



**Coombe Bissett  
& Homington  
Village Hall**

**HIRING CONDITIONS & OTHER  
INFORMATION**

Last Updated: January 2022

**This documentation forms part of the contract  
for hire of the Hall**

Contents:

1. Standard Conditions of Hire
2. Cleaning checklist
3. Fire Safety

## COOMBE BISSETT AND HOMINGTON VILLAGE HALL

### STANDARD CONDITIONS OF HIRE

1. The HIRER is the person named on the Booking Form and personally responsible for compliance with all Conditions of Hire. If the HIRER is in any doubt as to the meaning of the following, the Booking Clerk should be immediately consulted.
2. The HIRER agrees with the Village Hall Management Committee (“the Committee”) to observe and perform the provisions and stipulations contained or referred to in the Committee’s Standard Conditions of Hire for the time being in force as contained herein, an understanding of which the HIRER acknowledges. If there are any **Special Conditions** valid at the time of booking this supplement and take precedence over these standard conditions where there is a conflict.
3. In accepting the booking the Committee will make every endeavour to ensure that the Hall is available and in hireable condition but can not be held responsible for any losses stemming from cancellation by the Committee, or for the condition of the Hall.
4. The Hall has Public Liability insurance but only in connection with the fabric of the hall, its condition and contents. It is the responsibility of the Hirer to ensure that they have their own Public Liability insurance to cover their use of the premises and their activities.
5. The HIRER will, during the period of the Hiring, be responsible for the condition of the premises, the fabric and contents, their care, safety from damage however slight, or change of any sort, and for the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements to avoid obstruction of the road leading to the Hall and the Public Highway.
6. The HIRER shall be responsible for picking up the key, unlocking the Hall, disarming the burglar alarm, setting up the Hall, replacing chairs and tables etc. in the normal places, cleaning the Hall and surroundings after the event, re-setting the alarm, locking up and returning the key, and generally complying with the requirements of the Committee as displayed in the Hall or as otherwise notified to the HIRER.
7. Permission to use the Recreation Field above the Hall for the parking of cars or for any other purpose must be obtained from the Parish Council which is responsible for it. Applications must be made in advance, and in writing, to the Clerk - Jay McGowan, [parishclerkcoombbisett@gmail.com](mailto:parishclerkcoombbisett@gmail.com) or Mobile:07946 576550. Please ensure the gate is locked after use.
8. The HIRER will be responsible for reading the Premises Licence, observing its conditions, and where there is an intention to sell alcoholic liquor, to indicate this on the Booking Form. The HIRER must then complete a Temporary Event Notice (TEN) Form, copies of which must be sent by the HIRER to Salisbury District Licensing Authority (2 copies with a fee), and the Licensing Officer, Wiltshire Constabulary Police Headquarters, Salisbury (1copy).

These forms ideally must be submitted 28 days before the first day of the event, but certainly at least 10 working days before the event. See <https://www.wiltshire.gov.uk/article/1117/Temporary-event-notices> or contact the Licensing Office at Wiltshire Council.

9. The HIRER shall not sub-let or use the Hall for any unlawful purpose or in any unlawful way or do anything or bring anything onto the premises which may endanger the same or prejudice any insurance policies in respect thereof.
10. The HIRER shall indemnify the Committee for loss or for the cost of repair of any damage done to any part of the Hall or its surroundings or contents during or resulting from the hiring and will pay such costs in addition to the full Hiring Fee.
11. The return of any deposit whether in connection with the condition of the Hall or to secure a booking shall be entirely at the discretion of the Committee.
12. A sufficient number of responsible adults must be in continuous charge of any event involving young people to ensure their safety and that of the Hall.
13. Please note SMOKING is not allowed anywhere on the premises.
14. The Hall will not normally be let for use after 12 midnight (10.30 pm on Sundays) except for cleaning, to comply with various regulations. At the end of any event HIRER is responsible for ensuring quiet and orderly departure of all persons having regard to neighbours.
15. Dances must not exceed 206 persons or seating 235 persons.
16. The Committee is not responsible for private possessions and carries no insurance for the same.
17. When food has been prepared in the kitchen the HIRER is responsible for completing the Village Hall Food Hygiene Record (kept in a folder in the kitchen).
18. As HIRER you are required to leave the Hall as you would wish to find it and not necessarily as you actually found it. We can not arrange for the Hall to be cleaned after each Hiring and you must assume that the next user will be seeing the Hall as you left it.
19. Fire Exits, Equipment and facilities are as approved by the Fire Officer. The HIRER shall be personally responsible for ensuring compliance with all Fire Regulations as exhibited in the Hall and with the Fire Safety information as supplied including the appointment and management of all named stewards, locating fire exits, and keeping them free from obstruction, locating fire extinguishers and noting their method of use. Non-compliance with any regulation is dangerous and any Committee member has the right to bring any event to an end in such circumstances.

**Responsible Officers**

Chairman:	Don Morgan	01722 718557
House:	Tina Chelu	01722 718351
Bookings:	Rose Hawkins	cbvhbookings@gmail.com

## COOMBE BISSETT AND HOMINGTON VILLAGE HALL

### HIRER'S CLEANING RESPONSIBILITIES

Under the Conditions of Hire you are required to leave the Hall as you would wish to find it. Unfortunately, we cannot arrange for the Hall to be cleaned after each hiring, so our aim is to maintain and present the Hall to a standard acceptable to all Users by all Users.

Since the COVID-19 pandemic started Special Conditions have been issued that supplement and override our normal conditions of hire. While therefore the list below is still valid, extra responsibilities are placed on hirers by those Special Conditions, which take precedence over any others where they conflict. In particular, note that the Hall should be cleaned before and after each hire by the hirer.

Here is a **checklist summary** to help as a reminder:-

**Please note this now as it's too late to realise this when clearing up.**

**Do not take down any curtains.**

**No blu-tak, sellotape, any type of adhesive materials to be used on walls or on the floor.**

**Acoustic Panels – are not to have anything pinned or stuck onto them.**

1. **Clean** the security alarm pad, door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire 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 toilets and wash hand basins using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.
2. **Sweep Hard floors** (the scissors sweeper is very efficient) **wet** mop if required. **Carpets** vacuumed.
3. **Securely bag rubbish** and deposit in the large wheeled dustbin (if overflowing, please take your rubbish away with you and do not leave by bin to attract rats etc.). **Take recycling away.**
4. **Crockery, cutlery, and utensils** - wash up and return as found. **Hirers must bring and use** their own tea towels.
5. **Cooker** – must not be used except by prior permission. If used, clean inside and out.
6. **Electrical appliances** - Please switch off/unplug.
7. **Work surfaces** to be wiped down, where used, including the Bar area in the Homington Room.

8. **Hall furniture** to be put away safely. Please replace chairs in the trolleys (instructions found on the Storeroom wall) and stack tables against the wall.

9. **Stage Area** – out of bounds.

10. **Toilet Areas** - to be left thoroughly cleaned and paper bins emptied. Ensure all taps are turned off.

Please leave **Car Park, Cricket Ground, and surrounding areas** tidy and clear from rubbish.

All belongings of the Hirer to be removed unless arranged otherwise with the Booking Clerk.

**Cleaning equipment - can be found in the Meter room cupboards.**

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*The Committee reserves the right to levy additional charges or withhold retainer if extra cleaning is required before the next Hirer. Please let a Committee Member or the Booking Secretary know as soon as possible if the Hall has been left in a state unacceptable for your function.*

## IMPORTANT

### FIRE AND SAFETY FOR HIRERS

#### **Before admission of the public**

1. Check all exit doors are unlocked and the push bar mechanisms tested to make sure that they are in good working order.
2. Check that escape routes and exit doors are free from obstruction.
3. Check that firefighting equipment is in place next to the appropriate signage.  
4 water extinguishers: Main Hall (2), Foyer (1), Homington Room (1)  
5 CO2 extinguishers: Stage, Meter Room, Bar, Lighting Box, Print Room  
1 Dry powder extinguisher: Kitchen  
Stage: 2 fire buckets of water, fire blanket, foam extinguisher.(and CO2 as above)

These should not be removed and hidden away! Familiarize yourself with the information on the fire extinguishers regarding their use on particular types of fires.

4. Do not allow inflammable solvents to be brought onto the premises.
5. Check there is no obvious fire hazard in or near the building.
6. Portable electrical appliances which are your own are used at your own risk.

#### ***At the end of the function***

7. Check all areas of the hall for smouldering fires or cigarettes left burning.  
(Since it is illegal to smoke on the premises there should be no cigarettes).  
Check any candles used are extinguished.
8. Check that all heaters are turned off. There could be heaters on in the Hall, Homington room, South and North dressing rooms, depending on your use of the hall.
9. Check that the cooker is switched off in the kitchen.
10. Check that all electrical appliances are turned off, (**excluding** the “sink” water heater in the kitchen, and any fridge or freezer) as they may be required for a function later.
11. Turn off all lights and close all internal doors.
12. Secure all outside doors and windows.

# IMPORTANT

## FIRE & SAFETY

**If you discover a fire, raise the alarm.**

**An oral warning must be given as there is no fire alarm.**

**Instruct your Stewards or briefed persons to open the fire doors and allow occupants to leave in an orderly fashion using the nearest exit. All fire doors are of the “push bar to open” type.**

**Able bodied persons should help disabled persons to escape.**

**Occupants evacuating the building should meet at the assembly point, which is in the main car park to the front of the hall.**

**Persons using the Kitchen should turn off the gas cooker if in use and any electrical appliances switched on before leaving, if possible.**

**If you feel confident, attempt to extinguish the fire with a suitable fire extinguisher. If the fire cannot be easily extinguished, remove yourself from the building to the assembly point, and call the Fire Brigade immediately on 999.**

**The last persons leaving the building should close all doors ( and windows if possible) as this will slow the spread of the fire and smoke. Smoke alone can kill.**

**If the car park is in smoke, instruct persons to assemble on the field above the hall.**

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