



Coombe Bissett & Homington Village Hall

CONDITIONS OF HIRE

Last Updated: January 2024

IMPORTANT

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

Contents:

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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 Co-ordinator 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, the Cleaning Conditions of Hire** and the **Health & Safety Conditions of Hire** for the time being in force, an understanding of which the HIRER acknowledges.
3. In accepting the booking the Committee will make every reasonable endeavour to ensure that the Hall is available and in hireable condition but cannot 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. 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.
6. The HIRER shall be responsible for picking up the key, unlocking the Hall, disarming the security 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 next to 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 to the Parish Clerk - Jay McGowan, parishclerkcoombebisett@gmail.com or Mobile:07946 576550. Please ensure the gate is locked after use.
8. The hall has the benefit of a Premises Licence permitting the performance of live music, dancing and sporting events. The maximum capacity of the Hall is 206 persons for dances or 235 persons for events when guests are seated plus an additional 60 in the Homington Room. These numbers must not be exceeded. A copy of the Premises Licence is available in the kitchen and the HIRER is responsible observing its conditions. Where there is an intention to sell alcoholic liquor, this should be indicated on the Booking Form. The HIRER must then obtain a Temporary Event Notice (TEN), by applying to the licensing authority - Wiltshire Council, County Hall, Bythesea Road, Trowbridge, BA14 8JN via: <https://www.gov.uk/apply-for-a-licence/temporary-event-notice/wiltshire/apply-1>

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 return of any deposit shall be entirely at the discretion of the Committee.
11. The HIRER for a “one off” event that has been booked and paid for yet fails to happen or is cancelled by the HIRER for any reason with less than 1 months written notice given to the Booking Co-ordinator, shall forfeit half of the full fee paid which will be retained by the Committee.
12. The HIRER for an event which is one of a series of regular bookings already booked on the Hall calendar shall give the Booking Co-ordinator at least two weeks’ written notice if it is proposed to cancel such an event. If more than two failures to give such notice occur in any 4 month period then the HIRER shall pay half the fees due for the event or events that did not take place.
13. 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.
14. SMOKING is not allowed anywhere on the premises.
15. In accordance with the Premises Licence, the Hall will not normally be let for use after 12 midnight (10.30 pm on Sundays) except for cleaning. At the end of any event the HIRER is responsible for ensuring quiet and orderly departure of all persons having regard to neighbours.
16. The Committee is not responsible for private possessions and carries no insurance for the same.
17. When food is brought on to the premises and/or is prepared in the kitchen by the HIRER the Committee accepts no responsibility for consequential food hygiene matters. It is the HIRER’S responsibility to ensure any food provided is handled, prepared and cooked in an appropriate manner.
18. The HIRER is required to leave the Hall as they would wish to find it and not necessarily as they actually found it. The Committee cannot necessarily arrange for the Hall to be cleaned after every Hiring and the HIRER must assume that the next user will find the Hall as they left it.
19. The HIRER is personally responsible for compliance with the Health and Safety Conditions of Hire. Any Committee member has the right to instruct a HIRER to end an event if he or she considers there is clear evidence that non-compliance with said Conditions is causing a danger to life or property.
20. If a HIRER proposes to book an event in the main hall which is likely to be so noisy as to be incompatible with a concurrent activity in the Homington Room by a different user, the HIRER may be required to take a let of the whole building to avoid a potential loss of income by the Committee.
21. The HIRER is not permitted to take down any curtains or blinds in the hall.
22. The HIRER must not use blu-tak, Sellotape or other adhesive materials on the walls or on the floor and nothing must be pinned to the Acoustic Panels.

Responsible Officers

Chairman:	Don Morgan	01722 718557
Treasurer:	Simon Scutt	simon.scutt@gmail.com
House:	Tina Chelu	01722 718351
Bookings Co-ordinator:	Pauline Cullis	cbvhbookings@gmail.com

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CLEANING CONDITIONS OF HIRE

***Please Note:** Cleaning equipment can be found in the Meter room off the corridor next to the Homington Room. The Committee reserves the right to levy additional charges or withhold a deposit if extra cleaning is required before the next Hirer.*

The HIRER is required to leave the Hall as they would wish to find it and not necessarily as they actually found it. The Committee cannot always arrange for the Hall to be cleaned after every Hiring and the HIRER must assume that the next user will find the Hall as they left it.

1. **Clean** the surfaces of all tables and work areas that have been used, including the bar area in the Homington Room.
2. **Sweep Hard floors** using the scissors sweeper, brush or Henry the vacuum cleaner. Wet mop if required because of spillages. **Carpets** may need to be cleaned using the vacuum cleaner if dirty.
3. **Remove all waste materials and rubbish. Securely bag rubbish** and deposit in the large wheeled dustbin in the car park. If overflowing, please take your rubbish away with you and do not leave by bin to attract rats. **Take recycling away.**
4. **Crockery, cutlery, and utensils** - wash up and return as found. Tea towels are provided.
5. **Cooker** – must not be used except by prior permission. If used, clean inside and out.
6. **Dishwasher** - follow the instructions for use of the dishwasher in the kitchen and **ensure that the dirty waste water is pumped out before leaving.**
7. **Electrical appliances** - Please switch off/unplug before leaving.
8. **Freezer and fridges** must be left empty, clean and unplugged
9. All **Hall furniture** must be returned to the rear storeroom. Chairs in the trolleys and tables stacked against the wall. (instructions found on the storeroom wall)
10. **Toilet Areas** – must be left in a clean and tidy condition.
11. **Stage Area** – out of bounds unless previously agreed.

12. **Car Park, Cricket Ground and surrounding areas** must be left tidy and clear from rubbish.
13. All belongings of the HIRER must be removed after an event unless arranged otherwise with the Booking Co-ordinator.

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HEALTH AND SAFETY CONDITIONS OF HIRE

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 and so maintained.
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. Inflammable solvents must not be brought onto the premises.
5. Check there is no obvious fire hazard in or near the building. Barbeques or fire pits are not permitted within the building or on the patio without prior approval.
6. Electrical appliances brought onto the premises are used at the HIRER'S own risk and should be Portable Appliance Tested.

During the event

7. Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food).
8. Avoid over-crowding in the kitchen and do not allow running.
9. Deep Fat Frying is not permitted on the instruction of the Hall insurer because of fire risk.
10. Do not work on steps or ladders until they are properly secured and another person is present. Ensure that lighting levels are adequate for any task to be performed safely.

11. Report every accident in the accident book located in the kitchen and to the Booking Co-ordinator.
12. Report any evidence of damage or faults to equipment or the building's facilities to the Booking Co-ordinator.
13. Note that a first aid box is provided in the kitchen.
14. Particular care is needed by persons using the stage in order to avoid the risk of falling from the edge.

At the end of the event

15. Check all areas of the hall for smouldering fires or cigarettes left burning. (Since smoking is not permitted on the premises there should be no cigarettes). Check any candles used are extinguished.
16. Check that all heaters are turned off in the Hall, the Homington room, South and North dressing rooms.
17. Check that the cooker is switched off in the kitchen.
18. Check that all electrical appliances including the freezer and fridges are turned off, excluding the "sink" water heater in the kitchen.
19. Empty the freezer and fridges, leave in a clean condition and unplugged.
20. Turn off all lights and close all internal doors
21. Secure all outside doors and windows and activate the security alarm.

In case of fire

22. If you discover a fire, raise the alarm.
23. 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.
24. Able bodied persons should help disabled persons to escape.
25. Occupants evacuating the building should meet at the assembly point, which is in the main car park to the front of the hall.
26. If the car park is in smoke, instruct persons to assemble on the field above the hall.
26. Persons using the Kitchen should if possible turn off the gas cooker if in use and switch off any electrical appliances before leaving.
27. If you feel confident, attempt to extinguish the fire with a suitable fire

extinguisher. If the fire cannot be easily extinguished, leave the building and go to the assembly point and call the Fire Brigade immediately on 999.

28. 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.