

These standard conditions (Pages 1- 9) apply to all hiring of the Parish Hall. If the Hirer is in any doubt as to the meaning of the following, the Booking clerk should immediately be consulted.

### 1. Hall decoration

The following MUST be adhered to when putting up decorations for your event.

- NO sellotape, pins or blu-tack to be used on the walls, woodwork, light fittings, existing decorations or curtains. Brass hooks are provided for hanging of decorations. No decorations are to be put up near light fittings or heaters. All decorations to be removed with care at the end of hire period.
- No naked flames to be used in the Hall. NO candles other than birthday cake candles may be used.
- NO FIREWORKS to be used either inside the building, outside in the Hall grounds or in the attached farmer's field.
- In **NO** circumstances must Hall notices be removed. They are there for a legal purpose.

### 2. Age

The Hirer shall, not being a person under 18 years of age, hereby 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, under this Agreement, relating to management and supervision of the premises are met. Hirings will not be accepted for birthday parties for 16-21 year olds.

### 2. Supervision

The Hirer shall during the period of 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 behavior of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. As directed by the Booking clerk, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

### 3. Use of Premises

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 onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission. NO sellotape, pins or blu-tack to be used on the walls or woodwork, brass hooks are provided for hanging of decorations. All decorations to be removed with care at the end of hire period.

### 4. 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.

### 5. Licences'

The Hirer shall ensure that the appropriate Licences' are in place 28 days before the hire commencement date:-

**The Premises Licence** is needed if any regulated entertainment and licensable activities will take place. Such activities include the performance of plays; the exhibition of films; indoor sporting events; the performance of live music; the playing of recorded music; the performance of dance; making music; dancing; entertainment similar to those above;

**Performing Rights Society Licence (PRS) and Phonographic Performance License (PPL)** which permits the use of copyright music in any form e.g. record, CD, tape, radio, television or by performers in person.

If other licences, such as *Temporary Event Notice (TEN)* for sale of alcohol, are required in respect of any activity in the Parish Hall the Hirer should ensure that they or APHMC hold the relevant licence well in advance of hire date and provide proof as requested.

### 6. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the hall's Fire Risk Assessment and general Risk Assessment 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.

a) The Hirer acknowledges that they have received instruction in the following matters:

- APH and grounds (including car park) is NON SMOKING.
- The action to be taken in event of fire. This includes 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.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Do not work on steps, ladders or at height until they are properly secured and another person is present.
- Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid overcrowding in the kitchen and do not allow running.
- Wear suitable protective clothing when handling cleaning or other toxic materials

b) In advance of an entertainment or play the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there is no obvious fire hazards on the premises.
- ALL occupants of the hall are aware of the fire exits and the fire evacuation procedures.
- Mis-use of fire-fighting equipment will result in loss of deposit + charge to cover refilling/replacement costs.
- If holding an event using seats in rows, drop link connector of chairs to be used to keep the chairs in upright position for safe evacuation in event of fire.

### **7. Means of Escape**

a) All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

b) The emergency lighting supply illuminating all exit signs and routes must be kept visible during the whole of the time the premises are occupied. These are operated by an automatic mains failure switching device in the case of a power failure.

### **8. Outbreaks of Fire**

It is the hirer's responsibility to check the building has been evacuated and that the Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the Booking clerk.

### **9. Health and Hygiene**

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The fridge does have a thermometer.

### **10. Electrical Appliance Safety**

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. Do not use any appliance that shows sign of wear or damage and advise Booking clerk **as soon as possible**. Never leave any electrical equipment operating whilst unattended.

**11. Insurance and indemnity** (APHMC has Public liability insurance of £5,000,000)

a) The Hirer shall be liable for:-

i) The cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the cartilage thereof or the contents of the premises

ii) all claims, losses, damages and costs made against or incurred by Parish Hall, APHMC, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and

iii) all claims, losses, damages and costs made against or incurred by the Parish Hall, APHMC, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-paragraph (b), the Hirer shall indemnify and keep indemnified accordingly each member of the Parish Hall, APHMC, their employees, volunteers, agents or invitees against such liabilities.

b) **Non-Profit/Private Hirers**- APHMC are insured through Allianz (AON) Insurance which includes **Hirers Indemnity of £5,000,000**, which covers all non-profit/private hires which indemnify person(s) whilst using the Hall as though they were APHMC. A full copy of our Insurance Certificate & the Allianz Insurance Plc Village Hall Policy wording you are bound by, please request a copy from the Bookings Clerk.

c) The Hirer is responsible for the "Event". In order to comply with the Public Liability section of the APHMC Allianz Insurance Policy to extend to cover to the Hirer, the Hirer agrees to comply with guidelines laid out in **Allianz Insurance Plc Special Events Guideline factsheet PDF**, which can be found on our website, or a copy requested from the Bookings Clerk.

d) **Commercial/Profit-making Hirers**. The Hirer shall take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against the Hirer's liability under paragraph 10(a) and all claims arising as a result of the hire and on demand shall produce the policy and current receipt or other evidence of cover to the APHMC. Failure to produce such policy and evidence of cover may render the hiring void and enable the Bookings clerk to relet the premises to another hirer.

The APHMC is insured against any claims arising out of its **own** negligence.

## 12. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to the Booking clerk **as soon as possible** and complete the relevant section in the APHMC's accident book. Any failure of equipment belonging to the APHMC 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. The APHMC will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The accident book and RIDDOR forms are held on the kitchen work surface. All COSHH assessments & product data sheets, including first aid instructions can be found in the kitchen drawer file. A First Aid can be found in the kitchen above the fridge.

## 13. Explosives and Flammable Substances

The hirer shall ensure that:

a. Highly flammable substances are not brought into, or used in any part of the premises and that

b. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the APHMC. NO sellotape, pins or blu-tack to be used on the walls or woodwork, brass hooks are provided for hanging of decorations. No decorations are to be put up near light fittings or heaters.

c. No naked flames to be used in the Hall. NO candles other than birthday cake candles may be used.

d. NO FIREWORKS to be used either inside the building, outside in the Hall grounds or in the attached farmer's field.

## 14. Heating/Lighting

The heating will be set for your hire period by the Booking Clerk/Caretaker. If the heating is not on, a boost button allowing 90 minutes of heat is available in the Main Hall entrance hall next to the light switches. A single push on the top button works the Billiard Room heaters; the bottom button works the Main Hall heaters.

***The Hirer will ensure that no external doors are propped open as this will affect the heating. An extra charge for additional heating may be deducted from the deposit if open external doors are reported***

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises when open to the public without the consent of the APHMC. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

Hirer to ensure that no adjustments are made to the heating controls within the Parish Hall and all switches are returned to their original position.

There are a number of options of lighting effects for the Main Hall. These are controlled by the buttons in the entrance hall. Please follow the instructions to set the lighting to your requirements

## 15. Drunk and Disorderly Behaviour and Supply of Illegal Drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol.

Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises. NO items to be deposited over the back fence into farmer's field or adjacent properties..

## 16. Animals

The Hirer shall ensure that no animals (including birds) except assistance dogs are brought into the premises, unless agreed in advance by the APHMC. No animals whatsoever are to enter the kitchen area at any time.

**17. Compliance with the Children Act 1989**

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 who have passed the appropriate Criminal Records Bureau checks have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide APHMC with a copy of their CRB check and Child Protection Policy on request.

**18. Compliance with the Equality Act 2010**

The Hirer shall ensure that they follow equality laws at all times and adhere to the halls equal opportunity policy. Copy of these can be found on the hall notice board and on website.

**19. Fly Posting**

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of the APHMC accordingly against all actions, claims and proceedings arising from any breach of this condition.

**20. Sale of Goods**

The Hirer shall, if selling goods on the premises, except by auctions, 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 organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

**21. Film shows**

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

**22. Cancellation**

If the Hirer wishes to cancel the booking before the date of the event, the question of the payment or the repayment of the fee shall be at the discretion of the APHMC. The APHMC reserve the right to charge an administration fee in respect to any such cancellation by the Hirer.

The APHMC reserves the right to cancel this 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 APHMC reasonably consider that:
  - i. such hiring is likely to lead to a breach of these terms and conditions, any relevant licensing conditions, 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.

In any such case the Hirer shall be entitled to a refund of any fee already paid, but the APHMC shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

**23. End of Hire**

The Hirer shall be responsible for leaving the premises and surrounding area 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 APHMC shall be at liberty to make an additional charge. The Hirer acknowledges that they have received and read requirements for each hall area. 50 chairs in the Main hall, 30 chairs in Billiard Room (in stacks of 5). All folding (Go-pak) tables to be returned to kitchen storage area and chained up. All curtains to be opened and closed using cord pulleys. All chairs to be moved using trolley provided. A chair trolley is kept in the Main Hall to enable safe movement of chairs.

**24. Noise**

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall avoid excessive noise after 10pm and ensure that all music is finished by 11pm to comply with any other licensing condition for the premises.

**25. Stored Equipment**

The APHMC 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. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The APHMC may, use its discretion in any of the following circumstances, namely:

- a. in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended.
- b. in respect of any other property brought on to the premises for the purposes of the hiring, failure by the Hirer to remove the same within 7 days after the hiring dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

### **26. No Alterations**

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached or removed in any way to any part of the premises without the prior written approval of the APHMC. Any alteration, fixture or fitting or attachment so approved shall at the discretion of the APHMC remain in the premises at the end of the hiring. It will become the property of the APHMC unless removed by the hirer who must make good to the satisfaction of the hall or, if any damage caused to the premises by such removal.

### **27. No Rights**

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

### **28. Dangerous and unsuitable performances**

Performances involving danger to the public or of a sexually explicit nature shall not be given.

### **29. Deposit and Hire payment**

The booking fee + £200 deposit for the hire of Aldermaston Parish Hall should be paid in advance by cheque or bank transfer. If hire is to take place within 14 days of booking the deposit amount is payable in cash. All cheques (hire + deposit) WILL be banked before the hire date. A refund of the deposit will be sent within 14 days after the Hire date provided that no damage or loss has been caused to the premises and/or contents or complaints made to the APHMC about noise or other disturbance during the period of the hiring as a result of the hiring. Any deductions will be notified prior to refund or if costs equate to more than deposit hirers will be invoiced for the extra cost of any damage or loss caused to the premises and/or contents during the period of the hiring.

### **30. Car Parking**

All cars parked at Aldermaston Parish Hall are parked at the owners own risk and APHMC take no responsibility for damage whilst parked at the Hall.

Please park sensibly and make sure that the clearly marked Fire Exit doors are not blocked by vehicles and spaces clearly marked as Disabled spaces are respected.

### **31. Key collection**

The key is to be collected from and returned to the Caretaker as instructed by the Booking clerk the week prior to hire.

### **32. Facilities included in standard hire**

The following items are included in the standard hire charge

- All halls – 12 Go-pack tables (7 6ftx27" and 5 6ftx24"), 8 x card tables, small projector screen, 30 wooden fold flat chairs-please arrange for these prior to booking as kept in locked shed.
- Main Hall – 50 padded chairs, 5 6ft round tables (seat 12), 2 5ft round tables (seat 10) please arrange for these prior to booking as kept locked.
- Billiard Room – 30 padded chairs,
- Kitchen – 2 x domestic kettles commercial dishwasher, dual fuel oven, plate warmer, hot cabinet, catering fridge, trays, microwave, urn, 3 domestic teapots, 1 8pt catering teapot, oven gloves.
- China settings of various styles for 70 people, cutlery settings for 70 people, 4 ½ pt milk jugs, 8 small jugs, 5 glass water jugs. 40 mugs. No glasses available.

**All bookings for events with more than 50 people will have to meet with an APHMC representative at the hall prior to booking to talk through facilities and seating options.**

### **33. Facilities NOT included in standard hire**

- Bone china place settings additional hire cost of £2 per setting.
- Glasses (will need to be sourced by hirer), tea towels, bags for taking rubbish away.

**FAILURE TO COMPLY WITH THESE CONDITIONS OF HIRE MAY RESULT IN YOUR DEPOSIT NOT BEING RETURNED.**

*Updated August 2014*

### **Layout ideas/options**

**Main Hall Table seating capacity using round tables (maximum of 70 people)**

Round Tables 3 x 6ft = 36, 2 x 5ft = 20 = 56 person (is possible to sit 70 but is a squash with no area to move around tables for serving) plus

Balcony 4 x 6ft go-pak tables = 14 people.

***Would leave 8 6ft go-pak tables for use in the Billiard Room*** (for buffet food/drink)

**Main Hall Table seating capacity using 6ft rectangular tables (maximum of 88 people)**

Use 12 tables in a horseshoe shape. 2 at top, 5 down each side (making sure not to block doors.)

Maximum of 8 on top tables plus

20 people along both long sides = 80 people (once tables are laid there will be no space for dishes etc.)

Or

20 people along one long side = 40 people

***Would leave no more tables for use in Balcony or Billiard Room.***

**Main Hall Table seating capacity using 6ft rectangular tables (maximum of 80 people)**

Use 10 tables in a herringbone design seating a maximum of 80 people

Maximum at each table along sides and each end = 8 people (once tables are laid there will be no space for dishes etc.) more comfortably would be

3 on each long side = 6 people therefore seating 60 people in total.

***Would leave 2 tables for use in Balcony or Billiard Room. There would be space for these 2 tables to be set up in front of the stage as a buffet table.***

## Aldermaston Parish Hall Hiring Agreement

### FIRE SAFETY CHECK LIST

In the interests of fire safety, the following items must be borne in mind by hirers of the premises prior to the premises event commencement. A layout plan of the Hall can be found on the notice board between the 2 halls and in the Hall information file.

#### Inside the Building

1. All exits to be unlocked, keys and bolts to be removed.
2. All exit doors should be tested to ensure they open without difficulty. Both doors to open on double doors.
3. Ensure self illuminated exit signs are operating.
4. Identify the location of fire alarm break glass call points (where installed) and the location of fire extinguishers ensuring these are not obstructed.
5. Familiarise yourself with the fire safety routine.
6. Ensure the layout of tables, chairs etc. does not obstruct exit routes and complies with the plan.
7. Ensure doors fitted with self closing mechanisms are not wedged open.
8. The location of the nearest telephone (for emergency use) or working mobile phone should be identified.

#### Outside the Building

1. Ensure outside lights where provided are functioning correctly.
2. Ensure external escape routes are not obstructed.
3. Ensure exit doors are not obstructed on the outside of the building.

#### After the Event

1. Remove all accumulated rubbish and take home with you.
2. Switch off and unplug all electrical equipment where appropriate.
3. Secure the premises.

**ALL DEFECTS SHOULD BE REPORTED TO APHMC via Hall comments book.**

*Updated November 2012*

# FIRE

**THE HIRER IS DEEMED THE “RESPONSIBLE PERSON” and is DESIGNATED THE PERSON IN CHARGE OF THE HALL DURING YOUR HIRE PERIOD.**

**It is advisable to take a note of the name of everyone attending your event.**

- 1: **In the event of a Fire, the Responsible Person will instruct all persons to leave the building using the nearest available Emergency Exits and to muster together as soon as possible in Congreve Close, the next road down the hill from the Hall (Or into the private field behind the Hall if young children, taking care of the barbed wire.) A Roll Call should be taken.**
- 2: **NO MATTER HOW SMALL THE FIRE CALL THE FIRE BRIGADE Dial 999** and give this address: **Aldermaston Parish Hall, The Street, Aldermaston, Berkshire RG7 4LW**
- 3: The Responsible Person should ensure that once the Parish Hall has been evacuated and members of the public do not re-enter the building to collect personal belongings, etc. under any circumstances.
- 4: On the arrival of the Fire Brigade, the Responsible person should report to the Officer in Charge that a Roll Call has taken place and all persons are safe or should inform him/her of anyone who is missing and their last known position
- 5: Attempts to extinguish the outbreak of fire using the fire extinguishers should be only carried out if it is considered to be safe and are **ENTIRELY AT YOUR OWN RISK - PLEASE DO NOT BE A HERO.**  
**If any doubt get out of the building**
- 6: If you have a mobile phone and after you have carried out all of the above and circumstances allow it, Please call 0118 971 4057 to inform the Booking clerk.
- 7: All incidents no matter how small have to be reported to Aldermaston Parish Hall Booking clerk or written in the comments book in the Hall.



## Aldermaston Parish Hall Hiring Agreement

### COMPLAINTS PROCEDURE

All complaints are to be submitted in writing to the Booking clerk, giving full details of the complaint and the name and address of the complainant.

The Booking clerk will, without prejudice, acknowledge the complaint stating it will be put before the committee at their next meeting.

Written complaints will be put before the APHMC at their next meeting, unless the chairman considers the complaint of a serious nature and necessitates the calling of an extraordinary meeting of the committee.

The decision of the APHMC on the complaint will be sent in writing to the complainant within 7 days of the meeting, at which it is discussed,

The APHMC may, at their sole discretion, allow a complainant to attend a meeting at which their complaint is discussed, so as to put their case in person.

*Updated August 2014*

## Aldermaston Parish Hall Hiring Agreement

### End of Hire requirements

#### KTCHEN

- ❖ Empty bin and remove **ALL** rubbish (to be taken away to be disposed off)
- ❖ Wash and correctly stack china on shelves as shown in photo.
- ❖ Wash cutlery and put in correct boxes.
- ❖ Wipe out oven and clean hob
- ❖ Switch off oven switches.
- ❖ Wipe down all surfaces.
- ❖ Switch off all electric sockets.
- ❖ Drain and switch of dishwasher (Instructions on dishwasher)
- ❖ Ensure tables are stacked safely and chain put across.
- ❖ Report all breakages in Hall comments book.

#### MAIN HALL

- ❖ Return 50 red chairs to original place **(No more than 5 in a stack)**
- ❖ Return fold-up tables to kitchen storage area (Safely stacked and chained up)
- ❖ Sweep the floor
- ❖ Make sure **ALL** windows and doors are closed.
- ❖ Close window curtains, using cord pulleys.
- ❖ Report any breakages/problems in Hall comments book.
- ❖ Turn off ALL lights.
- ❖ Lock door (unless advised otherwise)

#### BILLIARD ROOM

- ❖ Return 30 red chairs to original place **(No more than 5 in a stack)**
- ❖ Return fold-up tables to kitchen storage area (Safely stacked and chained up)
- ❖ Sweep the floor
- ❖ Make sure **ALL** windows and doors are closed.
- ❖ Close window curtains, using cord pulleys.
- ❖ Report any breakages/problems in Hall comments book.
- ❖ Turn off ALL lights.
- ❖ Lock door (unless advised otherwise)

*Updated August 2014*