

# SCORITON VILLAGE HALL

## Hiring Agreement

All hirers must complete this form, and return to [scoritonvillagehall@gmail.com](mailto:scoritonvillagehall@gmail.com).

## Details of Event

<b>Hiring organisation (if applicable)</b>	
<b>Name of individual hirer (or organisation's authorised representative)</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>Email address</b>	
<b>Purpose of Hiring</b>	
<b>Dates and hours of hiring</b>	
<b>Hiring fee (balance payable two weeks before event)</b>	£
<b>10% nonrefundable deposit (payable on booking)</b>	£
<b>Damage deposit (payable at the discretion of the hall committee)</b>	£
<b>Do you intend to sell alcohol? If YES, it is your responsibility to apply for a Temporary Events Notice (TEN) – see below.</b>	YES / NO
<b>I agree to observe and carry out the provisions and stipulations contained in Scoriton Village Hall's STANDARD CONDITIONS OF HIRE and in the GENERAL RULES GOVERNING USE OF THE HALL.</b>	
<b>I will ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation.</b>	
<b>Signed by the person named above (on behalf of the hiring organisation)</b>	
<b>Date</b>	

## Payment Terms

A non-refundable deposit of 10% of the total booking fee is payable on booking. The balance is payable two weeks before the event.

Bank: **Lloyds Bank**  
Account Name: **Scoriton Village Hall**  
Sort Code: **30-98-69**  
Account Number: **00989777**

Should you wish to pay by cash/cheque, please hand in or send to:

Scoriton Village Hall c/o The Tradesmans Arms, Scoriton, Buckfastleigh TQ11 0JB

## Damage Deposit

A damage deposit is payable at the discretion of the Village Hall committee, and returnable subject to satisfactory condition of the premises at end of hiring (please supply a separate cheque for this deposit).

## Selling Alcohol

If you intend to sell alcohol, then it is your responsibility to apply for a Temporary Events Notice (TEN) from South Hams District Council - in signing this form you undertake to fulfil the legal requirements in this respect. Apply online at the website address below and allow at least three weeks for the TEN to be granted. Please verify with the hall committee that you have been granted a licence before your event.

<https://www.southhams.gov.uk/licensing/alcohol-and-entertainment-licensing/temporary-event-notice-ten>

## Condition of the Hall

Please see <https://scoritonvillagehall.org/facilities/cleaning/> for full details of how we expect you to leave the hall after your booking/event.

If these requirements are not complied with, the trustees reserve the right to make necessary deductions from your deposit.

Please let us know straight away of any accidents or breakages or if the hall was not clean on your arrival.

**THANK YOU FOR YOUR HELP IN LOOKING AFTER SCORITON VILLAGE HALL.**

## Standard Conditions of Hire

If the Hirer is in any doubt as to the meaning of any of the following, the Booking Secretary should be consulted.

1. The Hirer shall be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage and the behaviour of all persons using the premises so as to avoid obstruction of the highway.
2. The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-let or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything nor bring anything onto the premises anything which may endanger the same or an insurance policies in respect thereof, nor allow the consumption of alcoholic liquor without the necessary licence.
3. The Hirer shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor. The person named on the licence must be present or nominate another named person for observance of same.
4. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, the Local Magistrate's Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.
5. The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building that may occur during the period of the hiring as a result of the hiring.
6. Hiring Fee and Damage Deposit must be paid in full at least two weeks in advance of the date of Hire.
7. If the Hirer wishes to cancel the booking within one month of the date of the event and the Committee is unable to conclude a replacement booking, the payment, or repayment of the fee shall be at the discretion of the Committee.
8. The Hirer shall ensure that the general rules governing the use of the hall as supplied to them, are complied with.
9. The Committee reserves the right to cancel any hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election, in which case the Hirer shall be entitled to refund of any deposit already paid.
10. The Committee shall not be liable to the Hirer for any resulting loss whatsoever in the event of the Hall or any part thereof being rendered unfit for the use in which it has been hired.
11. The Committee reserves the total and unquestionable right to enter the hall and cancel any booking or stop any sale any time before or during the hiring should any of these conditions be breached.

## General Rules Governing Use of the Hall

The management of the Village Hall is vested in the Trustees and Management Committee of Scoriton Village Hall, whose powers and composition are defined in the constitution, a copy of which may be obtained from the secretary.

Under the provisions of the constitution, the Management Committee is empowered to make rules, and to withdraw or amend them.

Use of the Village Hall and its facilities is subject to the following rules and, in the case of hirers, to certain standard conditions incorporated in the hiring agreement.

### Equal Opportunities

The Village Hall shall be open to all members of the community regardless of race, gender, sexual orientation, age, disability, religious or political beliefs or marital status.

### Safeguarding Children, Young People, and Adults at Risk

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

### Applying to Use the Village Hall

- a) Application for use of the hall shall be made to the Booking Secretary.
- b) The right to refuse any application for the use of hall facilities is reserved to the Management Committee, or the secretary, provided that the secretary reports his/her action to the next meeting of the management committee. The management committee may refuse an application to use the hall's facilities if the use by a particular organisation presents a risk of public disorder or of alienating the committee's beneficiaries or supporters.
- c) All arrangements for the use of hall facilities are subject to the Committee reserving the right to cancel bookings when the premises are required for use as a Polling Station or are rendered unfit for the intended use.
- d) Sections and affiliated groups of the Committee shall normally have priority use of its facilities, but all arrangements to hire facilities made with outside bodies and individuals shall be honoured by the Committee, except as provided for in c) above.

### Hours of Opening

Facilities at the Village Hall are normally available for use between the hours of 8am and midnight on weekdays, 8am and 11.45pm on Saturdays and 8am and 10.30pm on Sundays.

In exceptional cases, these hours may be extended on application to the Management Committee.

## Maximum Capacity

The Village Hall has a maximum capacity of 180 seated or 300 dancing (these figures include helpers and performers), and on no account shall these figures be exceeded.

## Safety Requirements

All conditions attached to the granting of the hall's Public Entertainments licence, stage play or other licences shall be strictly observed. Nothing shall be done which will endanger the users of the building, and the policies of insurance relating to it and to its contents.

In particular:

- a) Obstructions must not be placed in gangways or exits, nor in front of emergency exits, which must be immediately free for public egress.
- b) The emergency lighting supply must be turned on during the whole time the premises are occupied, and must illuminate all exit signs and routes.
- c) Firefighting apparatus shall be kept in its proper place and only used for its intended purpose.
- d) The Fire Brigade shall be called to any outbreak of fire, however slight, and details of the occurrence shall be given to the Secretary.
- e) Performances involving danger to the public shall not be given.
- f) Highly flammable substances shall not be brought into, or used, in any part of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton etc.) shall be undertaken or erected without the consent of the Management Committee.
- g) No unauthorised heating appliances shall be used on the premises.
- h) The First Aid box shall be readily available to all users of the premises. It is located in the hall's kitchen. The Secretary shall be informed of any accident or injury occurring on the premises.
- i) All electrical equipment brought into the building shall comply with the Electricity at Work Regulations, 1989. The Management Committee disclaims all responsibility for all claims and costs arising out of any such equipment that does not comply.
- j) No fireworks, "Chinese lanterns", "sky lanterns" or similar devices shall be let off inside or outside, without the prior approval of the Management Committee.

## Supervision

The hirer or person in charge of the activity shall not be under 18 years of age and shall be on the premises for the entire period of the hire, or duration of the activity. The person in charge shall not be engaged in any duties which prevent them from exercising general supervision. When the premises or any part of them are used for the purpose of public

entertainment, there shall be a minimum of two persons, neither of whom shall be less than 18 years of age, on duty.

All persons in charge or on duty shall have been informed of the procedure for the evacuation of the premises and shall be familiar with the fire-fighting equipment available.

### Intoxicating Liquor

No intoxicating liquors are permitted to be bought, sold or consumed on any part of the premises without the express permission of the Management Committee, whose consent must also be obtained prior to seeking a Temporary Event Notice (TEN) for the sale of alcoholic liquor.

### Smoking

No smoking is permitted on any part of the premises.

### Betting, Gaming and Lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the persons or organisations responsible for functions held in the premises shall ensure that the requirements of the relevant legislation are strictly observed.