

# **LLANFOIST VILLAGE HALL**

## **Conditions of Hire and Safeguarding**

### **CONDITIONS OF HIRE**

1. All hirers must abide by the following conditions of hire. The management committee accepts no responsibility for any injury loss or damage resulting from the use of the village hall, car park and surrounding area.
2. The committee will not treat the booking as firm until payment in full has been made or an alternative method of payment agreed.
3. If a booking enquiry has been acknowledged and a hire charge quoted but the hirer fails to use the booking as arranged and no cancellation notice is given, the hirer will be invoiced for the full amount due.
4. The Hirer must be over the age of 21.
5. Hirers must abide by the occupancy limits for each room, as stated on the Llanfoist Village Hall website.
6. Hirers are advised to keep entrance/exit doors locked during booked sessions to prevent strangers entering the building.
7. When more than one event is taking place at the same time, each hirer must show consideration to the other.
8. No alcohol to be brought into the village hall without prior permission of the management committee.
9. No gambling or entertainment of an adult or sexual nature is permitted on the premises.
10. The village hall, car park, surrounding area and contents to be left in the condition as found, including returning tables and chairs to their storage in the Main Hall or Gallery, or set up as for a meeting in the Meeting Room.
11. A chair mover must be used for moving up to 10 chairs, otherwise chairs to be moved singly.
12. Tables are to be moved singly except where the weight is deemed too much for a single person, then two or more people to move them.
13. The hirer shall be responsible for the full cost of repair or replacement of any damage or loss caused to any part of the village hall, car park, surrounding area and contents.
14. All damage or loss must be reported to the management committee as soon as is possible.
15. The hirer or nominated responsible person will be responsible for the supervision of the premises, the fabric and contents and behaviour of all persons using the premises during the hire period. This will extend to the car park and surrounding area, in particular the hirer must ensure there is no disturbance to local residents and no car park overflow.
16. Doors and windows must be closed by 11pm to minimise noise disturbance to neighbours and music must be stopped by 11.30pm.
17. Alcohol must not be served after 11.30pm.
18. No alcohol is to be sold to those under the age of 18.
19. The hall must be vacated by midnight.
20. The hirer or nominated responsible person must ensure that the village hall and its contents are left in a clean and tidy condition.

### **RUBBISH TO BE TAKEN OFF THE PREMISES.**

21. Children are not allowed to use the kitchen unless supervised by a responsible adult.
22. The hirer or nominated responsible person is responsible for the safety of all persons at their event and for the safe and proper use of all equipment and also complying with all health & safety rules as displayed.
23. If you wish to decorate or bring any entertainment equipment into the village hall for an event, the hirer must consult the bookings manager prior to the confirmation of the booking.

24. No bouncy castles are allowed in the hall, as they cause damage to the floor.
25. Smoke or bubble generating equipment is not permitted in the hall, as it will activate the smoke alarms.
26. Naked flames, gas cylinders, gas burners, portable cookers, indoor fireworks and similar, are not permitted in the hall. Candles may be permitted but only with the prior agreement of the management committee.
27. Those hiring the hall for commercial purposes intending to play music as part of their hire activities must have a licence to use music available from PPL PRS LTD.
28. Those hiring the hall for anything other than private events, must have their own appropriate Third-party liability insurance for the activity/event.
29. Those hiring the hall for anything other than private events, must have their own appropriate Safeguarding policy.
30. Users who bring their own electrical items into the hall are responsible for ensuring they are safe e.g., Portable Appliance Testing.
31. If the cooker is used for a prolonged period of time, at least one kitchen window should be opened whilst the cooker is on.
32. The management committee reserves the right to refuse any application, postpone or cancel a hiring and revise the charges from time to time. Every effort will be made to give reasonable notice should any of these actions prove necessary. The management committee's decision is final.

### **33. FIRE SAFETY**

#### **For your safety:**

All user groups must familiarise yourselves and the people in their charge with the following fire precautions.

#### **When using the Village Hall:**

The person in charge (temporary responsible person) is responsible for the following:

- a. Being present throughout the event
- b. Is aware of the evacuation procedure.
- c. Locating the firefighting equipment, fire alarm call points, fire exits and assembly point (fire exits are marked with green exit signs).
- d. Keeping fire exits clear at all times.
- e. Identifying a person who will call the fire service in the event of a fire [Village Hall Post Code is on the fire action notices].
- f. At the start of the event notify all present of the fire safety arrangements.

### **34. PARKING**

- a. Always park as close as possible to another car to maximise available space.
- b. A disabled parking area is situated at the side of the main hall and must be kept available for blue badge holders at all times.
- c. Please park in one of the following areas:
  - i. For users of the Main Hall or Meeting Room, the high level car park between the gate and the front garden/steps.
  - ii. For users of the Gallery, the lower car park between the hedge and the side of the building.
  - iii. For users of the MUGA, the end of the lower car park close to the MUGA
  - iv. For users of the recreation ground, the overflow / 'footballers' car park beyond the fence and gate immediately ahead when you enter the site.
- d. NEVER park anywhere that obstructs use of the tarmac footpath.
- e. NEVER obstruct the disabled parking area.

**Your cooperation is much appreciated.**

## **CHILD AND VULNERABLE ADULTS SAFEGUARDING**

Llanfoist Village Hall CIO has a Safeguarding Policy in place to protect all children and vulnerable adults. This policy applies to users of, and activities in, Llanfoist Village Hall and its grounds. A full copy is available on request from the Llanfoist Village Hall Management committee.

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.

All people associated with the Village Hall and its use, have a responsibility for the safeguarding of children and vulnerable adults.

The Village Hall Management committee will endeavour to keep the premises safe for use.

All hirers/users of the Hall should be aware that any safeguarding of children or vulnerable adults is the responsibility of the hirers/users.

The Village Hall Management committee can be contacted for assistance with raising a safeguarding concern.

Hirers need to be aware that facilities such as the toilets might be shared with other groups and that appropriate supervision/arrangements should be made.

Hirers are advised to keep entrance/exit doors locked during booked sessions to prevent strangers entering the building.

The Village Hall Management committee will ensure that hirers are made aware of their obligations under the Licensing Act 2003 to ensure that alcohol is not sold to those under the age of 18 and that no children may be admitted to films when they are below the age classification for the film or show.

No gambling or entertainment of an adult or sexual nature is permitted on the premises.