

The Village Hall Bishopstone

Hirers Terms and Conditions of Use

Welcome to the Village Hall Bishopstone.

The Village Hall is a large and versatile, easily accessible venue. Comprising of a main hall space 10m x 10m, Stage area, Kitchen / Servery, Foyer and associated services.

There is free parking for a limited number of vehicles.



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Icknield Way, Bishopstone, Wilts. SN6 8PW

Booking Clerk: Sue Tremlin Tel: 01793 790521

Secretary: Carol Sarchet 01793 791453

Introduction

Bishopstone Village Hall is a registered charity, no. 271165. It is administered by the trustees and a committee of management for the 'provision and maintenance' of the Village Hall 'for the use of the inhabitants of the parish of Bishopstone with the object of improving the conditions of life of the said inhabitants'. The original 'conveyance dates to the 30th July 1885 'the Reading Room'.

Its use by others is welcomed when there is no other booking.

Booking the Hall

- A responsible person must be designated for your event at the time of application.
- The responsible person must be over 18 years of age, and is required to ensure compliance with these terms and conditions of use.
- Applications for the hire of the Hall must be approved by the Booking Clerk and entered into the bookings diary before the Application becomes a firm booking.
- Hirers are to make specific arrangements with the Booking Clerk regarding access to the Hall and securing it after use. A reasonable amount of time is allowed for set up/down according to other bookings.
- Your access to the hall is taken as implicit acceptance of these terms and conditions of use and any personal responsibilities herein.
- The Hirer is wholly responsible for appropriate and legal conduct of their event or activity.
- The Committee of Management reserves the right to refuse any booking which it views as incompatible with the Charities objectives.

Charges / Payment

Current charges are as advertised in the Parish Newsletter.

Payment - Please make cheques payable to Bishopstone Village Hall and give to Sue Tremlin, Bishopstone C of E Primary School, Icknield Way, Bishopstone SN6 8PW.

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All lettings are ‘unsupervised’ and we rely upon your common sense and co-operation.

Your access to the hall is taken as implicit acceptance by the hirer of these terms and conditions of use and any personal responsibilities herein.

The Hirer accepts their responsibilities and duty of care in respect to, but not limited to:

1. Safety / Fire Safety

The management committee maintains a Health and Safety policy and undertakes Risk Assessments for its general use.

Hirers should conduct a risk assessment for their own event and have a duty to mitigate all risks identified in their planning.

- The Hall capacity is as follows:

Seated	100
Standing	150
Mixed seated and standing	100
Seated with stage (Seating must be linked)	100

- During all times these premises are occupied, all doors must be available for use in an emergency and any doors locked with key must be unlocked.
- If the kitchen is used to cook food, all doors and hatches leading to the kitchen must be kept closed during cooking times. Deep ‘open fat’ cooking is positively discouraged.
- The person in charge (nominated responsible person of hirer) must make himself or herself familiar with the fire instructions on site, and they must ensure that any volunteers or paid workers are made aware of the instructions.
- In the event of a fire or similar emergency situation, the person in charge and their staff must ensure that the building is immediately and safely evacuated and that the emergency services have been called.
- All persons who are unfamiliar with the building should look around to check the whereabouts of exits from the building, where the fire extinguishers are located.

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- When tables etc., are laid out in the hall consideration must be given to the provision of gangways between the rows which must be of sufficient width to allow access to disabled persons and wheelchairs, and especially egress in an emergency. Avoid trailing leads.
- Portable heaters should not be used.
- All fire exits must be kept clear at all times during the hiring.
- Please contact us immediately when due to circumstances outside the control of the hirer, any fire exit door cannot be opened or any fire exits / or escape routes are not clear. Contact telephone No's Displayed in the foyer.
- Upon discovering a fire - Raise the Alarm by shouting Fire. Call the Fire Brigade - Dial 999 using the callbox opposite or mobile (there may not be a signal) or ask a local resident.
- On Hearing the Alarm - When you hear the alarm, leave the building as quickly as possible, using the nearest fire exit route. Do not run. Do not use mobile phones while evacuating. Note: Take personal belongings only if they are immediately available.
- Fire extinguishers are situated at each exit.
- Disabled and Less Able-Bodied People should be given every assistance during the evacuation procedure to exit the building to the fire assembly point in Cues lane.
- Fire Assembly Point. On arrival at the Fire Assembly Point, keep together and identify any missing persons attending your event and report immediately to the fire brigade.
- Safety Is Everyone's Responsibility. It is essential that all individuals familiarise themselves with the fire escape routes and location of the Fire Assembly Point when using these facilities.
- A First Aid box and eye wash are situated in the kitchen.
- All accidents and Incidents, whether requiring First Aid or not, are to be recorded in the Accident / Incident Book held in the information box. Advise the Booking Clerk or a member of the management committee that an incident has taken place.
- Contractors. On hearing the alarm, contractors working on site must immediately stop work and follow the Fire Evacuation Procedures.

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2. Hygiene / Food safety.

Commercial Food Businesses should be able to satisfactorily provide the following data and comply with any additional food hygiene regulations.

- Registration details with the local authority.
- Written Food Safety management system.
- Food hygiene training for all staff working at event.
- Food allergy information and or labelling.
- Any Electrical or Gas safety inspection certificates for additional equipment
- Insurance documents.
- Details of fire safety equipment.

For Occasional (one off / once a year) handling, preparation, storage and serving of food by private persons. E.g. Tea ladies, Scouts cake stall. Although not subject to the formal requirements of hygiene legislation you have a duty of care to ensure common sense arrangements are in place to provide safe food.

If you intend to provide food on a 'regular' basis, e.g. Lunch club. Please refer to FSA guidance as you may need to register your undertaking with Swindon Borough Council.

3. Set-up and set-down.

Please use the picture rail for hanging displays, posters etc. Do not use blue tack, adhesive tape or similar. Some Velcro display boards are also available.

At the end of the event or activity the hirer is to:

- Put equipment away in its designated place.
- Secure all doors and windows, and close fire exits.
- Check that all water taps are turned off.
- Turn off all lights.
- Unplug electrical appliances.
- Take your rubbish home, (the 'bin men' do not call at the Hall).
- EMPTY THE FRIDGE of any perishable items.
- Report any damage, breakages or losses to the Booking Clerk.
- Return the keys as per agreed arrangement.
- There is a snag sheet hanging in the kitchen for any small issues or suggestions

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4. Cleanliness / Housekeeping

- The Hall is cleaned once a week by contract. Cleaning is between 08.30 – 10.30.
- After your event. Please sweep or mop, wash-up and dry and put stuff away as used. Please leave the Hall as you would expect to find it.
- General consumables. Are held in the cupboard under the sink in the ‘ladies’, key hanging in the kitchen.
- Be aware smooth floors are VERY slippery when wet!

5. Insurance for your event.

The Hall maintains building, contents and public liability insurance sufficient to reasonably discharge its own responsibilities and activities. A copy of the Certificate Public liability Insurance is held in the Hall. Hirers may view a copy of the full policy on request. This insurance may not provide adequate or even any suitable cover for hirer and their event or activity. Hirers are urged to consider their own insurance to underwrite their event or activity, to cover any property brought to the hall, and to discharge their own liability towards others involved in or affected by their event or activity.

Hiring for Commercial Purposes. The Hirer must hold at least £5M (Million) of Public Liability insurance.

6. Licenses for your event (e.g. Bar, performing rights, films.)

Contact Swindon borough council for a Temporary Event Notice (TEN) if you want to carry out a ‘licensable activity’

Licensable activity includes:

- selling alcohol
- serving alcohol to members of a private club
- providing entertainment, e.g. music, dancing or indoor sporting events
- serving hot food or drink between 11pm and 5am

The process of applying is formally known as ‘serving’ a Temporary Event Notice.

The Hall has an annual licence from the Performing Right Society (PRS for Music) for incidental music and the like. It is the Hirer’s responsibility to obtain the appropriate further licensing where music, such as a disco, or other media-based entertainments are a significant element of the Hirer’s event or activity.

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7. Consideration of our neighbours.

Those attending events at the Hall are required to leave quietly, showing due respect for the Hall's neighbours.

8. Security

- Hirers are responsible for the security of the premises at all times during the period of hire.
- Items left in the premises overnight or unsupervised by day, remain the responsibility of the Hirer.
- The Hall, its fixtures and fittings are not to be modified and loose property is not to be removed or used for a purpose other than intended.
- Asbestos – As with most buildings constructed before 2000 the Hall contains some asbestos products. The Asbestos register is held in the Hall document box. No new fixtures or fittings are to be installed by the Hirer without the specific consent.
- Those regular users granted storage space within the Hall are to return all their resources to the agreed area at the end of their session and store them in a safe manner that does not create a hazard to other users. Insurance of any items so stored is the responsibility of the user.
- The Trustees are authorised, and have a duty, to close the hall and terminate an event if they have reason to believe that the Law, the Hall Premises Licence, or the Terms and conditions of use have been or are being broken.
- No explosive, flammable, toxic, hazardous or infectious materials are to be brought onto the premises.

9. Hirers must comply with the Halls Premises license, displayed in the foyer including:

- Opening hours as listed.
- The prevention of crime and disorder.
- Public safety.
- The prevention of public nuisance.
- The protection and safeguarding of children from harm. Events where children, young and vulnerable people are present must conform to the Law. Hirers must ensure appropriate supervision and that supervisors are properly accredited. Hirers must ensure that young and vulnerable people are protected from alcohol abuse.
- Drugs and substances that can be abused are not permitted on the Hall premises and Hirers are responsible for appropriate supervision of their event to ensure illegal substances are not available. Smoking is not permitted anywhere within the Hall.

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Fire Safety: Basic layout.

