

STEEPLE ASTON VILLAGE HALL HIRING AGREEMENT – ABBREVIATED VERSION

Full version of the Hiring Agreement

The description that follows is not the full version of the hiring agreement. This is an easier to read, abbreviated version which covers most of the main issues. Hirers are advised that they should check the full agreement, a copy of which can be obtained from the Letting Agent. This version is simply a reminder of the main issues.

Capacity and Supervision

1. The Hall must not contain more than **140 people** at any time. This includes entertainers etc, not just those participating in an event. For each pushchair, or wheelchair the number allowed is reduced by two. For seated events the maximum audience is 120.
2. There must be a **minimum of two competent attendants** at any event and where most of the audience is under 16 there needs to be at least three people in charge. ‘Competent’ in this context describes someone who has read and understood the hiring arrangements, is aware of, and publicises to users the emergency exit, fire procedures and assembly point and has the use of a mobile phone in case of emergency. The person must take responsibility if anything untoward happens and must know the location of the first aid box. Also, the person where relevant, must understand the regulations on the sale of alcohol and the four licensing objectives: the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm; as well as relevant health and safety legislation in relation to refreshments.
3. Guests are expected to vacate the Hall by the agreed time and only those clearing up can be in the building after the finish time of an event.
4. Please ask your guests to **leave quietly** at the end of an event.

Safety

5. The Hall is a **No Smoking** area.
6. Hirers are advised to use two people when **opening the drawer under the stage**.
7. The Hirer shall, if preparing, serving or selling food, observe the relevant food **health and hygiene legislation** and regulations. Hirers can, if they wish, ask for advice from the committee member trained in health and safety, who should be able to advise, for example, on the recommended times for displayed non-chilled food. A checklist will be displayed in the kitchen of the Village Hall.

For health and hygiene reasons, no animals (including birds) except guide dogs should be brought on to the premises.

8. The Hirer shall ensure that any **electrical appliances** brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided the hirer must make use of it in the interests of public safety.
9. The Hirer must not bring **highly flammable substances** into the Hall. Flammable internal decorations cannot be used without the agreement of the Secretary of the Village Hall Committee and must always be kept away from lights.
10. **Smoke machines are not allowed** as they will activate the alarm system.
11. The Hirer may not bring in his own heating appliances.

12. The Hirer shall ensure that any activities for **children or vulnerable adults** comply with the provisions of **Safeguarding Vulnerable Groups Act 2006** and the *SAVHMC's Safeguarding Policy*.

Regular hirers having unsupervised access to vulnerable groups will need a DBS check; occasional hirers their own Safeguarding Policy/DBS checks and **parents holding birthday parties will need to check the credentials of any outside entertainers.**

(Full details are in the *SAVHMC's Safeguarding Policy* below.)

13. Hirers are asked to ensure that **children under-12** are accompanied by an adult if they enter the kitchen area.
14. Anyone who would like **full details of all conditions and regulations** made in respect of the premises by the Fire Authority, Local Authority, the Licensing Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children can obtain a copy from the Secretary of the Village Hall Committee.
15. Hirers wishing to use either the **PA system or the stage sound/ lighting system must book these facilities in advance.** Under no circumstances should anyone attempt to operate either system without prior instruction. Anyone wishing to use the PA system should contact **Richard Preston** (01869 340512) and for the sound and stage lighting, the contact is **John White** (07931 370495.) There is a Technical Specification Sheet available for the sound and lighting system.
16. The **piano** in the hall, is the property of *Steeple Aston Choral Society*. Anyone wishing to play it should contact the SACS Secretary, **Margaret Bulleyment** (01869 347346)
17. **The red chairs stack 20 on a trolley.** Please use the trolley to move the chairs around the hall to avoid dragging them across the floor. After the event, chairs should be checked as they are put back on the trolley. If anything has been spilt on a chair, the soiled chair should be put at the top of the chair stack. **All chairs must to be returned to the trollies.** If your event involves anything messy – a children's party, use of glitter etc. – please tell the Letting Agent and you will be able to use the grey plastic chairs at the back of the chair cupboard.

Fire

18. The Hirers acknowledge that they have read the following instructions.
19. At the start of every event an organiser should inform all present of the location of the **fire exits, the fire extinguishers and the assembly point in the car park.**
20. The **action to be taken in event of fire:**
 - a) Calling the Fire Brigade and evacuating the hall.
 - b) Knowing the location and use of fire equipment. See diagram of location of fire equipment. There is a fire extinguisher in the entrance lobby, the main hall, the kitchen and the boiler room. There is a fire blanket in the kitchen.
 - c) Knowing the escape routes and the need to keep them clear.
 - d) Knowing how to use the escape door fastenings.
 - e) Appreciating the importance of fire doors and of closing all fire doors at the time of a fire.
21. In advance of an entertainment or play the Hirer shall check the following items:
 - a) That all **fire exits** are unlocked and panic bolts in good working order.
 - b) That all **escape routes** are free of obstruction and can be safely used.

- c) That any **fire doors** are not wedged open.
 - d) That **exit signs** are illuminated and that there are no obvious fire hazards on the premises.
22. There is no public telephone in the village so it is a condition of hiring the Hall that one of the organisers ensures that there is a **mobile phone** on the premises that **can receive a signal at the village hall**. The mustering point is in the main car park adjacent to the pre school playgroup.
 23. If the Hirer sees any of the fire equipment or emergency lights are not working, they must inform the letting agent **immediately**.
 24. If the fire alarm sounds and **there is no actual fire** or danger to anyone, the Hirer needs to investigate what set off the alarm and ensure there is no recurrence. Instructions for switching off and re-setting the alarm are found on the fire alarm flap in the hall (to the right of the kitchen door.) The Hirer must report the incident to the letting agent **immediately**.

Conditions of hire

25. The Hirer is responsible for the supervision of the premises, the fabric and the contents and for the behaviour of all persons using the premises, whatever their capacity. If there is any damage the Hirer shall make good or **pay for the damage**, including accidental damage to the premises or to the fixtures, fittings or contents.
26. The Hirer shall not use the Hall for any purpose other than that described in the Hiring Agreement. The Hirer shall not sub-hire, or use the Hall or allow it to be used, for any unlawful purpose. The Hirer must not bring onto the premises anything which may endanger the Hall, or render invalid any insurance policies and must not allow the consumption of alcohol without written permission.
27. Anyone hiring the hall for **commercial purposes** and playing recorded music, must either use an approved franchised, or PRS/PPL free site - e.g. *Zumba* - or show their **Phonographic Performance Licence** to the letting agent and leave a photocopy on file with her. Please contact the letting agent for the appropriate form.
28. The Hirer must ensure that **illegal drugs** are not used or sold in the premises.
29. Any faults or damage must be reported to the booking agent as soon as possible.
30. 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.
31. If the Hirer wishes to **cancel the booking** before the date of the event and the Village Hall is unable to get a replacement booking, the cancellation charges for non-represented clubs are:

Notice of over one month	no charge.
less than 4 but over three weeks notice	25%.
less than 3 but over two weeks notice	50%.
less than 2 but over one week's notice	75%.
under 1 week	full fee required.

For villagers' cancellations, VHMC may review these charges in the light of prevailing circumstances.
32. The Village Hall Committee reserves the right to cancel any hiring by written notice to the hirer in the event of:
 - (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election

- (b) the Village Hall management committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
 - (c) the premises becoming unfit for the use intended by the Hirer.
 - (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.
33. In any such case the Hirer shall be entitled to a refund of any deposit already paid, but the Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.
34. The Village Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded.
35. The Village Hall is insured against any claims arising out of its **own** negligence. Hirers should be aware that the Village Hall insurance will not cover accidents to users where the Village Hall is not negligent. Hirers should ensure they have insurance cover in the event of accidents caused by their own activities during the hired period.

Accidents

36. There is a **first aid box** in the kitchen above the fridge.
37. Any **accidents** or incidents must be reported to the Committee and an **accident report sheet** (located next to the First Aid box in the kitchen) completed as soon as possible. Where relevant, the Secretary of the Village Hall will assist the Hirer in reporting the incident to the local authority.

Conditions of the Licensing Act 2003

38. The Licensing Act 2003 has specific objectives and these influence activities in the Village Hall:
- a) There is to be no performance that is **dangerous to the public** or of an explicitly sexual nature.
 - b) Children may only see **films** with appropriate certificates.
 - c) **Alcohol** must not be served to anyone under 18, persons drunk and disorderly or unsuitable for any other reason.
 - d) Alcohol can only be sold in the Hall with the authorisation of the Village Hall Management Committee and the Letting Agent.
 - e) The Village Hall Management Committee and the Letting Agent can approve other individuals to supervise the sale of alcohol and in all cases this must be at least two people who have signed to show they accept responsibility for the sale of alcohol and understand the duties laid on them.
 - f) The Village Hall Management Committee has the authority to close the bar if he/she is not content with the way it is being run.
 - g) The Village Hall Management Committee can authorise named individuals so that they can hold responsibility for the sale of alcohol and do not need to get their signed approval on each occasion. The approved individuals have to be confirmed once a year.
 - h) There may be bookings when the Village Hall Management Committee agrees that a hirer may make their own arrangements for a bar to sell alcohol and which would require raising a TEN (Temporary Event Notice). The forms for a TEN are available from Cherwell District Council (01295 252535) who, along with the police, demand at least 10 working days notice of the event. The Village Hall form for those raising a TEN must be completed and a copy of the TEN shown to the Village Hall Letting Agent before the

keys can be collected. The TEN must be available to view at the event. Even where a TEN has been raised, hirers must stop selling alcohol by 2330 and exclude visitors by 2400.

Leaving the Hall

39. Please **leave the Hall clean and tidy and return the key to the letting agent.**

40. Hirers are requested to supply their own tea towels, pot scourers, washing-up cloths and a plastic bin liner for the internal kitchen bin. Hirers are asked to recycle rubbish in the blue and green bins outside the kitchen door. Blue: Recyclable plastic, paper and card. Green: kitchen waste in bags. Bottles and cans can be recycled via the large bins in the car park adjacent to the field, and should not be placed in the bins outside the kitchen.

Risk Assessment and the Hall's insurers

41. A **risk assessment** is carried out annually and is attached to this document. Please read it.

Details of the Committee's **public liability insurance** cover are as follows:

Name of insurer:	ALLIED WESTMINSTER (AVIVA)
Policy number:	VH 88/0047440/BS68033
Sum insured:	10 million pounds
Date of expiry:	9 February 2024; renewed annually

IN THE CASE OF ANY PROBLEMS PLEASE CONTACT:

Angela Smith (Letting Agent)	07734 112 967
Barbara Brewer (Chair)	01869 340423
Margaret Bullement (Secretary)	01869 347346

(May 2023)

Continued below: Safeguarding; Licensing Act and Living with Covid

STEEPLE ASTON VILLAGE HALL SAFEGUARDING POLICY 2023

Steeple Aston Village Hall Management Committee (SAVHMC) has updated its previous Child Protection Policy in line with the latest guidance from the Charity Commission (CC) Action with Communities in Rural England (ACRE) and Community First Oxfordshire (CFO) all of whom have policies developed from the *Safeguarding Vulnerable Groups Act 2006*.

SAVHMC endeavours to ensure that the Village Hall is a safe environment for all children and vulnerable adults using its premises, both in terms of the building's health and safety and in terms of safety from personal abuse. Any failings in health and safety, or any suspicions of abuse will be promptly and appropriately responded to.

In order to ensure a safe environment –

1. SAVHMC requires all relevant hirers have a Safeguarding Policy which ensures that –

- *good safeguarding and safety working practices are applied
- *known abusers are excluded
- *paid staff and volunteers have appropriate training
- *suspicions of abuse are reported and promptly followed up
- *appropriate records are maintained

An example of this would be an outside organisation hiring the hall for a workshop for vulnerable adults.

The organisation would need to give the Letting Agent a copy of its Safeguarding Policy, before the hiring could be confirmed.

2. SAVHMC requires all regular relevant hirers to have a current DBS check –

An example of this would be someone wanting to teach dance, drama, sports lessons etc. to children in the hall, on a regular weekly basis.

Anyone who has regular unaccompanied contact with children, or vulnerable adults other than a parent/carer must hold a current **Disclosure and Barring Service** check.

A copy of the hirer's DBS certificate would need to be on file with the SAVHMC Secretary, who will give a copy to the Letting Agent, before the hirer's lessons can be approved.

3. SAVHMC requires that all occasional hirers check the credentials of anyone they are employing –

An example of this would be someone bringing in entertainers for their children's party.

Anyone organising a children's party does not need a safeguarding policy of their own, but any entertainers they are employing, need to have a relevant Safeguarding Policy, or DBS certificate.

The hirer needs to make appropriate checks before signing the relevant section of the General Booking Form.

4. Respond appropriately to suspicions of abuse –

Depending on the circumstances, where abuse is suspected parents/carers will normally be the first to be informed, though suspicions may also be referred where appropriate to –

- * Police on 999, if child or vulnerable person is in immediate danger
- * Oxfordshire Multi-Agency Safeguarding Hub 0845 050 7666
- * Outside office hours: Emergency Duty Team: 0800 833 408

5. Appoint a Committee Member responsible for Child Protection –

The member responsible for Child Protection matters is the Chair of SAVHMC, to whom all safeguarding matters should be reported immediately.

Other information:

DBS checks can be obtained from umbrella bodies such as Oxfordshire Youth and Adventure Plus (who carry out DBS checks for CFO's Voluntary drivers) They will just charge for administration costs.

<https://www.gov.uk/find-out-dbs-check>

<https://www.resourcecentre.org.uk/information/disclosure-and-barring-service-dbs/#regulated>

<https://www.gov.uk/request-copy-criminal-record>

If you have any questions on this policy, please contact Barbara Brewer, SAVHMC Chair, or Margaret Bulleyment, Secretary. (Contact details above.)

May 2023

Continued below: Licensing Act and Living with Covid

For the attention of all designated bar managers (“the responsible person”)

NEW MANDATORY CONDITIONS – LICENSING ACT 2003

In force from 6 April 2010

1. The responsible person shall take all reasonable steps to ensure that staff do not carry out, arrange or participate in any ***irresponsible promotions*** – i.e. games or other activities which require or encourage individuals to –

- drink a quantity of alcohol within a time limit or drink as much as possible (whether within a time limit or otherwise)
- provide unlimited, or unspecified quantities of alcohol free, or for a discounted fee
- provide free, or discounted alcohol as a prize, or to reward the consumption of alcohol
- provide free, or discounted alcohol in relation to the outcome of a sporting event, or bet
- sell alcohol in association with promotional posters which encourage or glamorise drinking

2. The responsible person shall ensure that ***no alcohol is dispensed directly*** by one person into the mouth of another.

3. The responsible person shall ensure that ***free tap water*** is provided on request to customers, where it is reasonably available.

In force from 1st October 2010

4. The responsible person shall ensure that an ***age verification policy*** applies which requires individuals who appear to the responsible person to be under 18 years of age (or older as specified in the policy) produce on request, before being served alcohol –

- identification bearing their photograph, date of birth and a holographic mark.

5. The responsible person shall ensure that the following drinks be available in ***smaller measures***

- Beer or cider – ½ pint
- Gin, rum, vodka or whisky 25ml or 35ml
- Still wine in a glass 125ml
- and customers are made aware of the availability of these measures.

September 2010/May 2023

Continued below: Living with Covid

Living with Covid – May 2023

We are very happy that groups and activities are returning to the hall, after the problems of the last few years. However, it is important that everyone realises that although Covid restrictions have been lifted, the government information that Village Halls are required to adhere to, has changed very little. Every group and activity will have different requirements and a different approach, but the basic principles still remain for the safety and well-being of everyone.

DEFRA/ACRE/CFO has advised us to ask users to follow the principles below –

1. People should stay at home if unwell.

Those who have tested positive for Covid should inform the leader of their hall activity and close contacts.

They should not attend the hall until they have two negative lateral flow tests on days 5 and 6.

2. Indoor meetings should still be well ventilated.

3. It is not mandatory to wear a face covering in the hall, but vulnerable groups can make their own risk assessment.

4. Hands should be cleaned frequently.

5. Social distancing should be maintained, if appropriate.

6. If a more crowded event is to take place – receptions etc. – hirers should be encouraged to ask everyone to take a lateral flow test beforehand.

If you have any questions, please contact:

Barbara Brewer (01869 340423)

Margaret Bulleyment (01869 347346)

HEALTH AND SAFETY RISK ASSESSMENT FOR STEEPLE ASTON VILLAGE HALL 2023

AREA	HAZARD	THOSE AT RISK	Frequency +Severity	Risk rating	PREVENTATIVE ACTION	ACTION TAKEN
HALL/COMMITTEE ROOM:						
Use of fire exit from Committee Room to Car Park	Exit could get blocked by parked cars	Hirers/Occupants	2+3	5	Put sign on outside of door to make car park users aware	Yes
Stacking chairs in front of fire exits	Escape exit could be blocked	Hirers/Occupants	2+4	6	Put signs(1) indicating fire exits; (2) notice to keep access unobstructed	Yes to (1) and (2)
Heaters in hall	Fire	Hirers/Occupants	1+2	2	Do not cover/obstruct heaters Sign above heaters	Yes
Stacking chairs	Topple if incorrectly stacked.	Hirers/Occupants	2+2	4	Chairs must be stacked on the trollies. 20 on each stack. No loose chairs. Notice on wall.	Yes. In hiring agreement
Stage - upstage	Fall down rear/stage steps	Hirers/Occupants	2+2	4	Fluorescent paint on edges of steps	Yes
- downstage	Sheer drop from stage	Hirers/Occupants	2+3	5	White line on edge of stage	Yes
Storage cupboards under stage	Strain injury	Hirers/Occupants	2+2	4	Note on inside of cupboard/drawer	Yes
Entry from main hall to kitchen	Fall down stairs	Hirers/Occupants	2+3	5	Sign on hall side and fluorescent lines on stairs	Yes
Main hall stage lights	Lights being adjusted using a ladder	Hirer/Occupants	2+4	6	Reinforce policy statement that no one without authority should touch stage lights. Always 2 people to a ladder	Yes. In hiring agreement
Use of ladders/step ladders	Fall	Hirer/Occupants	2+4	6	Ladder chained with key access/Double ladder use /always 2 people to a ladder/restrain ladder after use/notice on wall	Yes. In hiring agreement
Steps to/from stage	Fall	Hirers/Occupants	2+3	5	Fluorescent paint on edges of steps; check hand rail	Yes
Hall floor	Slip on newly maintained floor	Hirers/Occupants	3+2	5	Use of floor specialist's recommended maintainer	Yes
Main Hall	Curtains : fire risk	Hirers/Occupants	2+2	5	Fire-proofed	Yes.
PA system	Minor nuisance value	Hirers/Occupants	1+1	2	Only use after instruction from committee	Yes. In hiring agreement
	Failure of brackets	Hirers/Occupants	2+3	5	Brackets rated 25kg/Safety cables for 50kg/Annual check	Yes
Piano	Strain injury	Hirers/Occupants	2+2	4	Notice on top of piano on how to move the instrument	Yes
Heaters , back wall	Obstruction to badminton	Hirers/Occupants	3+3	5	Organisers to inform players	Yes
TOILETS:	Hygiene: infection	Hirers/Occupants	2+1	3	<i>Now wash hands please</i> notice on toilet doors	Yes
KITCHEN						
Cookers, urns, kettles	Hot surfaces, burns	Hirers/Occupants	2+3	5	Notice above cookers	Yes
Kitchen lights	Bulbs could shatter	Hirers/Occupants	1+1	2	Place safety covers	Yes
Electrical appliances	Faults: shocks	Hirers/Occupants	2+5	7	Annual test; weekly checks; monthly RCD tests	Yes
Exit kitchen door	Trip/fall	Hirers/Occupants	2+2	4	<i>Mind Step</i> sign on door	Yes
Step up/down/hall					Three lines and fluorescent paint on steps	Yes
Rodent control	Weil's disease	Hirers/Occupants	3+3	6	Regularly monitored	Yes
GENERAL	Slippery floor	Hirers/Occupants	2+3	5	Regularly monitored; hazard sign in hall broom cupboard	Yes
EXTERNAL: Outside roof tiles	Tiles falling	Hirers/Occupants	1+2	5	Not required; new roof; regularly repaired	Yes
Committee room door sill	Trip/fall	Hirers/Occupants	4+3	3	Fluorescent paint on door sill	Yes
Outside steps	Fall	Hirers/Occupants	4+3	3	Hand Rails/Fluorescent paint on edge of steps	Yes

Frequency Factor

Improbable	1
Possible	2
Occasional	3
Frequent	4
Regular	5
Common	6

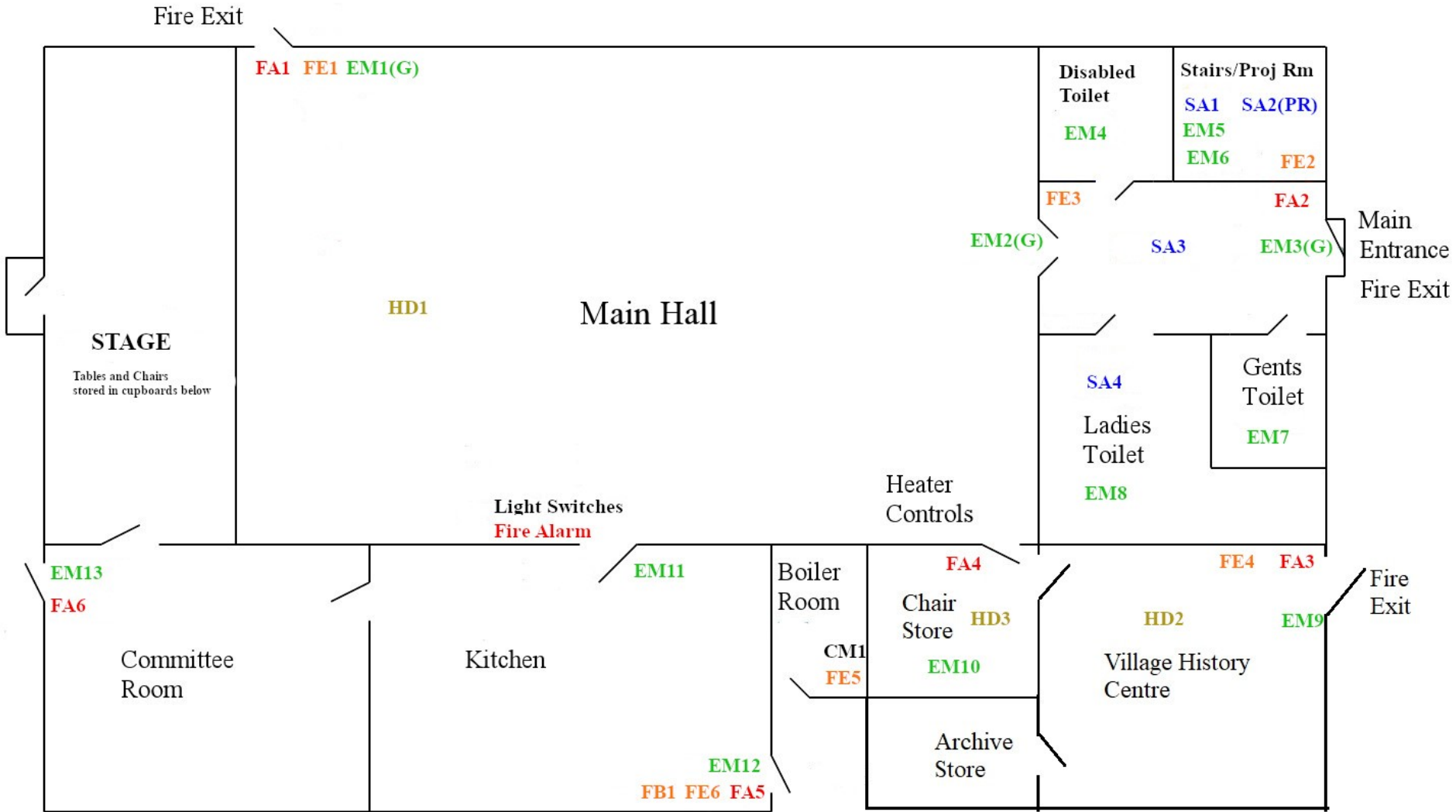
Severity Factor

Trivial illness/injury	1
Minor illness/injury	2
Major illness/injury	3
Mass illness/injury	4
Single Death	5
Multiple death	6

Threshold = 5 demands action and is recorded above. Thresholds below are also acted upon as indicated to reduce the risk rating as far as possible. Hirers are requested to take sensible precautions when using the hall/committee room/ kitchen and associated facilities and to report anything which appears to be a problem.

STEEPLE ASTON VILLAGE HALL PLAN : FIRE PRECAUTIONS

**FIRE ASSEMBLY POINT,
VILLAGE HALL CAR PARK**



FA(6)	Fire Alarm Points
FE(6);FB1	Fire Extinguishers; Fire Blanket
EM(13)	Emergency Lights inc 3 Green Exit Lights
SA(4)	Smoke Alarms (SA1 linked to system)
HD(3)	Heat/Smoke Detectors