



BALSALL COMMON VILLAGE HALL

- STANDARD CONDITIONS OF HIRE -

If the hirer is in any doubt as to the meaning of the following the Secretary or Treasurer should be consulted.

1. **THE HIRER** will, during the period of the hiring, be responsible for 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 or parking area. **Parking on the PAVEMENT at the front of the hall is specifically prohibited as this creates a hazard for pedestrians.** The spaces on the Village Hall frontage should be prioritised for disabled visitors and hirers unloading items needed for their sessions at the Village Hall.
2. **THE HIRER** shall not sub let or use the premises 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.
3. **THE HIRER** shall be responsible for obtaining a licence to sell alcohol from Solihull Council, and a copy of that licence to be provided to the Village Hall Committee member when the invoice for hire charges is paid. Failure to comply may result in fines being levied on the hirer by Solihull Council. **Note that a minimum of 10 days is required for application of licence.**
4. **THE HIRER** shall indemnify the Committee 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 hiring or as a result of the hiring. **Naked flames are expressly forbidden by our Insurers.** Hirers using the hall as a regular weekly/monthly venue, cannot transfer their legal responsibilities as hirer of the hall to someone else without the new hirer signing a Hire Agreement which states the date their hire commences.
5. **IF THE HIRER** wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be in the discretion of the Committee, or none refundable if cancellation is less than fourteen days of the date of hire of the hall.
6. **AT THE END** of the hiring, the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition, all lights switched off, no taps left running, the central heating thermostat to be set at 15 and the hall properly locked and secured unless directed otherwise, and any contents temporarily removed from their usual position properly replaced in their original position. The Committee reserve the right to levy a charge of £25 on any hirer not complying with these conditions, where a committee member is called out to the hall for the purpose of securing the building, switching off lights, taps or electrical items left on.
7. **Payment** for the use of the Hall to be made fourteen days prior to the booked date.
8. **THE COMMITTEE RESERVE** the right to cancel this hiring in the event of the hall being requisitioned by the government for use as a Polling Station for a Parliamentary or Local Government election or by-election, or any other purpose of national importance, in which case the Hirer shall be entitled to a refund of any monies already paid relating to that hire.
9. **IN THE EVENT** of the hall or any part thereof being rendered unfit for the use for which it has been hired the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

- It is the Hirer's responsibility to notify their required dates to the Diary Secretary. Failure to notify forward bookings runs the risk that the hall is let to another hirer for that session. The Village Hall committee can accept no responsibility for double bookings due to hirer not notifying their required dates.
- Upon termination of hire, key to be returned to Village Hall Committee member within three days of hire ceasing, otherwise hire sessions will be charged until the key is returned.
- A charge of £25 per key will be levied for keys lost or not returned at the end of the hire.

Fire Alarm System Village Hall Buildings

The Village Hall Buildings consist of:

- The Village Hall
- The Snooker Club
- The Westlake Room

The Fire Alarm System Control Panel is situated in the Kitchen to the left of the Hot Cupboard. There is also a plan of the Buildings displayed by the Control Panel.

Should a fire start in any one of the three buildings the alarm bells will ring throughout all three buildings, and the source of the fire will flash on the Control Panel, indicating which building is the source of the fire. Fire Officers attending should be directed to this Control panel immediately.

Group leaders should immediately start evacuation of the buildings. Each group should nominate at least one person to take charge of evacuating less mobile members of their group.

The fire exits are:

Village Hall:

- The crash barrier doors opening directly on to Station Road via disabled ramp. (This is the primary exit for less mobile members of the group)
- The fire exit to the right of the Table Store – this has steps down on to gravel and is not suitable for wheelchairs, or less mobile members of the group.

Other Exits which are not designated "Fire Exits":

- The kitchen door which opens inward with steps down on to the tarmac but beware cars driving along the drive.
- The Blue door exit from the toilet lobby – simply turn the knob twice to the left, and the door will open inwards, but beware cars driving along the drive.
- There are two fire extinguishers in the main hall for use on wood, paper and textiles, and one carbon dioxide extinguisher in the kitchen for flammable liquids and live electrical equipment. There is also a fire blanket.

Westlake Room:

- The Fire Exit door is the main door into the Westlake Room.
- There is one fire extinguisher for use on wood, paper and textiles in the Westlake Room.

The meeting point is the corner of Burleigh Close.

NB: The door opposite the main door is the fire exit for members Of the Snooker Club and this must be kept clear at all times.

NB: All the Village Hall buildings are No Smoking Areas, and Naked flames are expressly forbidden in all buildings by our Insurers.

Checklist

Safeguarding:

- Should the Trustees of Balsall Common Village Hall believe that the safeguarding arrangements and the safety of children and vulnerable adults is inadequate the booking will be terminated.
- External doors must not be locked or obstructed while the Hall is in use.
- The emergency / fire exit door to the right of the Table Store must be free from obstruction at all times; the location of the fire extinguishers must be noted.
- In the event that the fire alarm activates, evacuate the hall immediately. The meeting point is to the right of the driveway on the corner of Burleigh Close.
- Please make sure one person in your Group can check that no-one is left in the toilets.

Smoking:

- Smoking is not allowed in any part of the building.

Alcohol:

- The sale of alcohol is not allowed unless the hirer provides evidence of licence obtained from SMBC to the Trustees of the Village Hall seven days before the hire.

Hall and Kitchen:

- Any leftover food and drink must be removed from the premises at the end of the hire period, and NOT left in the fridge.
- Any crockery, cutlery or other items belonging to the kitchen must be washed, dried and put away in the cupboard it came from.
- Work surfaces, tables, sinks, the floor etc. Must be left thoroughly clean.
- Any breakages must be notified to the Diary Secretary, and will be charged for.
- Any tables/chairs moved must be returned to their original position at the end of the hire period.
- Before leaving, hirers must make sure that the hall is clean and tidy and the floor swept. Brooms are in the Table Store, and a Brush and pan is in the cupboard under the hand wash sink in the kitchen.
- All lights must be turned off and windows closed and locked before leaving the hall.
- Failure to secure windows/doors which results in a break in, and losses/damage incurred will result in any financial costs being recharged to the hirer responsible.
- Tables and chairs that will be used during the hire should be wiped down with antibacterial spray which is provided before guests arrive, and again at the end of the hire period.

Toilets:

- Toilets must be left clean and in good order.
- It is suggested that the disabled unisex toilet directly off the main hall should be used by guests, rather than the Ladies & Gents toilets as this means only the disabled unisex toilet needs to be wiped down at the end of the session.

I confirm that I have read and understood Pages 1 – 3 inclusive.

To be completed and signed by the hirer:

Full Name: _____

Address: _____

Email address: _____

Mobile Phone: _____

Landline No: _____

Hire Date: _____ / _____ / 20_____ **Number attending** _____

Charge: £_____ per hour

Bank Transfer:

Account: Balsall Common Village Hall

Account No. 67205385

Sort Code: 08-92-99

Signature: