



Bradley Village Hall: General Requirements of Hire

1. Please use the **visitors' book** in the foyer to sign in and out, every time you use the hall. Add comments if there are issues with the hall or contact the booking secretary via villagehall.bradley@gmail.com
2. Users with mobility issues may need assistance in evacuating the hall in the event of a fire or emergency. The hirer is responsible for providing this assistance.
3. Condition of the hall: Please ensure that the hall is left in the same condition state it was found.
 - It is advisable to wash crockery and cutlery before and after use.
 - Please ensure that the hall floor is swept and/or vacuumed after use and any spillages mopped up.
 - Please return all chairs and tables safely in their allocated spaces.
 - Please empty all waste bins after each hiring into the appropriate bin/recycling bin outside the hall.
 - The hall must be tidy and ready for other users by the end of the booking period.
 - A **cleaning fee of £30** will be charged if the hall is not clean and tidy after use.
 - Please report any damage and breakages immediately to the booking secretary. These will also be chargeable to the hirer.
4. Please do not use other users' equipment e.g. Toddlers' toys. These are not insured for use by other groups.
5. Only serve food and drinks from the kitchen servery. Food is not to be consumed in the meeting room.
6. Children are strictly not allowed in the kitchen, on stage or meeting room.
7. The switch for the heating for the whole hall is in the main hall by the glass doors. Pressing 'Boost' gives one hour of heat. Please do not change the thermostat or go into the boiler cupboard.
8. Do not use or let other people use the Hall outside your own notified booking slot.
9. When leaving the hall:
 - Please turn off the heating and lights.
 - Ensure the doors are closed and locked and key returned into the key safe.
 - Please leave the hall quietly - especially late at night - to avoid disturbing the local residents.



Bradley Village Hall: Standard Conditions of Hire

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

1. THE HIRER agrees to be present at all times during the hiring and to ensure the Standard Conditions of Hire are enforced.
2. THE HIRER will read Bradley Village Hall's Health and Safety policy prior to the hire commencing. This will be emailed to all new hirers and will also be located on the main notice board in the hall. The Health and Safety File, Evacuation Plan and Accident Book are located in the cupboard next to the oven. The First Aid kit is located on the kitchen windowsill.
3. Supervision: 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.
4. Use of Premises: THE HIRER shall not use the premises for any purpose other than described in the hiring agreement and shall not sub-let the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor to do anything or bring onto the premises anything which may endanger the same or render valid any insurance policies in respect thereof nor allow the consumption of alcohol there without written permission and appropriate license.
5. Licenses: THE HIRER shall be responsible for obtaining such licenses as may be needed whether for the sale and supply of intoxicating liquor, from the Performing Rights Society, from Phonographic Performance Ltd or otherwise and observance of the same. THE HIRER shall be responsible for ensuring that all of the conditions on the existing hall entertainment licence are met - copy of the licence is on the website and the hall noticeboard.
6. 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.
7. Public Safety Compliance: THE HIRER shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and the Local Magistrates Court or otherwise, particularly in connection with any events which include public dancing, music or other similar public entertainment or stage play.
8. Health and Hygiene: THE HIRER shall if preparing or selling food, observe all relevant food health and hygiene legislation and regulations.
9. Electrical Appliance Safety: THE HIRER shall ensure that any electrical appliances brought into the premises and used there shall be safe and in good working order and used safely. Where a residual circuit breaker is provided under the terms of the Public Entertainment License THE HIRER must make use of it in the interests of public safety.
10. Indemnity: THE HIRER shall indemnify the committee for the cost of repair of any damage to any part of the premises including the curtilage thereof and the contents of the buildings which may occur during the period of the hiring or as a result of the hiring.
11. Accidents and Dangerous Occurrences: THE HIRER must report all accidents involving injury to the public to a member of the Committee as soon as possible. Any failure of equipment either belonging to the hall or brought in by the hirer must also be reported as soon as possible. Certain types of injury or accident must be reported on a special form to the local authority. The Secretary will give assistance in completing this form. This is in accordance with the Executive Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.



12. Animals: 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 committee and no animals whatsoever are to enter the kitchen at any time.
13. Compliance with the Children Act: 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 responsible persons have access to the children. In addition, any group/organisation hiring the hall must have a child safeguarding policy in place.
14. Fly Posting: THE HIRER shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place in the hall and shall indemnify the Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.
15. Sale of Goods: THE HIRER shall, if selling goods from the premises, comply with Fair Trading laws and any code or practise 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 organiser's name and address and that any discounts are based only on Manufacturer's Recommended Retail Prices.
16. Cancellation: 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 at the discretion of the Committee
17. It is the responsibility of THE HIRER to ensure that the No Smoking laws are adhered to.
18. Bouncy castles are not permitted in the village hall or grounds.
19. All music, entertainment and sale/consumption of alcohol MUST cease by midnight.