

Wootton Courtenay Village Hall

Registered Charitable Incorporated Organisation No 1180907

www.woottoncourtenayvillage.co.uk

Amended 12th December 2023



HIRING POLICY AND AGREEMENT

Welcome to Wootton Courtenay Village Hall.

The purpose of this formal documentation is to ensure that we keep our wonderful community hall in excellent condition and provide a well equipped, clean and safe environment for a wide range of activities.

Hiring the hall means that you are bound by the terms of the agreement and will follow the health and safety guidelines. Whilst Covid 19 restrictions exist, hirers are also required to sign a supplemental "Covid 19 Special Conditions of Hire" detailing the latest regulations.

For its part, the Hall Management Committee will do its best to provide a well maintained, adequately equipped and safe environment.

The committee has a policy of continuous improvement, subject to funds, and is happy to consider suggestions from hirers.

Information about lighting, fire safety and heating is included in the booklet 'Information for Hirers' and in notices around the hall. Further information can be obtained from the chairman (see 'Important Telephone Numbers')

Above all, we hope that you enjoy your time in the hall!

HIRING POLICY

- The hall, meeting room and kitchen are available for hire for any lawful purpose but the Management Committee reserves the right to refuse a hiring without giving a reason
- No one under the age of 18 can hire any part of the hall.
- All hire is subject to rules set by the Management Committee, the hiring agreement and conditions set by the appropriate public entertainments licence.
- Hire charges are set by the Management Committee and are available on the hall web pages. [www.woottoncourtenayvillage.co.uk/home/village-hall]
- Additional charges will be made for the extension of the stage, if required. These will be discussed and finalised with you when booking.
- Payment is usually settled by invoice after the event although for some events, an additional deposit against damage is required.
- Full recompense must be made for any damage.
- The hall including any kitchen equipment/utensils used must be left as found, safe, clean and tidied, ready for the next hiring.
- Wootton Courtenay Village Hall is a Plastic Free Community Ally, and is actively looking to reduce its use of single-use plastic. We politely request that hirers also try, where possible, to avoid bringing single-use plastic into the hall.

HIRING AGREEMENT

For the purposes of these conditions a **hirer** shall mean:

- Authorised representatives of a village society or organization.
 - Residents of the Village.
 - Non-Residents of the Village.
1. The **hirer** will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and contents, their care and safety from damage, the behaviour of all persons using the premises and the safe supervision of car parking.
 2. The **hirer** shall not use the premises for any purpose other than that described at the time of booking and shall not sub-hire or allow the premises to be used for unlawful purposes.
 3. The hirer shall ensure that the maximum hall capacity of 100 persons is not exceeded but individual event capacities will be agreed with the hirer depending on the nature of the event / stage size / seating style etc.
 4. The **hirer** should not allow anything to be brought on to the premises which may endanger people or the building and render invalid the hall insurance policies.
 5. The hall has an "Alcohol Sales Licence" for social activities organized by the hall committee or village groups, village private parties or village weddings - all in accordance with the terms of the Licence. Where the **hirer** is a third party from outside the village, the committee may at their absolute discretion require that the **hirer** obtains his own Temporary Events Licence for the event.
 6. The **hirer** will not contravene the law relating to gaming, betting and lotteries.
 7. The **hirer** will comply with all conditions made in respect of the premises by the Fire Authority, Local Authority, local Magistrates Court and relevant Acts of Parliament in connection of any event which involves public dancing, music, stage performances and other similar forms of public entertainment.
 8. The **hirer** will ensure that any activities involving young children and vulnerable adults comply with current legal requirements and that only fit and proper adults have access to children.
 9. The **hirer** shall, if preparing food, observe all current food health and hygiene legislation.
 10. The **hirer** shall ensure that all equipment brought into the hall and used there shall be in a safe and sound working order and used in safe manner.
 11. The **hirer** shall indemnify the committee for the cost of any damage done to any part of the property or the contents of the building which may occur during the period of the hiring as a result of the hiring.
 12. The **hirer** shall ensure that the peace and rights of the local inhabitants are not disrupted and that a minimum of noise is made during the hiring and on arrival and departure.
 13. At the end of the letting the **hirer** shall be responsible for leaving any kitchen equipment / utensils used in a clean condition and the premises and surrounds in a clean and tidy condition, properly locked and secured, with all lights, switches, cookers, kettles, central heating switched off and safe. Cleaning materials and equipment are available in the cleaning cupboard, boiler cupboard and rear toilet. The committee reserves the right to levy an extra charge if lights and heating are left on after a hiring. The committee also reserves the right to levy a cleaning charge if the hall is left in an unacceptable condition.

14. The committee has a duty, as part of the grant condition, to allow the hall to be used as a polling station. Lettings arranged for the polling date will therefore have to be cancelled with as much notice given as possible. Where possible alternative dates will be found.
15. If the hall is unfit for use or is undergoing maintenance work, the committee reserves the right to cancel bookings during that period.
16. The **hirer** will be expected to follow all the health and safety conditions set by the committee and added to this hiring policy below.
17. The **hirer** must follow the advice printed on notices, given verbally and with this hiring policy.
18. The committee reserves the right to charge a fee in the event of a late cancellation.
19. The **hirer** shall be responsible for removing all waste generated and placing it in the appropriate receptacles adjacent to the fuel tank at the top of the access ramp. When these are full, waste must be removed from site by the hirer.
20. The hirer may use the village hall WiFi Broadband at no extra charge. Full instructions are provided on a notice on the RHS of the stage adjacent to the Red Switch, that switches it on.

HEALTH AND SAFETY POLICY

It is the intention of Wootton Courtenay Village Hall Management Committee to comply with all Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health and any danger arising from its activities and operations. It will require all who use the hall to engage in the establishment of safe practices and to follow the guidance set out on safety notices and in the hiring documentation.

It is our policy to

1. Provide healthy and safe operating conditions for our volunteers, committee members and hirers.
2. Keep the village hall equipment in a safe condition for all users.
3. Provide such information as necessary for volunteers, committee members and hirers.
4. Ensure that all required servicing and routine checks are made to the electric circuits, boilers, fire extinguishers, fire alarm systems and emergency lighting.
5. Respond quickly to reported safety issues.
6. Provide clear safety guidance to hirers.

The committee will nominate representatives to carry out regular bi-monthly safety checks using a checklist similar to that recommended by the Health and Safety Executive and agreed by the management committee. Records of these regular checks will be confirmed at each management committee meeting and retained in the Chairman's files.

General Health and Safety Guidelines for all Users and Visiting Contractors

1. All entrances and exits must be clear of obstacles and hazards at all times.
2. Cars must be parked responsibly to avoid inconvenience to residents and ensure access for emergency vehicles
3. Fire escape routes must be kept clear at all times.
4. Although the hall has absorbent matting at both entrances care should be taken to ensure that damp feet and wet clothing do not produce a slip hazard. Adequate coat hooks are provided close to the entrance and wet clothing should not be taken into the main part of the hall
5. Any spills must be cleared immediately to prevent slipping.
6. Broken glass must be cleared away safely and removed from the premises. A member of the hall committee should be informed of any breakage.
7. Care should be taken with hot water from the taps, kettles and the urn.
8. Any concerns about electrical installations, plugs, leads etc. must be notified to a member of the management committee and noted in the incident book. (See 'Important Telephone Numbers')
9. Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched
10. All hirers should acquaint themselves with the position of lighting switches, and emergency lighting.
11. It is recommended that the fire assembly point should be in the road opposite the hall gates. All hirers must acquaint themselves with fire exit routes and decide on a fire assembly point if different from the recommendation.
12. All hirers should acquaint themselves with the position and operation of fire extinguishers. Details of fire extinguishing equipment can be found on the notice board in the lobby.
13. Fire exits must be kept clear and unobstructed at all times. All fire exits must be capable of being opened at all times. The curtain positioned across the north fire exit door should be securely tied back prior to the beginning of an event in the hall, to ensure that this exit route is fully visible and available to all occupants.
14. The fire doors (any door fitted with an automatic closer) are essential to slow the movement of fire and smoke throughout the building, and must not be secured open.

15. Hirers should familiarise themselves with the location and operation of the three 'break glass' fire alarm points which are close to the three exits.
16. All hirers are asked to familiarise themselves with the "Fire Precautions" notices which are displayed in the hall.
17. The Fire Service shall be called to any outbreak of fire, however slight, by dialing 999. The full postal address of the hall should be given, along with the 'What 3 Words' location. The postal address is:
Wootton Courtenay Village Hall,
Roadway Lane,
Wootton Courtenay,
Minehead,
TA24 8RH
and the 'What 3 Words' location is **outhouse-surpasses-splinters**.
The Chairman or Vice-chairman shall then be notified as soon as is reasonably practical (contact details are given below).
18. On discovering a fire, or in the event of the fire alarm operating, the hirer is responsible for evacuating the building. A roll call is to be taken at the pre-arranged assembly point. Ensure that no-one re-enters the building. The hirer is responsible for ensuring that anyone with limited mobility or other specific needs is assisted as necessary. If the ovens, cooker or dishwashers are in use, they must be turned off. Only if there is no danger by doing so, try to put out the fire with a suitable Fire Extinguisher.
19. Care should be taken with hot liquids and fats. Use of deep fat fryers is discouraged: but if used then the hirer must familiarise himself with the special Wet Chemical extinguisher which is located in the kitchen.
20. Kettles should not be over filled and leads should not trail over the edge of work surfaces.
21. Kitchen spills must be cleared immediately to prevent slipping
22. Children under the age of 12 should not be allowed in the kitchen under any circumstances.
23. Cleaning materials must be used according to the instructions on the label and kept out of the reach of children
24. Do not use equipment unless you are fully conversant with its operation. Always ask for advice and help.
(See 'Important Telephone Numbers')
25. If the stage is used, extreme care must be taken. There are potential falling hazards on all four sides. It is the hirer's responsibility to ensure that all additional scenery and lighting for their specific requirement is safely installed to ensure that both the hirer and members of the audience are safe. Any additional staging required by the hirer must be advised at the time of booking and the Management Committee will be responsible for erecting the extension and demounting after the booking. A charge will be made for this service.
26. All persons should exercise care in storage areas while removing and replacing items. All items should be replaced safely so that they cannot fall and cause an injury.
27. Care should be taken when moving chairs and a trolley is available for moving them. Chairs stored beside the stage should be stacked in tens, whilst those in the main hall area should be stacked in fives. For safety reasons, never stack stairs more than ten high.
28. When removing and replacing equipment stored under the stage it is recommended that two adults assist with this to prevent injury to hands and backs.
29. Do not attempt to lift heavy items by yourself. Always ask for help.
30. If ladders/stepladders are used, ensure that they will not slip by the use of an appropriate anti slip pad and that one adult stands on the bottom rung to provide added stability and support. Never use a ladder/stepladder by yourself. Always ensure that you have assistance. Users of ladders must take full responsibility for their own safety. Use of ladders/step ladders owned by the hall is undertaken at your own risk. Although our ladders/step ladders are believed safe, we cannot guarantee their safety. In the interests of safety, the hall folding ladder is kept padlocked and only committee members have the code to unlock the padlock.
31. If you are in the hall by yourself, please ensure that you have a mobile phone in case of an emergency and ensure that someone knows where you are.

Hygiene

1. Paper towels are provided in the kitchen and hot air driers are situated in the toilet areas
2. Plastic gloves, available in the cleaning cupboard, are available for cleaning toilet areas or for dealing with spilt blood.
3. All surfaces on which food is prepared or eaten must be thoroughly cleaned with an appropriate cleaner.
4. Hands must be washed thoroughly before food preparation and a special sink is reserved for this purpose in the kitchen.
5. It is the responsibility of hirers to ensure that the toilets are checked and, if necessary, cleaned after each hiring. Gloves and cleaning materials are available in the cleaning cupboard.

First Aid

A basic First Aid Box is kept in the kitchen. This is regularly checked but please note in the accident book what you have used so that it can be quickly replaced.

Accident Report Book

It is a requirement that details of any accident no matter how small is entered in the yellow accident report book. The book is kept on top of the filing cabinet in the small room.

Incident Report Book

If you note anything which is dangerous, broken, injurious to health or there is a “near miss” please make a note of it in the yellow incident report book. The book is kept on top of the filing cabinet in the small room.

INSURANCE

The village hall’s liability policy extends to cover (as an insured) any hirer of the premises whilst they are at the premises, but this cover does not extend to commercial or business hire where the hirer is hiring the premises in the name of their business, whereby those parties should have their own policies covering public / products liability and / or employer liability etc.

POLICY FOR ACTIVITIES INVOLVING CHILDREN AND VULNERABLE ADULTS

1. The management committee wishes to provide children and vulnerable adults with appropriate safety and protection whilst in Wootton Courtenay Village Hall
2. Hirers are completely responsible for the care, safety and welfare of the children and vulnerable adults who attend the event.
3. Hirers must take full responsibility to ensure that any activities involving children under eight years of age comply with the provisions of the Children Act of 1989 and that only fit and proper adults have access to the children.
4. Children should be supervised at all times and not allowed to play outside the hall unless accompanied by a responsible adult.
5. Children under the age of 12 are not permitted to enter the kitchen.
6. Use of toilets should be appropriately supervised and cleanliness checks made at the end of the hire period.
7. Children must not purchase or consume alcohol and have no involvement in its distribution.

CONTACT TELEPHONE NUMBERS

Chairman	Mr Alan Rowe	01643 841573 or 07966 068908
Vice-chairman	Mr Brian Matthews	01643 841372 or 07774 453374
Bookings	Mrs Dee Binnie	07776 474435

Hirer

Signed by and accepted on behalf of the Hirer.....

Name (block capitals)

Date