**Responsibilities of the hirer to Bromeswell Village Hall Management Committee.**

 **Bromeswell Contact Sue Todd Tel:- 079360 22395**

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 **Website:** [**https://bromeswellhall.co.uk**](https://bromeswellhall.co.uk)

1. The hall hirer must be over 21 years of age and provide a signed and copy of this agreement (agreement by email is acceptable). The hirer is responsible for ensuring that the hire times are adhered to. The normal end time is no later than 12a.m. The hirer shall ensure that there is no excessive noise or disturbance of others. Minors must be adequately supervised. **A No Smoking policy applies to all areas of the hall**.
2. The Management Committee take safeguarding extremely seriously, if you, as the hirer, will be working with children or vulnerable adults, you must hold a valid DBS (at your own cost), and renew this at least every three years. The certificate must be shown to the booking secretary so a note can be taken for our records **BEFORE** the hire commences.
3. For single events longer than two hours the hirer is required at the discretion of the booking secretary to bank a deposit of 50% at least 7 days before the commencement of hire, which will be part of the overall compete cost of the hire subject to complying with the terms of this agreement. Any costs of repair, cleaning etc will be deducted from the deposit. Any shortfall thereof will be expected to be paid within 7 calendar days.
4. The Management committee shall in the event it accepts cash for the hire, reserve the right to add a surcharge for the banking of said money as it will be charged itself by the bank for depositing.
5. The hirer shall indemnify the Management committee for the cost of repair of any damage done to the property during the hiring, including the curtilage thereof or of the repair or replacement of the contents of the premises as a result of the hiring.
6. Any such repairs or re-placement of property to be organised by the Management Committee greater than the deposit if left will be invoiced to the hirer.
7. The Management Committee reserves the right to charge the Hirer for any loss of income due to the wilful damage during the hire of any part of the hall.
8. It is the responsibility of the hirer to ensure that all Fire Exits are kept clear at all times. Observance of the occupancy levels is a mandatory legal requirement. Please ascertain that your guest numbers are within these limits.
9. The hirer shall not sub-let the hiring or use the premises for any unlawful purpose or in any unlawful way do anything or bring onto the premises anything that may endanger the property or public or may in any way invalidate any insurance policy held by the Management Committee.
10. The Management Committee accepts no liability for personal injury caused to any person on the premises outside the scope of its Property Owners Liability Insurance
11. In the event of the hall or any part thereof being rendered unfit for use the Management Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever. In this case the Hirer shall be entitled to a full refund of any monies paid if an alternative booking date is not acceptable or available.
12. The Management Committee retains the right to enter the premises during any function for the purpose of checking on security, safety and compliance with the conditions of hire.
13. No heavy or sharp equipment, likely to damage the floor is to be used in the hall. Please clean, but do not wash the floor. Wipe up spillages promptly. No sticky substance, nails, pins etc. are to be used on the walls, ceilings or floors.
14. It is not permitted to sell alcohol on the premises without the benefit of a Licence. This is the responsibility of the hirer to arrange.
15. The hall must be cleared immediately after the function except by prior arrangement with the management committee. All the supplied equipment such as tables and chairs are put away in the storeroom indicated. Chairs and tables stored inside are for inside use only, unless agreed by the management committee in advance. All hirers own equipment to be cleared away and removed from the premises.
16. Once the hall is vacated all doors are locked and the windows closed. Keys are returned to the key safe on the outside wall of the kitchen.
17. All water heaters are turned off after use. The areas used, including the kitchen, are to be left clean and tidy otherwise a cleaning charge will be made.
18. Food and Hygiene regulation compliance is the responsibility of the Hirer. The kitchen must always be completely cleaned after every use.

All kitchen equipment must be thoroughly cleaned and put away after use.

1. Cars are parked at their owner’s risk. Clothing and valuables are taken onto the premises at their owner’s risk.
2. Care must be taken to avoid noise when leaving the premises, particularly at night.

**Note: These conditions are supplemental to, not a replacement for, the hall’s ordinary conditions of hire.**

**While the Government has signalled the ending of Covid restrictions from 24th February you are required to observe the following requirements in order that more vulnerable people feel safe using this hall.**

SC1: You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied.

SC2:

You undertake to comply with the actions identified in the hall’s risk assessment, which can be supplied but is available on the website, and also available on the door in the hall lobby.

SC3:

You will be responsible for cleaning surfaces likely to be used during your period of hire before other members of your group or organisation arrive, to keep regularly used surfaces clean during your hire, and to clean them again on leaving. Please pay particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products.

 Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4:

You will make sure that everyone likely to attend your activity or event understands that they MUST NOT DO SO if they are unwell or anyone in their household has had COVID-19 symptoms in the last 48 hours, or if still in their self-isolation period following a positive test. If they develop symptoms within 5 days of visiting the premises they should be encouraged to carry out a COVID-19 test and notify NHS test and trace if the result is positive.

SC5:

You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided by the main entrance and kitchen before you leave the hall. All other rubbish should be taken away with you when you leave the hall.

SC7:

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

SC8:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is [Committee Room]. A Covid first aid kit is available on the chair with further instructions. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the bookings secretary [details above].

 SC9:

Other special points as appropriate.

E.g. Where a sports, exercise or performing arts activity takes place:

You will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity

E.g. Where a group uses their own equipment:

You will ask those attending to bring their own equipment and not share it with other members or You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall.

 I agree to the terms laid out above.

 **Signed: - ………………………………………………… (Can be by email)**

 **Printed: - ………………………………………………….**

 **Date: - …………………………………………………**