

SUTTON GREEN VILLAGE HALL

Registered Charity No. 305126

VILLAGE HALL HIRE AGREEMENT

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1 INTRODUCTION

1.1 The Sutton Green Village Hall warmly welcomes HIRERS and their guests. Please read through these terms and conditions of hire and contact us if you have any queries.

1.2 The following terms are used in this document:

- Hall: The premises known as Sutton Green Village Hall (SGVH)
- **HIRER**: Any organisation, group or individual entering into an agreement for use of the hall.
- Committee: Sutton Green Village Hall Management Committee

1.3 Agreements with the Hall Management Committee ("Committee") for the hire of Sutton Green Village Hall are subject to these Terms and Conditions of Hire. These Terms and Conditions apply to **all bookings**. **HIRERS** will be required to confirm at the time of booking that they accept, and will abide by, all of our terms and conditions. If the **HIRER** is in any doubt as to the meaning of the following, the **HIRER** should contact the Hall Administrator.

2. Standard Conditions of Hire

2.1 Booking applications, deposits

All applications for hire of the Hall must be made through the SGVH website:

<https://www.hallbookingonline.com/suttongreen>

The Committee reserves the right to refuse any application for hire.

The hiring fee shall be payable on application. Non-regular users will be asked for a deposit, which will be returned after the Bookings Administrator has inspected the hall for damage and cleanliness following the event. The deposit is determined with regard to the risk associated with the hire. A charge may be deducted or deposit forfeited without notice, to cover work or expenses necessitated by damage or complaints, including poor condition of the Hall after hire; rubbish left inside or outside the Hall; excessive noise; and antisocial behaviour or disturbance.

An automatic deduction of £10 will be made from the deposit for every quarter-hour that the **HIRER** overstays the hiring time as lateness in leaving the Hall may intrude on the start-time of the next Hire.

2.2 Hall capacity

No more than 100 persons can be admitted into the Hall.

2.3 Supervision

The person by whom the application for hire is made shall be considered the **HIRER**. The **HIRER**, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met. Where an organization is named that organization shall be jointly and severally liable herein with the person who signs the form. The **HIRER** will, during the period of the hiring, be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car-parking arrangements so as to avoid obstruction of the highway.

The Committee may if they see fit charge the **HIRER** any expense they may incur for damage to the Hall its contents or surroundings or for engaging the Police to preserve order prior to during or after any hiring.

2.4 Safeguarding children, young people, and adults at risk

The **HIRER** must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, the Committee must be provided with a copy of the **HIRER'S** Safeguarding Policy and evidence that the **HIRER** has carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

2.5 Use of SGVH and Car Park

The **HIRER** shall not use the premises for any purpose other than that described in the hiring application and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose.

SGVH does not have a television licence and therefore the watching of live or online TV programmes through any device that is plugged into or charged from a SGVH electrical socket is not permitted under any circumstances. The **HIRER** shall have sole responsibility for ensuring all attendees are aware of this and will accept any breach of this TV regulation. The **HIRER** will be responsible for collecting and/or paying any subsequent fine that may ensue from the breach of this regulation.

2.6 Alcohol

The consumption of alcoholic liquor is not allowed without written permission of the Committee.
No alcoholic liquor shall be sold in the Hall or its grounds.

2.7 Health and Hygiene

The **HIRER** shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

2.8 Gaming, Betting, and Lotteries

The **HIRER** shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

2.9 Smoking

The **HIRER** shall, and shall ensure that the **HIRER's** invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. In addition to being a no-smoking facility, the use of electronic cigarettes is also prohibited.

2.10 Insurance and Indemnity

By accepting the conditions within the Hall Hire Agreement, the **HIRER** indemnifies and keeps indemnified each Member of the Committee and the Committee's employees, volunteers, agents and invitees against (a) The cost of repair of any accidental and malicious loss or damage done to any part of the premises including the curtilage thereof or the contents of the premises (b) all claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the Storage of equipment) by the **HIRER**, and (c) all claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the **HIRER**.

The Committee or its members severally shall not be responsible for any loss of or damage to any property arising out of the Hire or for any loss damage or injury which may be incurred by or done to any person or persons resorting to the Hall during the Hire arising from any cause whatsoever or for any loss or damage due to any breakdown of machinery failure of electricity supply leakage of water fire Government restrictions or act of God which may cause the Hall to be temporarily closed or the Hire to be interrupted or cancelled.

2.11 No rights

The hire of the Hall does not entitle the **HIRER** to use or enter the Hall outside the times of the Hire unless prior arrangements have been made with the Hall Administrator or their Agent.

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the **HIRER**.

2.12 Right of entry

The Village Hall Committee reserves the right to gain access to the hall at any time and without notice.

2.13 Noise

The **HIRER** will ensure that any noise is contained within the Hall and does not constitute a nuisance to the immediate neighbourhood or residents.

The Committee or its agents reserve the right to terminate any party entertainment or meeting which it considers to be not properly conducted.

2.14 No decorations, alterations or additions

No decorations, alterations or additions may be made to the Premises nor may any fixtures be installed or placards or other articles be attached in any way to any part of the Premises without the prior written approval of Committee's Authorised Representative. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the Committee remain on the Premises at the end of the hiring. It will become the property of the Committee unless removed by the **HIRER** who must make good to the satisfaction of the Committee or, if any damage caused to the Premises by such removal. Display stands and boards are available on request.

2.15 Means of Escape

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

2.16 Outbreaks of fire

The **HIRER** shall ensure that the Premises are fully evacuated and Fire Brigade is called to any outbreak of fire, however slight and the Committee's representative is informed.

2.17 Stored equipment

The Committee accepts no responsibility for any equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

2.18 Cancellation

In the event of a proposed cancellation of a hiring prior to the date in question any repayment will be at the discretion of the Committee.

The Committee reserves the right to cancel any hiring in the event of the Hall being required for use as a Polling Station for any Election in which case the **HIRER** shall be entitled to a refund of any deposit paid.

In the event of the Hall or any part thereof being rendered unfit for the use for which it was hired the Committee shall not be liable to the **HIRER** for any resuming loss or damage.

2.19 Electrical Appliance Safety

The **HIRER** shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

No additional lights or extensions from the existing electric light fittings shall be used without the prior consent of the Hall Administrator or their Agent.

2.20 End of hire

The **HIRER** shall at the expiration of the period of hiring leave the Hall in a clean and orderly state and leave the area with due regard for the environment.

The **HIRER** shall ensure **all doors and windows are securely locked at end of hire**. NB: The Fire Exit door is a soft close. The **HIRER** must check the door is locked and not left un-latched.

The HIRER shall ensure the Hall is vacated by 11pm at the latest.

3. FIRE REGULATIONS

It is important that the person in charge makes sure he/she is aware of these regulations and that he/she appoints an appropriate number of subordinates.

It is important to familiarise yourself and your subordinates of the location of the two fire exits. The principal exit is the double doors on the left side of the main hall. **Cars should not be parked outside this door.** The secondary exit is the front doors of the Hall. It is essential that these are not locked whilst an event is taking place, the main lock must be set in the open position, (see notice on the inside of the door).

The main fire risk comes from the electrical appliances in the kitchen.

Should any of these catch fire, evacuation should be through the side doors of the main hall to the tarmac drive. A small fire risk comes from the heating system.

The assembly point will be at the centre of the car park. The front door of the hall should not be used, to avoid starting a draft and fanning any flames.

The kitchen fire appliances are a fire blanket and a carbon dioxide fire extinguisher, they are both located on the inside wall of the kitchen by the door.

These devices are intended to curtail any fire by cutting off supplies of oxygen.

They can also be used to facilitate turning off and disconnecting the kitchen electrical appliances. The fire extinguisher outside the kitchen door is a water extinguisher which should not be used on electrical appliances; this extinguisher should only be used to cool other areas.

Actions after a fire is discovered - sound fire alarm then

YELL "FIRE IN THE KITCHEN" or "FIRE IN THE HALL" 3 TIMES

Event Leader Responsibilities

Nominate Assembly Point

Ensure that subordinates lead people through hall side door to middle of car park

- 1) Ensure kitchen serving hatch is closed.
- 2) Ensure people leave hall
- 3) Confirms that no-one is in lavatories

Event Leader takes charge of kitchen firefighting, and tries to smother fire and turn off electrical appliances, using fire blanket and gas extinguisher

If successful

- 1) Remove smouldering ashes out through front door into spare dust bin, and pour water into dust bin to drown embers.
- 2) Open serving hatch and front door to disperse fumes.
- 3) Decide whether to resume activity and inform Hall Administrator

If unsuccessful - close kitchen door and ring 999 for Fire Brigade

- 1) Ensure everyone at event is accounted for
- 2) Send people home
- 3) Afterwards inform Hall Administrator of circumstances, including times.

If fire occurs in the main hall then evacuation should be through the Front Door, the assembly point should also be at the front of the drive. If it is a non-electrical fire, all extinguishers may be used, otherwise above kitchen procedures should be used.

This notice is given to all **HIRERS**, if there are any problems with understanding these instructions, then please discuss with the Hall Administrator before starting the event.

4. INFORMATION FOR HIRERS

4.1 Parking: Please use the car park provided and do not obstruct the premises of neighbouring residents or use their driveways and also BE AWARE OF THE DANGER TO PERSONAL SAFETY FROM PASSING TRAFFIC IN NEW LANE - ESPECIALLY AFTER DARK.

4.2 Heating

The heating in the hall is pre-set to keep you warm during your hire. Should you need to boost to temperature, there is a boost button and boost thermostat next to the front entrance doors.

Should you wish to reduce the temperature, please open more windows in the hall. It will not be possible for you to shut the heating off.

4.3 Drinking Water

Drinking water is available from the mains cold taps in the toilets.

Drinking cups are held within the supplies cupboard in the entrance hall.

4.4 Lights

Switches are located inside the entrance doors for the outer hallway and car park, the inner double doors for the Main Hall and the doors to the kitchen, store room and toilet.

4.5 Decorations

Nothing to be attached to the walls without prior notification to the Hall Administrator. No blu-tack, pins or sellotape please.

4.6 Equipment

Only contents of the Main Hall and back left-hand room are to be used. Contents of the back right-hand room are private.

4.7 Windows

All windows are to be locked when the hall is not in use. This is to comply with fire regulations.

4.8 Floor

The maple floor in the Main Hall should not be made unduly wet when cleaning up after use. It should however, be swept and any particularly nasty stains or spills mopped up with a damp cloth if necessary. Ladies are requested to avoid wearing metal tipped heels to preserve the floor surface.

4.9 Music/Noise

We are required by Woking Borough Council to ensure that noise and particularly amplified music is kept to a level not to annoy local residents.

4.10 Rubbish

All excess is to be taken away by the **HIRERS**.

4.11 Side-Doors (see also Conditions of Hire)

These are the Fire Exit to the Main Hall and must be kept clear for emergency use.

Finally

Please be as quiet as possible when leaving the Hall and ensure that all lights are turned off. The porch lights and Car Park lights are on PIR's and should not be turned off. They will extinguish when you have left.

Please remember to lock all doors including both locks on the front door and Fire Exit door. Thank You.