

TERMS AND CONDITIONS FOR THE HIRE OF BEAFORD VILLAGE HALL

GENERAL TERMS AND CONDITIONS

1. All hire prices are fixed and set annually by the Village Hall Committee. The prices are non- negotiable.
2. The full cost of hiring the hall will be agreed between the hirer and the booking clerks at the point of confirmation.
3. The hirer will pay a deposit at the point of booking confirmation. The deposit secures the booking.
4. The deposit will be returned to the hirer following inspection of the Hall to ensure that no damage has occurred and that the Hall has been left clean and tidy.
5. The hirer will pay the full amount 7 days in advance of any booking date.
6. The hirer must ensure that the building is left clean and tidy at the end of the hire period. This includes the stacking of chairs and tables and failure to do so will result in a service charge of £10 per hour being levied to cover the cost of all necessary tidying and cleaning.
7. A bin is provided in the kitchen area and green boxes for recyclable waste are also available (ask at the point of booking). If the hirer's rubbish exceeds the available bin and green boxes it is expected that the hirer will remove any excess rubbish at the end of the hire period. If the rubbish is not removed by the hirer a service charge of £10 will be deducted from the deposit to cover any costs.
8. It is the responsibility of the hirer to familiarise themselves with the Hall emergency procedures and the location of the fire extinguishers and fire exits. Full details will be provided at the point of booking.
9. Please see additional terms and conditions for hirers of the Hall who wish to operate their own bar.
10. Any decorations put up by the hirer for an event need to be removed within 3 days of the event. Please do not attach any decorations using nails or screws.
11. The hire of the Hall includes the use of the outside fenced area and lower car park. It does not include Doorstep Green (the large field on the side of the hall), or the tennis court. The Village Hall insurance covers normal inside and outside use but does not cover any additional entertainment provided by the hirer such as bouncy castles, pony rides, sporting activities etc. If any additional forms of entertainment are planned then the booking clerks should be advised of this at the time of hire and a copy of the entertainer's insurance provided with the completed booking form.
12. Upon vacating the Hall, hirers are responsible for ensuring that all doors and windows are securely locked. Please pay particular attention to the double fire exit at the rear of the main hall.
13. Upon vacating the Hall, hirers are asked to ensure that all lights, heaters & kitchen immersion heaters are switched off. The fridges should NOT be switched off.
14. At the end of the hire period, hirers are asked to return the key promptly to one of the booking clerks - arrangements for this will be made at the time of hire.
15. A completed copy of the booking form must be signed and returned to the Booking Clerk together with a deposit payment to confirm a booking.
16. There is a first aid kit and accident book in the kitchen. In the event of a major accident or incident the emergency services should be called on 999.
17. All accidents must be recorded in the Accident Book (in the kitchen) and the booking clerks advised of the accident as soon as it is reasonably practicable to do so.
18. Cooking should only be undertaken by a competent person and a heat probe will be made available to allow the caterer to check cooking temperatures. The procedures detailed within the 'Safer Food Better Business For Caterers' manual must be followed at all times and the diary section of the manual must be completed by the hirer's caterer.
19. Hirers should be aware that the Village Hall is an emergency muster point for Beaford Primary School and in the unlikely event of a major incident then the hirer is asked to cooperate with school staff to help provide a safe haven for the children until they can be collected by their guardians or parents.
20. Our safeguarding policy must be adhered to at all times as one of the conditions of hire. Please find a copy below...

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ADDITIONAL CONDITIONS FOR HIRERS WISHING TO SELL ALCOHOL

Beaford Village Hall holds a premises licence from Torridge District Council to allow the sale of alcoholic beverages. (This license allows alcohol to be consumed inside the hall, on the grassed area at the side of the hall and in the adjacent field.)

- The hirer must designate a responsible person to run the bar and they must also sign the Booking Form.
- The hours of opening of the bar must be stated in the appropriate place on Booking Form.
- There can be no deviation from the stated opening hours.
- If drinks are to be taken outside the hall, this should be stated in the agreement.
- When drinks are taken outside the hall, the hirer may not use the village hall glasses but must supply plastic glasses instead.

There is an additional £10 fee for anyone wishing to use this facility.

To comply with the Licensing Act 2003, the following conditions **MUST** be strictly adhered to by all persons selling alcohol in the hall.

1. The bar must be set up in the kitchen and not in the main hall.
2. No unaccompanied person under 18 is allowed in the bar area.
3. No alcohol may be sold to or consumed by persons under 18 years of age.
4. If any bar customer appears to be under 21 then appropriate ID must be provided before alcohol can be supplied.
5. No alcohol may be sold to anyone who is, or appears to be, intoxicated.
6. A tariff for the cost of drinks must be displayed in the bar area.
7. Drinks may not be taken outside the hall unless the hire agreement states this.
8. The bar must close by 0030hrs.
9. No event may continue after 0100hrs.
10. There can be no new admissions to the bar after midnight.
11. The bar will not sell tobacco products.
12. Alcohol may not be sold for consumption off the premises.
13. Bottle disposal and other potentially noisy disposal is not permitted after 2300hrs.

Hirers are requested to be respectful to others at all times and, in particular, to keep noise to a minimum when leaving the hall late at night.

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Beaford Village Hall Safeguarding Policy

This statement of policy and procedures applies to users of, and activities in, Beaford Village Hall, its grounds and any ancillary activities which are the responsibility of the Village Hall Committee.

This policy is in place to protect all children and vulnerable adults regardless of gender, ethnicity, disability, sexuality, religion or faith. The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone.

All children and vulnerable adults have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect.

It is agreed that:

1. All people associated with the Village Hall and its use, have a responsibility for the safeguarding of children and vulnerable adults be they their own relatives, in loco parentis or otherwise.
2. The V H Committee will endeavour to keep the premises safe for use.
3. No member of the Committee, village hall employees, outside contractors, hirers or volunteers will have unsupervised access to children or vulnerable adults unless in possession of appropriate clearance such as DBS or with approved supervision i.e. that parents or approved group leaders are present with responsibility to oversee supervision. An example of this is village events where families attend.
4. The V H Committee will ensure that all hirers/users (professional bodies, clubs, organisations) of the hall are aware that any safeguarding of children or vulnerable adults is the responsibility of the hirers. Hirers need to be aware that facilities such as the toilets might be shared with others and that appropriate supervision/arrangements should be made.
5. The V H Committee will ensure that hirers are made aware of their obligations under Village Hall and Recreation Ground the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18. They will also advise/make aware that no children may be admitted to films or theatre productions when they are below the age classification for the film or show or an activity that is deemed only appropriate for adults.
6. Acceptance of the Village Hall's safeguarding policy is part of the agreed contract taken out on hiring the Hall. A copy of this policy is available on the Village Hall website. The policy will be reviewed on a regular basis.

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