

GRANBY VILLAGE HALL STANDARD CONDITIONS OF HIRE

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

1. The Hirer will ensure there is an event organiser present at all times while the hall is being used and the event organiser will be provided with a copy of these conditions of hire and may act on the Hirer's behalf.
2. The Hirer will ensure that he/she has been provided with a plan for action in the event of a fire being discovered. Following a fire, where an evacuation was made the Hirer will be responsible to provide a written report on the fire incident within 24 hrs. Following a fire, which was contained on the spot, a written report is required within 24 hrs explaining the incident and including information about used fire extinguishers. The report to be submitted to the Clerk of the Parish Council. The, 'Post Event' fire report will form the basis on which any insurance claim (Personal injury or property) may be settled and therefore needs to be detailed and accurate. The report will also be reviewed to evaluate if further enhancements could improve the Fire Action Plan.
3. 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 so as to avoid obstruction of the highway. Any breakages or damage must be reported promptly to the Parish Clerk.
4. 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 to bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the sale of alcoholic liquor thereon without written permission from the Licensing Authority.
5. The Hirer should obtain such licenses as may be needed whether for the sale or supply of intoxicating liquor, from the Performing Rights Society, from Phonographic Performance Ltd or otherwise and for the observance of the same.
6. The Hirer shall ensure that nothing is done or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
7. The Hirer shall comply with all conditions and regulation made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
8. The Hirer shall, if preparing, serving or selling food observe all relevant food, health and hygiene legislation and regulations.
9. The Hirer shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order, and used in a safe manner.
10. The Hirer shall indemnify the Parish Council 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 period of the hiring as a result of the hiring.
11. The Hirer shall ensure the minimum of noise is made on arrival and departure.
12. The Hirer shall ensure that no dogs except guide dogs are brought into the Hall or grounds
13. 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.

14. The Hirer shall at the end of the hiring be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise the Parish Council shall be at liberty to make an additional charge.
15. The Parish Council reserves the right to cancel this hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, in which case the Hirer shall be entitled to a refund of any money paid.
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 damage or loss whatsoever.
17. The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act 1989 and that only fit and proper persons have access to the children.
18. The caretaker will unlock the hall or the Parish Council will advise the Hirer about the arrangements for the collection of keys to the Hall and for disposal of those keys after the event.
19. No Function is permitted to continue after 23.00hrs Monday to Saturday and 22.30hrs on Sunday.
20. The Hirer shall ensure that the maximum occupancy of the hall permitted under the entertainment licence issued by Rushcliffe Borough Council does not exceed 100 people dancing or 50 seated.
21. Advertising of events at the hall or elsewhere is not permitted on the village greens (added April 2007)

The following are special conditions of hire to comply with the Public Entertainments Licence issued under the Local Government (Miscellaneous Provisions) Act 1982. A copy of the conditions of the licence issued for the Hall can be obtained from the Parish Council.

22. The Hirer not being a person under 18 years of age, shall accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the licence relating to management and supervision of the premises are met.
23. The Hirer shall ensure that he/she is conversant with the following matters:-
 - action to be taken in event of fire, including calling the fire brigade and evacuating the Hall
 - the location and use of fire equipment
 - escape routes and the need to keep them clear
 - method of operation of escape door fastenings
24. The Hirer shall check the following items in advance of the entertainment:-
 - that all fire exits are unlocked
 - that all escape routes are free of obstruction and can be used safely
 - that any fire doors are not wedged open
 - that exit signs are illuminated
 - that there are no obvious fire hazards on the premises
 - highly flammable substances are not brought into, or used, in any portion of the premises
 - no internal decorations of a combustible nature shall be erected.
 - no unprotected flames are allowed, this includes candles.

END

Para 21 added April 2007 22 onwards renumbered.

Para 3 amended March 2009 to add "Any breakages or damage must be reported promptly to the Parish Clerk."

FIRE

IN THE EVENT OF A FIRE BEING DISCOVERED

EVACUATE THE VILLAGE HALL immediately using either of the marked exits and go to the fire assembly point.

ASSEMBLE on Church Green, by the bus shelter - where a head count should be conducted.

TELEPHONE THE EMERGENCY SERVICES. The hirer / event organiser is responsible to dispatch a suitable person. The public telephone is situated opposite the church near the bus shelter on Plungar Road.

FIRE EXTINGUISHERS provided in the village hall should be used to contain a minor fire. A person should be delegated to carry out this action.

DO NOT

congregate at the front of the building or in the roadway causing an obstruction for emergency services

DO NOT

RE ENTER THE BUILDING UNTIL THE ORGANISER GIVES PERMISSION THAT IT IS SAFE TO DO SO

DO CO-OPERATE WITH THE ORGANISER

DO STAY ALERT

DO ENJOY YOUR EVENT