

Fawkham Village Hall

Registered Charity Number 802536

Standard Conditions of Hire

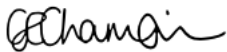
(If the hirer is in any doubt as to the meaning of the following, the Clerk to the Parish Council should immediately be consulted).

1. The Hirer will during the period of hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking to guarantee there is no obstruction of the highway and to ensure there is **no use of resident only parking spaces at all times** (please see parking plan below). Further no nails or screws shall be used to put up decorations attached to the mini-trunking which contains the electrical services. The Hirer shall take down and dispose of any decorations used for their event (both internally and externally).
2. Please Note: The Hall, in compliance with the Law, is a No-Smoking Zone. The Area around the Hall shall be left litter free (including dog-ends).
3. The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.
4. The Hirer shall be responsible for obtaining such licenses as any be needed whether from the sale, or supply of intoxicating liquor, The Performing Rights Society, or otherwise and for the observance of the same.
5. The Hirer shall adhere to the hall's maximum capacity of 160 people.
6. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates Court or otherwise, particularly in connection with any event which includes public dancing or music or similar public entertainment.
7. The Hirer shall indemnify the Fawkham Village Hall for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building which may occur during the period of hire as a result of hiring.
8. If the Hirer wishes to cancel the booking before the date of the event and the Fawkham Village Hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Fawkham Village Hall.
9. Upon entering the hall turn on the electric switch found in the electricity cupboard in the kitchen. Pull the labelled switch up to turn the electricity on and the switch down to turn the electricity off. The hirer must ensure the electric switch is turned off before leaving the hall.
10. If the hirer is using the dishwasher use the short 30 minutes cycle indicated on the front of the machine. Ensure the cycle has finished and the dishwasher unloaded before turning off the electricity and leaving the hall.
11. If it is dark outside during the hire period, turn on the labelled switch in the electricity cupboard in the kitchen in order to turn on the outside floodlights. Ensure the flood lights are turned off before leaving the hall.
12. The Hirer is responsible for ensuring that no equipment/chairs are dragged across the floor. Chairs must either be carried one at a time or the trolley provided must be used. Equipment used during the hire period such as

mini trampolines should be placed on mats to prevent possible damage to the floor. Users will be responsible for the full cost of any damage that occurs to the floor during the hire period.

13. At the End of the hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition. **ALL REFUSE SHALL BE REMOVED BY THE HIRER. THE ELECTRICITY SUPPLY SHALL BE TURNED OFF AS AT POINT 8 ABOVE. THE PREMISES SHALL BE PROPERLY LOCKED AND SECURED.** Any contents temporarily removed from their usual positions properly replaced, otherwise Fawkham Village Hall shall be at liberty to make an additional charge.
14. At the End of the hiring the Hirer shall be responsible for returning the key safely to the Clerk at the address provided.
15. The Fawkham Village Hall Reserves the right to cancel this hiring in the event of the Hall being required for use as a polling station for a Parliamentary or Local Government election or by election, in which case the Hirer shall be entitled to a refund of any deposit already paid.
16. In the event of the Hall or any part thereof being rendered unfit for the use for which is has been hired the Fawkham Village Hall shall not be liable to the Hirer for any resulting loss or damage whatsoever.
17. Any Equipment brought into the Hall must be removed, for example unsold items from a jumble sale or bar equipment.
18. Accidents and dangerous occurrences. You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book. You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our Parish Council Clerk will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
19. It is necessary to sign the form for "Safeguarding Vulnerable Users of Fawkham Village Hall" available from the Clerk to the Parish Council or via the website.
20. It is necessary to read and sign the Special conditions of Hire during COVID-19 document together with the Fawkham Village Hall COVID-19 Risk Assessment carried out by Fawkham Village Hall Management Committee.

As Witness the hands of the parties here to:

 Signed on behalf of Fawkham Village Hall by the Authorised representative named below at (2).	 Signed by the person named at (3) below on behalf of the Organisation/Hirer
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Hiring Agreement

This Agreement is made on the date (1) and between Fawkham Parish Council as Sole Trustees of Fawkham Village Hall (2) and the Hirer (3) named below whereby in consideration of the sum(s) below, viz: -

The Fawkham Village Hall agrees to permit the Hirer to use the premises (5) for the purpose (5) and for the period(s) all described below.

(1) **Today's Date:** [.] 2022

(2) **Fawkham Village Hall:**

Authorised representative(s) of Fawkham Parish Council:

Mrs Grace Champion

6 Small Grains

Fawkham

DA3 8NT

07503651138

fawkhampc@gmail.com

(3)

Name of Hirer:	
Name of Organisation: (if appropriate) Name of Authorised Representative: (if appropriate)	N/A
Address of hirer:	
Telephone number:	
email:	

(4)

- ☐ Fawkham Village Hall uses personal data for the purposes of managing hall bookings, finances, events and publicity. Please tick here if you are unwilling for us to share your contact details with other groups and organisations benefitting the residents of the Parish of Fawkham
- ☐ I have read and understood the document entitled Safeguarding Vulnerable Users of Fawkham Village Hall See Addendum.

(5) **Premises:** The whole of the Village Hall

Date of hiring:		Hours:	
Start of hire:		Finish of hire:	
Purpose of hire:			

N.B. The Hall must be vacated by 12.00 midnight.

(6) **Hiring fee:**

Rate (£/hr):	£0.00
Total Fee:	£0.00

Deposit:	£100.00
Balance due:	£0.00

The balance is to be paid on or before the conclusion of the event for which the Hall is hired. The deposit above is to be paid upon signing this agreement

In addition, a Damages/Cleaning Deposit of £100.00 will be paid by the hirer to Fawkham Village Hall who, within 28 days of the termination of the period of hire, will repay such deposit to the hirer less the cost of rectifying any damage or of cleaning the premises and/or contents thereof during the period of the hiring as a result of the hiring. This payment should where possible be made by cheque. Cheques to be made payable to "Fawkham Village Hall". Regular hirers should where possible pay their deposit by bank transfer or, if paid by cheque, renew this cheque every six months to ensure it is valid.

N. B. The Hirer agrees with the Fawkham Village Hall to observe and perform the provisions and stipulations contained or referred to, in the Fawkham Village Hall Standard Conditions of Hire for the time being in force as annexed hereto (an understanding of which the Hirer acknowledges) together with the special conditions set out in the Addendum attached.

Village Hall Parking Guide



Please park only in the public parking areas indicated.

DO NOT PARK In any of the yellow area indicated, this is for residents only.

Addendum

Safeguarding Vulnerable Users for Fawkham Village Hall

What is a vulnerable user?

Vulnerable users could include:

Children

Young people

Adults with learning difficulties or physical disability

Frail elderly people

Carers

Details of Premises and staffing

The Fawkham Village Hall, Fawkham Parish Council as Sole Trustee, Parish Councillors, staff and volunteers have a duty to safeguard vulnerable users of the hall and its premises (see above definition) and those who may come into contact with vulnerable users. They should respond to any concerns they may have regarding the physical, sexual, emotional or psychological safety of a vulnerable person or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person. This policy is in place to protect all vulnerable persons regardless of gender, ethnicity, disability, sexuality, religion or faith.

Principles

The welfare of the child or vulnerable adult is paramount and is the responsibility of everyone. All children and vulnerable adults, without exception, have the right to protection from abuse, whether physical, verbal, sexual, bullying, exclusion or neglect. Bullying, shouting, physical violence, sexism and racism towards children will not be permitted or tolerated.

Policy Statement:

1. No member of the trustees, helpers or other volunteers or staff will have unsupervised access to children or vulnerable adults unless they have been through the safe recruitment procedure (see box below) and introductory Child Protection or Vulnerable Adults Protection training.
2. All suspicions or allegations of abuse against a child will be taken seriously and dealt with speedily and appropriately.
3. All staff and volunteers need to be aware of this policy, child protection, and vulnerable adult issues.
4. There will be a nominated and named Vulnerable Users representative to who any suspicions or concerns should be reported. This person is the Clerk of Fawkham Parish Council.
5. Fawkham Village Hall will endeavour to keep the premises safe for use by children and vulnerable adults. Fawkham Village Hall recognises that a higher standard of safety is required where use is made by small children, those who cannot read safety notices and physically disabled adults
6. Any organisations or individuals hiring the hall for the purposes of holding activities where Ofsted registration is required (see table below) should show their registration and their own Child Protection Policy. Safe recruitment processes should be used to appoint staff who will be working with children or vulnerable adults in any kind of activity.
7. Fawkham Village Hall will ensure that hirers are aware that no children may be admitted to films when they are below the age classification for the film on show. No gambling or entertainment of an adult or sexual nature shall be permitted on the premises.

8. These policies and procedures will be reviewed annually and updated as appropriate in the interim periods.

Safe Recruitment:

1. Any volunteers working for Fawkham Village Hall and having unsupervised access to vulnerable users (e.g. running children's entertainment) may also be required to go through these procedures.
2. If individuals hired by Fawkham Village Hall are working directly with children or young people or vulnerable adults, they should be checked under the Criminal Records Bureau Disclosure System and a copy of the DBS disclosure form kept on file.