

Bubbenhall Village Hall

Booking Conditions

(Revised August 2020)

A. When Booking the Hall.

You will be asked to complete and sign a simple Booking Form as attached. The conditions under which the Hall is made available to you specify the responsibilities that you accept in using it. They are designed to provide protection to both the user (yourself) and the Village Hall Management Committee.

The main Conditions are as follows:

- ◆ Bookings for the Hall are handled on a first come first served basis. The Management Committee reserves the right to refuse a booking.
- ◆ The record of bookings is maintained by Mrs Beverley Goddard (*Tel 02476-302354*). She will notify you of times of availability and record your booking when it is confirmed
- ◆ Bookings are confirmed by the payment of a refundable deposit of **£50**. This deposit will be returned in full provided that no damages, losses **or breaches of booking conditions** are caused by your use of the Hall. It will be forfeited if you cancel your booking without giving at least TEN days notice thereby preventing the use of the Hall by others.
- ◆ The person hiring the Hall (the "Hirer") must be 21 years of age or older.
- ◆ The Hirer is responsible for supervising the premises including the fabric of the building and its contents; the behaviour of all persons using the premises; and proper supervision of car parking arrangements to avoid obstructions and nuisance to neighbours. **In relation to the latter it is essential that the Hall is vacated and all noise ended by 11-30 pm**
- ◆ The Hirer shall comply with all conditions made in respect of the premises by the Fire Authority, the Local Authority and others. The main conditions relating to Fire, Licensing, Food Hygiene and the Disposal and Recycling of Waste are listed below.
- ◆ Each booking is for a specified period that must be agreed and recorded at the time the booking is confirmed. In the absence of any specific agreement the following times will be recorded and the standard charges (see attachment) will apply. Bookings for periods other than the standard periods will be by agreement with Mrs Goddard or the Committee and charges will be adjusted (normally on a pro-rate basis). The Committee reserves the right to adjust charges for uses that impose additional costs.
- ◆ Full payment is required prior to the commencement of the booking, either by cheque or BACS (see end of document for BACS details).
 - ◆ Morning Bookings. 9.00am to 12-30 pm
 - ◆ Afternoon Bookings. 2.00pm to 6.00 pm
 - ◆ Evening Bookings 7.00pm to 11-30 pm
 - ◆ All Day Bookings 9.00 am to 11-30 pm

- ◆ The Hall provides you with a basic inventory of china, cutlery, tables and chairs for your use of the Hall

Fire Regulations

In signing the Booking Form you agree to the following strict conditions that are designed to minimise any likelihood of fire damage to your group and to the Hall. Both the Village Hall Committee and the user of the Hall are subject to serious penalties in the event that Fire Regulations are broken.

- ◆ For the time being the limit on numbers for parties and similar events is set at 100. Your event must not exceed these limits.

Before your event begins you should carry out the following checks

- Locate the fire extinguishers and fire blanket and point out the locations of this equipment to your group
- Locate the fire exits, ensure that these are visible and instruct your group to make use of these exits in the event of a fire.
- Check that all exit doors are unlocked, any fastenings removed and the push-bar mechanisms where applicable are in good working order
- Ensure that any door or escape route not opening in the direction of travel and any sliding door are fixed in the open position
- Point out the Fire Assembly point that is clearly marked on the Car Park near the road entry
- Point out the location of the Fire Extinguishers and the Fire Blanket
- Ensure that there are no obvious fire hazards in, or near the building.

Food & Alcohol

- ◆ Bookings are subject to the Licensing restrictions on the use of the Hall. **Hirers are not permitted to sell alcoholic beverages** during their functions. Required exceptions to this rule **must** be discussed with the Management of the Hall.
- ◆ The Hirer should ensure that events involving the preparing, serving or selling of food comply with all relevant food health and hygiene regulations. Some basic guidelines are displayed in the kitchen.

Parking

- ◆ Hirers must use the overflow car park at the rear of the hall if there is not sufficient space in the front car park.
- ◆ Due to the limitations of parking space, there is an absolute limit of 35 cars permitted to attend events – hirers must consider car sharing if necessary,
- ◆ Hirers must ensure that their guests do not park on village roads.

Litter Disposal

Please note that there are no facilities available for the disposal of litter, rubbish, recyclable materials or nappies on site. All such material must be taken off site and disposed of by the hirer/user when the hall is vacated. **The Parish Council bins on the playing field must not on any account be used for the disposal of any litter or rubbish emanating from your use of the hall.** For your convenience, black plastic sacks are provided for your use and can be found in the tall cabinet located in the large kitchen.

Food Hygiene

The fridge and freezer must be emptied of all food when hall is vacated.

Safeguarding Policy

Pursuant to the Children Act 1989, the hirer is responsible for providing their own Safeguarding Policy to protect any children or young people under their care for the duration of the hire.

Other Conditions

- ◆ Your use of the Hall is also subject to the requirement that you maintain good order during the event and act immediately to stamp out or deal with any violent and other criminal activities, including drug substance or alcohol abuse that you observe during the course of the event. Noise outside the hall is expected to be kept to a very minimum in order not to disturb local residents – and please note that fireworks in particular will not be allowed under any circumstances.
- ◆ The Hirer must report all accidents and injury to a member of the Management Committee as soon as possible. Any failures of equipment should also be reported promptly.
- ◆ In the event of some part of the Hall being rendered unfit for the use for which it has been hired the Committee shall not be liable to the Hirer for any resulting loss or damage, but will normally refund all or part of the booking fee.

PLEASE BE AWARE ALSO THAT IN ACCORDANCE WITH NATIONAL LEGISLATION THE HALL IS STRICTLY A NO SMOKING AREA – THIS ALSO APPLIES TO THE COVERED VERANDA.

B. When Your Use of the Hall Begins

Please check that:

- ◆ The inventory that you need for your booking is available (china, cutlery, tables and chairs).
- ◆ You complete the User Check List (“On Arrival” section)
- ◆ You have conducted the fire checks as listed above

In the event of any failures in these areas please notify Beverley Goddard or a member of the Committee IMMEDIATELY (a list of phone number is provided as an Attachment below).

Your use of the Hall begins from the time recorded on the Booking Form. If you need earlier access to the Hall in order to set up an event, this will normally be provided if (a) it does not involve

a clash with an earlier booking and (b) it is consistent with the Hall being given a reasonable clean after any previous event. The period of early access will normally NOT exceed one hour.

C. When Your Use of the Hall is finished.

It is your responsibility to:

1. **Ensure that the Hall is swept and tidied.** This includes the washing up of all china and cutlery and the wiping down of tables, chairs and kitchen surfaces, the cleaning of the kitchen area including cookers. Tables and chairs should also be returned to the storage room. All rubbish should be removed from site.
2. Check that all outside doors to the Hall are securely locked and that lights are switched off.
3. Return the key and the completed User Check List promptly to Mrs Goddard or another person who will be delegated when she is unavailable. ("Promptly" is interpreted as within one hour of the booking ending for daytime bookings and early the following morning for late evening bookings). When returning the key please notify Mrs Goddard of any breakages or other damage that occurred during your use of the Hall.

Fire Check:

- check that heaters and cookers are all turned off
- check that any electrical appliances that you may have connected are unplugged
- turn out all lights
- close all internal doors
- secure all windows and doors

Litter Check:

- Please ensure that all litter is disposed of in the manner indicated above.

D. Care of Facilities

In the event of there being any breakages, damage or failure to clean up, all or part of your deposit will be retained in order to make these good. A charge of **£25** will also be levied if the management of the Hall incurs any costs in cleaning up and disposing of litter. Any balance after the cost of the replacements/repairs/extra cleaning costs will be returned to you. If there are no breakages or damage you should normally expect to receive a reimbursement of your deposit within 14 days.

Breakages and damage that exceed the amount of the deposit are also your responsibility as are any legal actions brought by third parties as a result of abuse of the Hall during your period of occupancy. You will be charged the full costs of making good any such breakages and damage that result directly from your use of the Hall.

E. Contact and Payment

Contact Phone Numbers

Beverley Goddard: 02476 302354

Mark Holt: 02476 301226

Cate Poolton: 07769 115456

BACS payments

Bank: Lloyds TSB, Leamington Spa

Account No: 00321195

Account Name: Bubbenhall Village Hall

Sort Code: 30-94-93

Bubbenhall Village Hall – COVID19

Appendix to Bubbenhall Village Hall Hiring Agreement valid until further notice.

The following guidance must be followed by all users hiring the hall for any purpose, in order to comply with Government and Insurance Company guidelines to reduce health and hygiene risk to all users of the hall

1. The hirer is responsible for cleaning and sanitising all potential touchable surfaces both before and after the period of hire. This must include all surfaces e.g., furniture, work surfaces, door and window handles, light switches, wall thermostats' taps, toilet flush handles/buttons toilet seats, hand dryer switches etc. A period of 30 mins both before and after the hire period will be made available free of charge for this purpose.
2. Hirers to be responsible for supplying their own cleaning and sanitising materials which must be taken off site together with any used paper hand towels, clothing, personal belongings and drinking utensils etc. Items should be removed by the hirer when vacating the building. - for offsite disposal. Plastic sacks will be available in the small kitchen for this purpose. Please note: Parish Council rubbish bins on the playing field must not be used for this purpose.
3. A cleaning log will be displayed on a blue notice board in the foyer and it is a condition of hire that this log is completed and signed before vacating the building at the end of the hire period. A charge of £25 will be made to cover additional cost of cleaning that will need to be undertaken if the log is not completed for any reason at the end of the period of hire.
4. Hirers must review and update their current Risk Assessment for the activity and use of the hall. In the case of a problem the authorities will require sight of this document which must be made available by the hirer.
5. Hirers are required to maintain their own incident log
6. Hirers must maintain an attendance log for all persons entering the building on each occasion. This log must contain name, contact details of individuals together with telephone numbers and/or email addresses. These logs must be kept by the hirer and be available for inspection by the relevant authorities for a minimum period of 4 weeks after the date the hall was used. In the event of a COVID 19 incident, these will be required by the Governments Track and Trace service.
7. On arrival, social distancing, the wearing of masks and any PPE must be maintained as appropriate and in accordance with current Government guidelines.
8. Participants attending the event shall enter the building through the main entrance foyer doors. Drivers and non-attendees must not on any account enter the entrance hall or building at any time, this is to prevent cross contamination by excessive use of door handles etc.
9. Hand sanitiser will be available in the entrance hall for those entering and once inside the building everyone must follow the signed one-way system.
10. An indicated one-way system is in place and must be maintained.

11. Leaving the building will be via the French doors in the main hall only. Hand sanitizer pump will be mounted close to the door allocated for use to exit the building. Anyone picking up or collecting persons from the hall at the end of the event must remain outside, or under the veranda, maintaining appropriate social distancing. Only the responsible hirer should leave by the main entry doors when all others have vacated the building, cleaning has been completed and the building made secure.
12. Use of the toilets is strictly a one in, one out system using the vacant/engaged signs on the toilet doors.
13. The small kitchen and meeting room will have maximum number of occupants allowed at one time. This will be displayed on the door to comply with social distancing requirements.
14. Food and drink must not be prepared on the premises under any circumstances. The main kitchen will remain closed. Drinking water will be available from the small kitchen. Hirers to provide their own drinking receptacles which must be taken off site at the end of the session.
15. The government have stated that the use of electric hand dryers is acceptable. If hirers provide paper disposable hand towels these must be removed from the premises upon departure. (See condition 2)
16. Adequate ventilation is extremely important, and windows should remain open during the period of hire. Also, doors if the weather is appropriate
17. To minimise the risk of cross contamination, hirers are required to provide their own sanitized first aid kits which must be removed from the premises at the end of the session. They must retain their own first aid report paperwork which can be made available to Bubbenhall Village Hall management committee if required.
18. In the case of any person becoming ill or unwell they must be taken outside and seated under the veranda whilst appropriate action is taken to call emergency help etc. Any outside seating used must then be sanitized immediately once the emergency is over.