

CONDITIONS OF HIRE

The Sedlescombe Village Hall Management Committee's Conditions of Hire appear below. The Committee reserves the right to revise the conditions at any time.

Premises Licence

The Hall holds a Premises Licence under the 2003 Licensing Act covering the Sale of Alcohol, Theatrical Performances, the Showing of Films and the Public performance of Music, Singing and Dancing. A copy of the licence is exhibited in the foyer. A person or organisation hiring the Hall is responsible for ensuring that the terms and conditions of the licence are strictly observed.

By signing a booking application, users agree to indemnify members of the Hall's Management Committee against any penalty imposed for any breach of licence conditions by the user.

Alcohol

The hall has a licence to **SELL** alcohol (if you wish to sell alcohol you will need to pay Sedlescombe village Hall £21 for temporary use of its licence.)

Hours of Use

Apart from use in accordance with the Public Entertainment's License or for Elections, the Hall may be used only from:

9.00 am to 11.00 pm Sundays to Fridays

9.00 am to 11.45 pm on Saturdays

For Public Entertainment it may only be used at the following times:

10.30 am to 10.45 pm on Mondays to Fridays

10.30 am to 11.45 pm on Saturdays

It may not be used for these purposes on Sunday, Good Friday or Christmas Day.

The Theatre Licence prohibits performances on Good Friday or Christmas Day or before 2.00 pm on any Sunday.

Smoking

Smoking is not permitted anywhere on the premises. Use of smoke machines is forbidden

INSURANCE

The hirer of the hall shall be responsible for making arrangements to insure against third party claims, which may lie against him/her (or the organisation if acting as a representative) whilst using the hall. (The hall is insured against any claims arising out of its own negligence). Equipment and items belonging to the hirer whilst on the premises of the hall shall be at the hirer's risk and the Management Committee will not be responsible for damages by any means, or theft of any items belonging to the hirer.

Disclosure & Barring Service (formerly known as CRB) Requirement

In pursuance of current legislation to protect vulnerable persons & children, any person hiring the Hall to run a class, group etc. which involves children and/or vulnerable persons must have an up to date DBS certificate.

Hall Bookings

The Hall's Management Committee reserves the right to decline to accept a booking application or to cancel an accepted booking.

Payment

Hire charges must be paid in full at the time of booking by cash, bank transfer or cheque made payable to Sedlescombe Village Hall Hall. Credit/debit cards are not accepted.

Cancellation by Hirer

Cancellations of bookings will be accepted subject to 1 month's notice and a full refund will be made but subject to an administration fee. In very exceptional circumstances, e.g. bad weather conditions, the Management Committee will decide the matter.

All cancellations or alterations to bookings must be notified to the Booking Clerk.

Damage/Breakages

Any accidental damage or breakages caused by hirers must be reported to the Booking Clerk as soon as possible. Where appropriate the hirer will be charged the cost of repairs/replacement.

Use of Hall

Hirers are required to leave rooms used in a clean and tidy state ready for the next user. Hirers will be charged for any abnormal cleaning costs incurred.

Chairs must be re-stacked in groups of no more than 5 against the hall wall. (see notices on wall for where they go). The trolley must be used for moving groups of chairs - they must not be dragged across the floor as this damages the floor surface.

Tables must be returned to storage in a clean state.

Waste must be bagged and removed from the premises.

Please **DO NOT** use Sellotape or Bluetack on the walls.

Please do not use any type of adhesive tape such as Gaffa tape on the floor – it is a nightmare to remove and the solvents ruin the floor - Hirers will be charged for any abnormal cleaning costs incurred.

Please **DO** use the hooks provided for putting up decorations

Please **DO NOT** use Playgroup outside play area **Other**

Users.

Hirers must respect the reasonable needs of others using the Hall's facilities at the same time.

External Caterers

Hirers should ensure that outside caterers carry adequate public liability insurance. Hirers should check that outside caterers are registered with the local Authority where the caterers are based.

Height Barrier at entrance is 2.1mtr high (please inform at time of booking if required to be open)

Stored Items

Items stored/left at Sedlescombe Village Hall Hall are left at owner's risk.

Accidents and First Aid

A first aid box is available in the kitchen. Accidents must be recorded in the Accident Book which is also kept in the kitchen. Injuries should also be reported to the hall manager.

Electrical Appliances & Equipment

All electrical appliances and equipment, including extension leads, used at Sedlescombe Village Hall must have a current PAT test. Extension leads must not be overloaded as this is a potential fire hazard.

Risk Assessment

Hirers should carry out a risk assessment in respect of their use of the Hall. The Hall Manager can supply a suitable template.

Barefoot Use

Whilst the floor is a good quality sports floor made of dense hardwood and we clean regularly, the hall is not intended for barefoot use.

If you wish to use it barefoot, you MUST do your own risk assessment for this before each and every use.

FIRE AND SAFETY REGULATIONS

Fire Regulations, which are displayed in the entrance hall, must be strictly observed. In particular 6ft clearances are to be left at all fire exits. All corridors are to be kept clear.

Hirers must familiarize themselves with extinguisher and fire blanket points.

It is the responsibility of the person hiring the village hall to ensure that the relevant instructions regarding Fire and Emergency procedures are observed by all occupants. The hall is equipped with a fire detection system and alarms will sound if smoke or heat is detected in certain areas. If the alarm sounds when you are in the building, the premises **must** be evacuated via the nearest emergency exit. (All exits are clearly marked and you should familiarize yourself with the escape routes prior to your function). In the event of someone discovering a fire, the nearest alarm call point should be activated and the building evacuated immediately. **Only if it is safe to do so should any attempt be made to fight a fire using only the fire extinguishers in the hall.**

The village hall alarm system is not directly linked to the emergency services; therefore it is necessary to make phone calls. The phone inside the hall should only be used if it is safe to do so without putting anyone at risk.

The fire assembly point is at the top of the car park near Red Barn Field

In the event of a fire, please **DO NOT** attempt to leave in your car as this could prevent access by the emergency services

No person should be permitted to re-enter the hall until you are sure there is no danger.

If the Fire and Rescue Service is called they will assume responsibility for the area and give the all-clear.

There is a Hall Manager who will let you into the hall on the day of your booking so that you do not have to worry about obtaining any keys.

- In an emergency please call the Hall Manager**

Dave Brabants 07850 690054 or 01424 871436

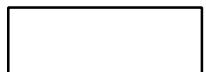
Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the Hall's ordinary conditions of hire.

SC1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall

entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.



SC2:

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy and can download from website

SC3:

You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary **domestic products. You will be required to clean again on leaving.**

Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

SC5:

We will keep the premises well ventilated throughout your hire with quiet extractor fans which draw out air and do not re-circulate air within the hall. with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6: You will ensure that no more than 6 people in CR2 or 30 people in main hall when attending your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than two people use each suite of toilets at one time.

SC7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

SC8:

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as

to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape [insert or attach drawing or photo].

SC9:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the bins provided before you leave the hall.

SC10:

You will encourage users to bring their own drinks and food and, if drinks or food are made, for ensuring that all crockery and cutlery is washed in the dishwasher (to ensure that it is cleaned to a high standard and sterile) and left in it. And the dishwasher left turned on with door closed.

SC11:

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC12:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is CR2. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the hall Manager Dave Brabants on 07850 690054

SC13:

Where a group uses their own equipment:

You will ask those attending to bring their own equipment and not share it with other members and avoid using equipment, which is difficult to clean, as far as possible.

You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards].

Please initial the boxes for each section and sign the form to show that you accept the conditions

Signed _____

Name

Organisation

HELP KEEP THIS HALL COVID-19 SECURE

- 1.** You must not enter if you or anyone in your household has COVID-19 symptoms.

- 2.** If you develop COVID-19 symptoms within 7 days of visiting these premises alert Test, Track and Trace.
Alert the hall Manager - Dave Brabants on 07850 690054 and alert the organiser of the activity you attended.

- 3.** Maintain 2 metres social distancing as far as possible:

- 4.** Use the hand sanitiser provided on entering the premises. Clean your hands often.
Soap and paper towels are provided.

- 5.** Avoid touching your face, nose, or eyes. Clean your hands if you do.

- 6.** Catch it, Bin it, Kill it . Tissues should be disposed of into one of the bins provided.
Then wash your hands.

- 7.** Check the organisers of your activity have cleaned door handles, tables, other equipment, sinks and surfaces before you arrived. Keep them clean.
We cannot clean all surfaces at the hall between each hire.

- 8.** Take turns to use confined spaces such as corridors, kitchen and toilet areas.
Standing or sitting next to someone is lower risk than opposite them.
Briefly passing another person in a confined space is low risk.

- 9.** The hall is well ventilated with quiet non-recirculating extractor fans in the ceiling.
Close doors and windows on leaving.



Sedlescombe Village Hall Sample COVID-19 Risk Assessment for hirers

Area of Risk	Risk identified	Actions to take to mitigate risk	Notes
Cleanliness of hall and equipment, especially after other hires	Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.	Group to check with hall committee when hall is cleaned and to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles.	Can we bring our own equipment?
Managing Social distancing and especially people attending who may be vulnerable	People do not maintain 2 m social distancing	Advise group they must comply with social distancing as far as possible and use one-way system. Adopt layout advised. Limit numbers using toilets at once.	Should we avoid use of kitchen – ask people to BYO food and drink? Allow older people time to use toilets without others present.
Respiratory hygiene	Transmission to other members of group	Catch It, Bin It, Kill It. Encourage group to avoid touching mouth, eyes, and nose. Provide tissues ask all to dispose into a bin or disposable rubbish bag, then wash or sanitise hands.	Remember to bring tissues and hand sanitiser. Remember to empty any bins used into kitchen bin at end of hire.
Hand cleanliness	Transmission to other members of group and premises	Advise group to use sanitiser on entering and exiting the hall, to wash hands regularly using soap and paper towels.	
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises	Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner.	