

## EARSWICK VILLAGE HALL

### CONDITIONS OF HIRE

**For the purposes of these conditions the *Hirer* shall mean an individual hirer or where the hirer is an organisation, the authorised representative.**

1. Our Privacy Policy is available to view on the Earswick Parish Council website. By signing the Booking Form you are agreeing to our Privacy Policy.
2. **The Parish Council reserves the right to refuse any application for hire.**
3. The *Hirer* is responsible for all damage to the premises occurring during the period of the hire and whilst persons are entering or leaving the premises in connection with the hire.
4. **The *Hirer* will be responsible for the supervision and security of the premises, their fabric and contents, for any damage caused and for the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking so as to avoid disturbing the neighbourhood by unreasonable noise and highway obstruction.**
5. The *Hirer* shall not sub-let or use the premises for any unlawful purpose or in any unlawful way nor do anything or bring into the premises anything that may endanger the premises or render invalid any insurance policies in respect thereof.
6. **The *Hirer* shall, during the period of hire, permit members of the Parish Council or their agents to enter and view the Hall and the arrangements made for the proper supervision thereof.**
7. The *Hirer* undertakes to manage and conduct the use of the premises during the period of letting so that nothing shall be done to injure the reputation of the Hall or to offend against any Statute, or regulations that will imperil any licence granted in respect of the Hall and the *Hirer* covenants to indemnify the Parish Council against all proper costs, charges and expenses, arising from any breach of this undertaking.
8. **The *Hirer* shall be responsible for obtaining any licenses as may be needed.**
9. The Parish Council do not allow the consumption of alcohol outside the Village Hall on the open spaces.
10. **The *Hirer* shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.**
11. The *Hirer* shall ensure that any electrical appliances brought into the Hall shall be safe, in good working order and bear a current electrical safety certificate.
12. **The *Hirer* must report all accidents involving injury to the public to a member of the Parish Council as soon as possible.**
13. The *Hirer* shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales.
14. **The *Hirer* shall not carry out or permit fly posting or any other form of advertisements (including the tying of balloons to lampposts) for any event taking place at the Hall.**
15. The *Hirer* must ensure that there is the sufficient number of competent adults present who must have been specifically instructed in their duties in the event of fire or panic.
16. **For children's events the *Hirer* must comply with the provisions of the Children Act 1989 in that there must be a minimum of one Adult to every eight children under 14 years old and that only fit and proper persons have access to the children.**
17. The *Hirer* undertakes to:
  - Ensure that noise both inside and outside the building is kept to a reasonable level and to reduce the level if asked to by a member of the Parish Council.
  - Leave the premises and surrounds in a clean and tidy condition and remove all rubbish.
  - Replace any tables and chairs as found at the end of the hiring.
  - Check that all lights and plugs are switched off.
  - Check that all windows are closed and locked.
  - Properly lock and secure both the Hall doors and the gates at the entrance to the car park.

- 18. The *Hirer* needs to be aware that no Bouncy castles or inflatables are allowed in the Hall or on any of the open spaces owned by the Parish Council.**
19. The *Hirer* must ensure that the total number of persons in the Hall does not exceed 60.
- 20. The Parish Council shall not be responsible for any loss, damage or injury that may be incurred during the hire arising from any cause whatsoever that may cause the Hall to be temporarily closed or the hiring interrupted or cancelled and the *Hirer* shall indemnify the Parish Council against any claim arising in respect of such loss, damage or injury.**
21. The Parish Council reserves the right to cancel any 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 full refund of any deposit already paid.
- 22. If the *Hirer* wishes to cancel a booking before the date of the event and a replacement booking is not concluded the question of the repayment of the fee will be at the sole discretion of the Parish Council.**
23. Once confirmation of the booking has been received from the Parish Council, the *Hirer* MUST pay all charges promptly and before the hire date or the booking will automatically be cancelled.
- 24. For recurring bookings of the Hall the *Hirer* MUST pay ALL charges for the full period of the booking prior to the first hire date in order to ensure continuity of all subsequent hire dates and times.**
25. The *Hirer* is responsible for ensuring that they have adequate insurance.
- 26. For recurring or business bookings the *Hirer* will be required to have adequate Public Liability Insurance and to provide a copy of this to the Parish Council for inspection prior to any such bookings being confirmed.**
27. The *Hirer* is encouraged to carry out a Risk Assessment highlighting any Health and Safety and Fire Risks appertaining to their own group of users and their activities.
- 28. The *Hirer* undertakes to:**
  - Ensure that the Emergency exit doors are kept clear and closed whilst events are in progress.**
  - Familiarise themselves with the fire exits and positioning of fire fighting equipment and alarm boxes. The assembly point after an evacuation is on the hall car park.**
  - Ensure that all attendees at every session are made aware of the evacuation process including the location of the fire exits and the assembly point.**

**NO FIREWORKS, GAS APPLIANCES, FLAMMABLE SUBSTANCES or IGNITED CANDLES are permitted inside the building.**

**Updated 1.4.22**

# **FIRE!**

## **In the event of a Fire**

### **DIAL 999**

The *Responsible Person* will instruct all persons to leave the building using the nearest available Emergency Exits, and to muster together as soon as possible at the ASSEMBLY POINT – the car park in front of the village hall.

A Roll Call should be taken.

**NO MATTER HOW SMALL THE FIRE, CALL THE FIRE BRIGADE.** There is no public telephone in Earswick. If you have a mobile phone, **Dial 112** and give this address:

**Earswick Village Hall, Earswick Chase, Earswick, York YO32 9FY.**

The *Responsible Person* should ensure that once the Village Hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.

On the arrival of the Fire Brigade, the *Responsible Person* should report to the Officer in Charge that a Roll Call has taken place and all persons are safe, or should inform him/her of anyone who is missing from their last known position.

Attempts to extinguish the outbreak of fire using the fire extinguishers should be only carried out if it is considered to be safe. If any doubt get out of the building.

If you have a mobile phone and after you have carried out all of the above, and circumstances allow it, please call 01904 767767 (Chairman) or 01904 766024 (Parish Clerk).

**NOTE: All incidents no matter how small have to be reported to the Parish Clerk**