

SONNING COMMON VILLAGE HALL

STANDARD CONDITIONS OF HIRE

If the Hirer is in any doubt as to the meaning of the following, please consult the Booking Agent immediately. For the purposes of these conditions, the term HIRER shall mean an individual hirer or, where the hirer is an organization, the authorized representative.

1. The HIRER shall, 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.
2. Under the Terms of the Hall's Public Entertainments Licence, if an entertainment is held, the HIRER shall ensure that:
 - (a) **The number of people on the premises shall not exceed 140**, with a minimum of two attendants present (in addition to the HIRER) who should be aware of the Fire and Evacuation procedures, and
 - (b) if the majority of the audience is under 16 years of age, a minimum of four attendants are present (in addition to the HIRER) who should be aware of the Fire and Evacuation procedures.
[N.B. Detailed Fire & Evacuation Procedures are on the notice board in the kitchen]
3. The HIRER shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring on to the premises anything which may endanger the same or render invalid any insurance policies in respect thereof, nor allow the consumption of alcohol thereon, except within the Hall Terms of licence.
THE USE OF PARAFFIN OR LIQUIFIED PETROLEUM GAS HEATERS IS NOT PERMITTED IN THE HALL.
4. **The HIRER shall be responsible for obtaining licences from the Performing Rights Society, or otherwise, and for the observance of the same and of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority, the local Magistrates' Court or otherwise.**
5. The HIRER shall agree with the Booking Agent any equipment being brought in to the premises. The HIRER shall ensure that it is safe, in good working order, and used in a safe manner.
6. The HIRER shall indemnify the Parish Council for the cost of repair of any damage done to any part of the property including the curtailment thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.
7. **NON PROFIT MAKING HIRERS of the hall are insured for public liability under the Village Hall insurance. Other than this, all HIRERS shall be responsible for making arrangements to insure against any third party claims which may lie against him/her (or the organization if acting as a representative) whilst using the Village Hall. (The Village Hall is insured only against any claim arising out of its own negligence).**
8. The HIRER must report all accidents involving injury to the public to the Booking Agent as soon as possible and enter them immediately in the Accident Book kept in the First Aid box in the kitchen.. Any failure of equipment, either that belonging to the hall or brought in by the hirer, must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. Members of the Parish Council (via the Booking Agent) will give assistance in completing this form. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulation 1995.
9. The HIRER shall take note of the Village Hall's Health & Safety Policy Document (see attached and also posted on the notice board in the kitchen).

10. The HIRER shall ensure that no animals (including birds) except guide dogs are brought into the hall other than for a special event agreed to by the Parish Council. Also, no animals whatsoever are to enter the kitchen at any time.
11. The HIRER shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to the children.
12. The HIRER shall not, without prior permission from SONNING COMMON PARISH COUNCIL, carry out or permit fly posting or any other form of unauthorized advertisements for any event taking place at the Hall, and shall indemnify the Parish Council accordingly against all action, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.
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. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organizer's name and address and that any claims to have discounted or reduced prices must comply with Consumer Protection Legislation.
14. If the HIRER wishes to cancel the booking before the date of the event and the Parish Council is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Parish Council. Currently 25% of fee Monday-Thursday and 50% of fee Friday-Sunday.
15. The Parish Council reserves the right to refuse a booking without notice or to cancel this hiring agreement, where it considers it necessary to do so, at any time before or during the term of the agreement upon giving seven days' notice in writing to the HIRER. The HIRER shall be entitled, upon such notice, to reimbursement of such monies, as have been paid by the HIRER to the Parish Council but the Parish Council shall not be liable to make any further payment to the hirer.
16. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the Parish Council shall not be liable to the HIRER for any resulting loss or damage whatsoever.
17. The HIRER shall be responsible for leaving the premises and surrounding area (including the toilets) in a **clean and tidy condition**, properly locked and secured, unless directed otherwise, and any contents temporarily removed from their usual positions - including the stacking tables and chairs - properly replaced, otherwise the Parish Council shall be at liberty to make an additional charge.
18. The HIRER shall ensure that the minimum of noise is made on arrival and departure.
19. Prices quoted to the HIRER are those currently in force. The Parish Council reviews its pricing structure annually and any changes take effect from 1 April in any year.
20. The HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations (see attached and posted on the notice board in the kitchen).
21. PLEASE NOTE THAT DUE TO THE CHANGE IN THE WAY RUBBISH IS COLLECTED HIRERS ARE NOW REQUIRED TO TAKE AWAY FROM THE HALL AND ITS' SURROUNDINGS ALL THEIR RUBBISH.
22. THE HIRER MUST ENSURE THAT ALL WINDOWS ARE SECURE BEFORE LEAVING THE HALL

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F I R E

It is the responsibility of THE HIRER to ensure that their helpers are aware of the following:

1. In the event of a fire, THE HIRER in charge of the Hall will instruct all persons to leave the building, using the nearest available exits.
2. **CALL THE FIRE BRIGADE.** The nearest telephone is **OUTSIDE ONE STOP** (to the **RIGHT** of the hall as you leave the main entrance). **DIAL 999** and give this address: **THE VILLAGE HALL, WOOD LANE, SONNING COMMON. RG4 9SL**
3. Attendants should ensure that, once the hall has been evacuated, members of the public do not re-enter the building to collect personal belongings etc.
4. On the arrival of the Fire Brigade, THE HIRER should report to the Officer in Charge that all persons are safe, or should inform him/her of their last known position.
5. Attendants should only attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so.
6. **The positions of the fire extinguishers are on each side wall in the Hall by each fire door as well as one in the kitchen and one by the front door. There is also a fire blanket in the kitchen.**
7. Attention should be drawn to the instructions for use of the extinguishers printed on each appliance.
8. Attention should be drawn to the position of the two fire exits (on either side of the Hall). In an emergency wheelchair users should use ramped exit by disabled toilet (opposite exit has step).
9. **No table or other obstruction is to be placed across the fire exits.**
10. **On no account** must anything be left in the lobbies between the fire exits from the hall and the fire doors to the outside of the Hall. These lobbies must be kept completely clear.
11. **Note that the place to meet in case of evacuation of the Hall is the area in front of the One Stop shop.** This is to enable the HIRER to check that all their helpers are present.
12. **The HIRER must ensure that the FIRE EXIT signs are switched on at the start of each booking and switched off before leaving the Hall. The switches are marked and located near to each sign.**
13. The HIRER must report the incident to the Booking Agent on 07763 134769/and or any member of the Sonning Common Parish Council.

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HEALTH & SAFETY POLICY DOCUMENT

In compiling this Policy Document, a "risk assessment" has been completed, in order that potential hazards and risks to employees and all users of the premises might first be identified. Basic guidelines covering methods of conduct and courses of action etc have thereby been developed, and are enumerated below.

The inherent requirement is that all concerned (employees, trustees, users) should be aware of their legal and moral obligations in relation to the need to follow good practice in all aspects of Health & Safety at Work, and that they should be aware of their responsibilities under the appropriate Health & Safety legislation. Simply put, this requires that everyone adopts and practices a common-sense and responsible attitude towards Health & Safety. Particular attention should be given to the following:

1. Risk of electric shock from portable electrical equipment and/or damaged or dangerously exposed parts of the general electrical installation.
2. Risk of electric shock caused by operation of the main electrical switchgear.
3. Risk of slipping on polished and/or wet floor surfaces.
4. Risk of accident when using ladders, step ladders inside and outside the building.
5. Risk of injury through incorrectly lifting/moving heavy or bulky items, eg stacked tables, chairs etc.
6. Inadequate use of artificial lighting, eg in areas of insufficient natural lighting.
7. Inappropriate or over-occupancy of individual parts of the complex.
8. Risks to any person while in sole occupancy of the building.
9. Risks involved in the handling, storage and usage of cleaning or similar materials which may be toxic or generally dangerous.

Adoption of the following practices will minimize both these and any other potential risks.

- **DO NOT** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- **DO NOT** work on steps or ladders until same are properly secured, and another person is present.
- **DO NOT** leave portable electrical or gas appliances operating while unattended.
- **DO NOT** obstruct fire exits at any time.
- **DO NOT** allow unaccompanied children on the stage area.
- **DO NOT** allow children in the kitchen area at any time.
- **DO NOT** allow animals in the kitchen.
- **DO NOT** leave doors unsecured.
- **DO NOT** enter or occupy the building alone (sole occupancy) without first ensuring that a responsible person is aware of your intention, and is briefed to act when necessary.
- **DO** report any evidence of damage, potential damage or misuse of the building structure and/or contents and facilities, to the Booking Agent.
- **DO** wear suitable protective clothing when handling/using cleaning or other similar (toxic) materials.
- **DO** report any items used or missing from the First Aid box situated in the kitchen.
- **DO** report any and every accident (whether or not resulting in injury to person or damage to property) to the Booking Agent, and ensure that all relevant details are recorded in the Accident Book kept by the First Aid box. *[NB Legislation requires also that proper accident report forms are completed and submitted for each and every incident].*
- **DO** submit any relevant comments to the Booking Agent on 07763 134769 (email: info@scvh.co.uk) and/or any member of the Management Committee
- **DO FOLLOW THESE GUIDELINES AT ALL TIMES**

January 2018

SONNING COMMON VILLAGE HALL

HEALTH & HYGIENE LEGISLATION AND STANDARDS

NOTE THIS HALL IS NOT REGISTERED FOR THE PREPARATION OF FOOD UNDER THE FOOD HYGIENE LEGISLATION, ONLY FOR FOOD BROUGHT IN READY TO SERVE.

FOOD HANDLERS PLEASE OBSERVE THE FOLLOWING PRECAUTIONS

You are responsible for food safety and hygiene standards when preparing and serving food.

1. Do not smoke in the kitchen.
2. Wash your hands thoroughly
 - before touching food
 - after arranging fresh meat, poultry or fish
 - after using the lavatory
 - after blowing your nose
 - before serving food
3. If you suspect you may have any skin, nose, throat or bowel trouble - **YOU MUST NOT HANDLE FOOD.**
4. Do not cough or sneeze over food.
5. Wear clean clothes and protective apron or overall.
6. Use waterproof dressings on cuts, sores or abrasions and keep the dressing clean. Wear a thin rubber glove if necessary.
7. Always use clean utensils. Use a clean utensil in preference to your hands.
8. Always use clean clothes for washing, wiping and drying.
9. Do not use chipped or cracked crockery; put it on one side to be destroyed or replaced.
10. Clean up as you go and wipe up spillages as they occur.
11. Keep prepared foods covered until they are to be served.
12. Do not place uncooked meat, poultry or fish near cooked preparations unless they are securely wrapped.
13. Keep fish, meat, vegetable or dairy products and foods containing them either below 8°C or, if they are cooked and waiting to be eaten hot, above 63°C.
14. Keep the waste bin properly covered at all times.
15. When you have finished your preparations, wash and dry everything you have used and put it away, and clean the sink, work surfaces and any spills on the floor.

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