

CHARMINSTER VILLAGE HALL: CONDITIONS OF HIRE (December 2013)

Responsibility of the Hirer: The Hirer will be responsible, throughout the hire period, for the safety and well-being of persons present and for taking good care of the Hall, as set out below. The Managers are not required to supervise the use of the Hall; this responsibility devolves on the Hirer.

Public Safety: The Hirer will be responsible for ensuring that both the West Hill and the North Street outer (street) doors are hooked open and exits kept clear for the safety of all participants in the hiring activity. Nuisance to nearby residents must be prevented and overcrowding such as would endanger public safety is not permitted. The maximum number of users is:

- standing in the unfurnished hall = 140
- seated in rows of chairs = 85
- if using tables and chairs = 90

Disabled persons must be positioned as close as possible to the nearest emergency exit.

Smoking: Smoking is prohibited in all parts of the Hall (Health Act 2006). The Hirer is responsible for ensuring that no smoking takes place on the premises and that any person doing so is asked to leave.

Protection of Children: When children are present, the Hirer will be responsible for ensuring that: a) they are kept under tightly-controlled supervision at all times by the person responsible for their attendance; b) that children are not exposed to activities that may give rise to concern about suitability for minors.

Injury: Use of the Hall and its equipment is entirely at the Hirer's own risk. The Committee will not be liable for any personal injury or consequential loss unless it results from defective conditions of the Hall or its equipment from negligence or breach of statutory duty by the Managers. Managers are not required to supervise and their absence will not constitute negligence.

Damage: The Hirer will pay the cost of any damage (apart from fair wear and tear) done to the Hall and its contents by him or her or any person under their care during the hire period **and must make the Bookings Secretary aware of any damage or breakage.**

Personal Property: All belongings left at the Hall are left at the owner's risk. The Managers accept no responsibility for any loss or damage to property left at the Hall.

YOUTH GROUP ACTIVITIES

1. For any activities involving children/infants, the Hirer must have carried out a Risk Assessment and be covered by their own insurance.
2. Floor space and tables must be covered if activities involve mess (!) and cleaned prior to vacation of the premises.
3. There are no child locks on kitchen cupboards so we suggest the kitchen stable door is closed and bolted during such sessions.
4. Any spillage that is difficult to remove must be reported promptly to the Bookings Secretary and the Hirer may be asked to settle any subsequent invoice for specialist cleaning.

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HEATING, LIGHTING AND PARKING

HEATING

In the West Hill lobby and the Graham Shaw room there are off-peak storage heaters. They are monitored regularly. **DO NOT ALTER THEIR SETTINGS OR MAINS SWITCH.**

In the main hall there are two large off-peak storage heaters, also monitored regularly. **DO NOT ALTER THEIR SETTINGS OR MAINS SWITCH.**

The small heater in the kitchen is controlled by a sensor. **DO NOT ALTER THE SETTING OR MAINS SWITCH.**

The other heaters in the main hall are controlled by a movement sensor which switches them on as soon as the hall is occupied. The temperature is controlled by the small thermostat sited at the south end of the hall, beneath the notice-board, which is generally set to 15 degrees. This can be increased to suit your requirements. The heating is very efficient! We suggest you start with a lower temperature than you anticipate will be needed and then turn it up if necessary. A full hall of active people will probably not need the thermostat set much higher than 18 degrees.

LIGHTING

West Hill inner porch and outside lantern - operated by switches in the porch. There is also a timed exit switch (with instructions) which lights the steps as you leave.

West Hill lobby, Graham Shaw room and WCs - operated automatically by sensors.

Kitchen lights - switch to the left of the door as you enter.

North Street lobby - two-way switched from beside the North Street door and inside the main hall.

Main hall up-lights - two-way switched from both ends of the hall.

Main hall down-lights - switched from the south end of the hall.

PLEASE NOTE that the main hall lights are energy-saving fittings and take a short while to reach full brilliance. **IF THE DOWN-LIGHTS ARE SWITCHED OFF AND THEN ON AGAIN**, they will take a few minutes to recover before they begin to burn. This is normal – they are not faulty!

PARKING

The Police and the Parish Council are concerned at the increase of thoughtless and often dangerous parking at Charminster crossroads. You are reminded that it is illegal to park within 10 metres of a junction. Our local Police Liaison Officer has been asked to keep an eye open for offenders so, in everyone's best interests, please **THINK WHERE YOU PARK.**

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FIRE PREVENTION AND EMERGENCY PROCEDURES

- Exit doors must remain unlocked while the hall is in use and these fire exits must remain clear at all times.
- No portable heaters or naked flames are allowed in the Hall. Candles must be specifically authorised by application to the Committee.
- Only one appliance plug is to be used on any one electrical socket.
- Read the fire evacuation procedure displayed in the Hall and understand where the exits and assembly point are located.
- At the start of each hire session, ensure occupants are aware of evacuation procedures and assembly point. Be aware of the positions of fire extinguishers, including CO2 for electrical fires. There is a fire blanket in the kitchen.
- There is no land line telephone at the Hall. A mobile phone is essential to allow the alarm to be raised in the event of an emergency. Dial 999 for Fire Rescue.
- If you discover a fire, sound the nearest fire bell (there are two).
- Ensure every occupant leaves the building, giving assistance where necessary to the elderly and/or infirm.
- When you are certain the Hall has been completely evacuated, close the outside doors to try and contain the fire.
- Check the number of people evacuated and be able to confirm to the Fire Rescue Service that no-one remains in the building.

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BEFORE LEAVING THE HALL, HIRERS MUST:

1. Leave the chairs around the main hall unstacked or put them away in the cupboard.
2. Put all tables back into the table cupboard and close all windows.
3. Sweep the main hall floor and dispose of sweepings in the kitchen waste bin.
4. Check that all toilets are flushed and all taps turned off. PLEASE DO NOT PUT SOILED NAPPIES DOWN THE TOILETS; TAKE THEM HOME WITH YOU.
5. In the kitchen, leave wet tea towels on one side for washing. Clean cooker/fridge if they have been used and leave ready for next Hirer.
6. All rubbish is to be placed in black bags (kept under kitchen sink) and REMOVED FROM THE PREMISES. Please take it home, ready to recycle.

**PLEASE REMEMBER WHEN YOU VACATE THE PREMISES TO:
Turn main hall heating thermostat down to 15 degrees;
switch off ALL lights;
close and ensure ALL outside doors are locked.**

THANK YOU FOR USING CHARMINSTER VILLAGE HALL

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I have read and understood the Terms and Conditions and agree to comply accordingly.

Signed.....

Print Name..... Group (if applicable).....

Date

**PLEASE SIGN BOTH COPIES, KEEP ONE AND RETURN ONE TO THE BOOKINGS
SECRETARY**