcohol to minors.
- The HIRER will ensure that appropriate arrangements are made as regards the safeguarding policy

b. Reporting an incident

- To report an incident please complete the form at the end of the Safeguarding document and return to the Village Hall Safeguarding Officer

6. Use of Field

If the HIRER of the hall requires exclusive use of the FIELD in addition to the hall, for example to install a marquee, this must be requested with the Bookings Clerk at the time of booking.

Please note The Village Hall field is an Amenity field for the residents of Compton Martin; the play area is open to the public and there is also a public right of way through the FIELD.

The COMMITTEE are happy for HIRERS to put up a notice stating it is a private event, however the COMMITTEE have no legal recourse to prevent “walk on” access through the FIELD.

- The use of motor vehicles, motorcycles or campervans in the FIELD is not allowed unless permission has been specifically granted in writing by the Bookings Clerk when hiring the hall. The Bookings Clerk will ensure the gate from the hall car park is open before the hire period commences.
- If the HIRER intends to fly powered model aircraft, proof of insurance must be provided to the Bookings Clerk when hiring the FIELD.
- The use of fireworks, inflatable devices, including bouncy castles, are not permitted without prior approval of the COMMITTEE. Where approval may be given, proof of insurance must be provided to the Bookings Clerk.
- The lighting of fires including the use of camping stoves or BBQs with legs specifically designed are not permitted without prior written consent from the COMMITTEE.
- Whilst dogs are permitted in the FIELD it is the HIRER’S responsibility to ensure animals are kept under control and any mess is cleared up. The Village Hall cannot be responsible for any dog mess already on the FIELD at the time of hiring.
- The digging of any holes or trenches is not permitted and any temporary fencing, poles, metal or wooden stakes used by the HIRER must be cleared away at the end of the hiring. This is particularly important where metal tent pegs are used, and the HIRER must be extremely vigilant in ensuring these are all removed as they present a trip hazard as well as can cause damage to the equipment used to cut the grass.
- The HIRER may play music and use a public address system in the FIELD but consideration must be given to nearby residents and the volume must be sensibly controlled.
- The toilets and washing facilities within the hall are available for use by persons hiring the FIELD, but it is the responsibility of the HIRER to ensure that all doors are secure.
- As far as is reasonably practicable, HIRERs should refrain from taking glass bottles, containers, and similar items in the FIELD. The use of alternatives is strongly encouraged. Should there be no practical alternative to taking glass into the FIELD the HIRER must ensure that all glass is removed, and if glass is accidently broken the HIRER must remove all vestiges

and notify the Bookings Clerk of the remedial action taken and the identify the location of the breakage.

- The same rules regarding safeguarding detailed under item 5 for the hall applies equally to use of the FIELD. HIRERS are reminded that the boundary hedges can be sharp and not suitable places for children to climb or play.
- The HIRER must appreciate that there is a public right of way through the FIELD and other people such as dog walkers may access the FIELD during an event and the COMMITTEE is unable to prevent this.

It is the HIRER'S responsibility to ensure that the FIELD is cleared of ALL material, packaging, waste which they have brought into the FIELD. Such items must be removed from the FIELD and PREMISES and not left in the FIELD or the car park.

Failure to comply with these Terms & Conditions will be the retention of any deposit held by the Bookings Clerk.

The COMMITTEE retains the right to refuse future hire to HIRERS who do not comply with these Terms & Conditions.