

## Fiskerton Village Hall Hire Agreement

**Please read the attached Conditions of Hire and Fire Safety Information before completing and signing this Hire Agreement.**

**All payments for functions (including returnable security bond) must be paid in advance of a booking being accepted and confirmed.**

Hire rates: Regular users: £10 per hour (10+ bookings per year)

Functions: £15 per hour plus separate additional returnable security bond of £50

**Please make BOTH cheques payable to Fiskerton Village Hall. Return the form with payment to: - Jenny Hayes, Booking Secretary, 20 High Meadows, Fiskerton, LN3 4HB. Tel: 0751 028 1232**

Event:

Date required:

Time from:

Time hall to be vacated:

Approx number attending:  
(Maximum capacity 150)

HIRER'S name:

Address:

Bar required?    Yes / No

Postcode:

Cleaner required after event?  
(£20)                    Yes / No

Phone:

Mobile:

**I have received and read the Conditions of Hire and Fire Safety Information. As the HIRER, not being a person less than 18 years of age, I hereby accept responsibility for being in charge for the duration of the event, and for ensuring that all conditions of hire are met by myself and any third parties attending.**

Hirer's signature .....

Date .....

OFFICE USE ONLY

Hirer's Name

Date of event

Times of event

Hiring agreement terms and conditions signed and returned Y / N

Set-up time prior to event agreed with booking secretary Y / N

Payment received Y / N

£50 Bond received Y / N

Invoice required Y / N

Hire rate total: ..... CASH / CHQ

Booking acknowledged and confirmed Y / N

Booking cancelled Y / N

Bond refunded Y / N

Bond withheld and reason:

## Fiskerton Village Hall Conditions of Hire

Bookings will only be accepted from a HIRER not being a person less than 18 years of age.

All hire charges are to be paid in advance of a booking being accepted and confirmed, and to be at the current rate advertised when payment is made. The hall is only available during the times stated on the Hire Agreement. If the HIRER requires time for set-up, preparation, access by caterers etc, this MUST be agreed in advance with the Booking secretary.

**The maximum capacity of the whole hall is 150 persons, not to be exceeded at any time.**

The premises may not be sub-let or used for any purpose other than that specified on the Hire Agreement. The HIRER is expected to be present at all times. **Under no circumstances is any alcohol to be supplied to persons less than 18 years of age.**

BAR: When the licensed bar is booked all alcohol must only be purchased there. No other alcohol is to be brought into the hall. Please inform your guests that if they look under the age of 21 they should bring a form of photo ID, as they will only be served with alcohol if proof of age can be determined.

No decorations, placards etc are to be affixed to any part of the hall with screws, nails, or adhesives / sellotape. No flags, emblems or other decorations are to be displayed outside the hall without the previous consent of the Management Committee.

RETURNABLE BOND: This will be refundable within fourteen days of the hire event provided there has been no damage or breakage to the hall and/or its contents and grounds, no lack of cleanliness, no lights and equipment left switched on, or no improper / unlawful use of the premises. THE HIRER shall reimburse to the MANAGEMENT COMMITTEE the cost of any extra expenses incurred for cleaning and or making good any breakage or damage to any part of the property arising out of the hire of the hall. The HIRER will be held responsible for damage caused by any third parties attending their event.

CANCELLATIONS: If the HIRER wishes to cancel the booking before the date of the event the MANAGEMENT COMMITTEE reserve the right to make a charge. No refund will be given for cancellations within 14 days of the booked event.

The MANAGEMENT COMMITTEE is not responsible for any consequential loss or damage to the HIRER in the event of the hall not being available by reason of incidents or events beyond their control. If the booking must be cancelled in special circumstances e.g. polling days, the MANAGEMENT COMMITTEE shall have no liability other than the return of the Hire payment and bond.

CLAIMS: The HIRER shall indemnify the MANAGEMENT COMMITTEE against all claims or proceedings in respect of damage to property and / or injury or death of any person which may occur prior to, during or after the period of hire and which are alleged to be a consequence of the activity or purpose of the hire. This clause shall not apply in the event of negligence by the MANAGEMENT COMMITTEE or any defect in the premises being the cause of such damage, injury or death. The MANAGEMENT COMMITTEE assumes no responsibility or liability for the property of the HIRER including damage, loss, theft, fire or flooding.

The HIRER will during the period of the hiring be responsible for the supervision of the premises & grounds, the fabric and the contents, their care, safety from damage however slight, or change of any sort, and for the reasonable behaviour of all persons using the premises whatever their capacity. The HIRER shall not allow any activity in or around the hall that would disturb or distress nearby residents. The MANAGEMENT COMMITTEE reserve the right of entry to the hall at all times.

**CLEANLINESS AND HYGIENE: If using the kitchen facilities it is the responsibility of the HIRER or their nominated caterer to comply with all Food Hygiene and Health and Safety policies set out by the Food Standards Agency and Trading Standards. See [www.food.gov.uk/cleanup](http://www.food.gov.uk/cleanup)**

**Please remove all your waste bottles, containers, food, decorations etc from the hall; if any is left in any of the bins the MANAGEMENT COMMITTEE reserves the right to charge for such removal or disposal.**

**Cleaning equipment is available; see the cleaner's cupboard in the kitchen. Please sweep or vacuum the floors but do not use any water, polish or other materials on them.**

**On vacating the hall the rooms, surfaces and equipment to be left clean and tidy, equipment & furniture returned to their original position and any electrical equipment used to be switched off, including the lights.**

## **FIRE SAFETY INFORMATION**

### **In advance of use the hirer is advised to check the following items:**

- location of fire alarms and extinguishers and fire information notices (on wall by main entrance)
- all fire exits are unlocked and panic bolts in good working order
- all escape routes and gangways are free of obstruction and can be safely used
- any fire doors are not wedged open
- exit signs are illuminated
- there are no obvious fire hazards on the premises.

**NO** Smoke machines / bubble machines, candles and devices using naked flames are permissible in the hall at any time

The HIRER must ensure that any electrical equipment brought into the hall is in good and safe working order. No additional lights or extensions to the existing electrical fittings shall be used by the HIRER without the prior consent of the MANAGEMENT COMMITTEE.

All doors/means of escape from the premises must be kept free from obstruction and immediately available for instant free public exit.

### **Outbreaks of fire**

The Fire Service shall be called to any outbreak of fire, however slight, and details thereof shall be made at once by the HIRER to a member of the MANAGEMENT COMMITTEE (names and contact numbers are listed at the main entrance).

### **If a fire is discovered**

You must operate the fire alarm system in order to warn others of danger. You must stop any machinery and processes, and isolate power supplies where appropriate and if safe to do so. All fire doors are to be closed.

### **Evacuation of premises**

In the event of a fire or other life-threatening incident, occupants will evacuate via the nearest available exit. Particular attention must be given to the safe evacuation of children, the elderly and persons with special needs, and who may require varying degrees of assistance. Evacuation should take place in an urgent but orderly manner, and those leaving the building are to report to the assembly point i.e. the car park entrance, where a roll call should be carried out to ensure that everyone has evacuated the building safely.

It will be the responsibility of the HIRER to ensure that, IF SAFE TO DO SO, the premises are checked as thoroughly as possible for anyone left inside the building, special attention being given to all toilet areas.

### **Calling and liaising with the Fire Service**

Upon hearing the fire alarm, the responsible person will alert the Fire Service by mobile phone from outside the building. On arrival of the Fire Service, the responsible person will meet the officer in charge and relay as much information about the incident as possible, including:

- \* persons missing or trapped in the building, where and when they were last seen
- \* where the fire is, what it involves and how big it is
- \* where the building services (gas, electricity, water) are, if not already isolated (see details on notice at main entrance)
- \* any other information that may be considered useful.

*Once evacuation has taken place, the senior fire officer will be the person who decides whether or when it is safe for people to re-enter the building. No one must not be allowed to re-enter the building until the fire officer has deemed it safe to do so.*

### **Fire fighting**

If a fire is discovered in its early stages, it may be appropriate to tackle it with the nearest suitable fire extinguisher/fire blanket only if it is considered safe to do so and only after the alarm has been raised. If it is not possible to extinguish the fire, every effort should be made to contain it in the room or area of origin. **REGARDLESS OF WHETHER THE FIRE IS SUCCESSFULLY EXTINGUISHED, THE FIRE SERVICE MUST STILL BE CALLED.**

