

GREAT ALNE & KINWARTON MEMORIAL HALL

Charity Commission Reg No 522931

BLOCK BOOKING HIRE AGREEMENT

Conditions of Hire Attached – Please retains for your own records

Please complete this form and return it, at least 4 weeks prior to each block booking period, to the bookings Secretary

Peter Harris, 10 Appleby Close, Great Alne, Alcester, Warwickshire B49 6HJ
Email: gakmemorialhall@gmail.com Tel: 0845 257 4881

| | |
|---------------------|-----------------|
| Organisation | Phone No |
| Contact name | |
| Address | Email |

| | |
|--|------------------------|
| Day of week of regular event: | Time required : |
| Please enter dates required below as a range or individual dates. Also indicate the dates of any holidays etc when you will NOT need the booking. | |
| | |
| Block Booking Hire Charge per Session | £ |

Outstanding fees must be settled prior to the start of every booking period.

| | | | |
|--|---|-----------------------------------|---|
| I am over 21 years of age and accept these charges.* I agree to comply with the attached Standard and Supplementary Conditions of Hire. | | | |
| Hirer's Signature | Risk Assessment Completed (Tick) | Booking Confirmed (Office) | Payment Received (Office) Damage Deposit Final |
| Date | | | |

Data Protection Policy. Personal data is held by us solely for accounting purposes. See the website www.greatalnememorialhall.org.uk for full policy details and right of access

Please retain for future reference

STANDARD CONDITIONS OF HIRE

Please contact the Hall Bookings Secretary if you require further clarification of these Conditions

1. Capacity

To comply with Fire Regulations the Hirer must ensure that the capacity of the Hall is not exceeded. The Hall capacity depends on the type of event:- *Standing only 130; Theatre style 80; Dining style 80. Temporary reductions in capacity may be necessary for Health & Safety reasons.*

2. Fire Safety

The Hirer will take responsibility for ensuring that all fire exits are free from obstruction at all times; that Hall users are made aware of the location of the fire exits; and that proper provision is made to evacuate the building in case of an emergency. The Fire & Rescue Service must be called to any fire immediately, however slight. The Bookings Secretary must be notified of the incident as soon as possible.

3. Use of Premises

The Hirer must not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything or bring anything into the Hall that may cause danger to users or damage to the building, its fabric or contents.

4. Licences

The Hall Committee will arrange all necessary licences for the consumption of alcohol and the provision of regulated entertainment (including Sunday licences), provided that the Hirer discloses the nature of all activities that are planned to take place. The Hirer is responsible for the observance of all licensing conditions and of all other regulations relating to the Hall required by the Fire Authority, the Local Authority, the local Magistrates' Court or other relevant body. The Hirer is responsible for ensuring a licence has been obtained for the performance of any copyright material. The Hall accepts no responsibility for non-disclosure of relevant facts or failure to comply with licence conditions.

5. Care of Premises, Fabric and Content

*The Hirer will be responsible for the care of the Hall, its fabric and contents for the hire period. Nothing should be taped, glued, nailed or pinned to the walls without prior agreement. All damage must be reported to the Bookings Secretary immediately. The Hirer will indemnify the Committee for the cost of repairing the damage done to any part of the Hall, its fabric or contents arising from the hiring as well as additional cleaning costs. **The damage deposit will only be returned in the event that no damage is done and the Hall is left in a clean condition.** For young people's events an additional indemnity form and deposit will be required*

6. Use of Stage, Kitchen and Associated Facilities

The Hirer must obtain permission from the Bookings Secretary when the booking is made if use of the stage, associated lighting and/or the audio visual equipment is required. Permission is also required for use of the kitchen and kitchen equipment.

7. Heating and Lighting

The Hirer must not under any circumstances adjust the heating, lighting or WiFi controls. In the event of any difficulties with the heating or lighting please phone 0845 257 4881

8. Event Preparation

*If early entry to the Hall is required to prepare for an event, permission must be obtained from the Bookings Secretary in advance; **an additional charge may be made.***

9. Garden Access

The Hirer must obtain permission from the Bookings Secretary in advance if access to the garden via the bi-fold doors is required. A key will be provided which must be returned with the Hall keys on completion of the hiring. The doors must be closed from 11.00pm onwards.

10. Use of Bouncy Castles and Similar Equipment

The Hirer must obtain permission from the Bookings Secretary when the booking is made if a bouncy castle or similar is to be erected in the Hall. Only suppliers approved by the Hall committee may be used. Hirers must ensure that they either hire the equipment with a supervisor, who will have their own insurance, or have their own insurance in place for the supervision. The Hall accepts no liability for any accidents or damage to the equipment

11. Electrical Equipment

The Hirer must ensure that any electrical equipment brought by them onto the premises has been PAT tested within the last 2 years, and is used in a safe manner in accordance with the latest Electricity at Work Regulations.

12. Animals

The Hirer shall ensure that no animals (including birds) are brought into the premises, other than by agreement with the Bookings Secretary. No animals whatsoever are to enter the kitchen at any time.

13. Kitchen Hygiene & Food Safety

It is the Hirer's responsibility to ensure that any food prepared, stored, served or sold during an event complies with current kitchen hygiene and food safety regulations. Any food left over must be removed when clearing up, along with any kitchen equipment brought in for the event.

14. Event Supervision

The Hirer will be responsible for supervision of the Hall during the hire period. The scope of the Hirer's responsibility will include adherence to all licencing restrictions, compliance with the child protection and safeguarding legislation and ensuring good behaviour.

15. Noise

The Hirer must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer must also ensure that no loud music is played after midnight under any circumstances.

16. Accidents

The Hirer must report all accidents involving injury as soon as possible to the Bookings Secretary and record the relevant details in the Hall's Accident Book

17. Car Parking

The Hirer is responsible for the supervision of the Car Park and safe parking on the adjacent highway. The Hall Committee will not accept any responsibility whatsoever for the loss or damage to vehicles parked on the premises.

18. Clearing Up

The Hirer will be responsible for leaving the Hall, car park and grounds in a clean and tidy condition. Rubbish must be placed in the re-cycling bins with food and other waste appropriately separated and bagged if necessary. Keys must be returned promptly. If we do not consider that the Hall has been left in a clean and tidy state, you will be informed and we may retain all or part of the damage deposit to offset against cleaning costs.

19. Stored Equipment

The 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. All equipment and

other property (other than stored equipment) must be removed at the end of each hiring or fees may be charged for each day or part of a day until it is removed.

20. Cancellation

If the Hirer wishes to cancel a one-off booking before the date of the event and the Committee is unable to obtain a replacement booking, the Committee reserves the right to make a charge.

If a Hirer wishes to cancel a single regular booking 24 hours notice is required, otherwise a hire charge may be applied. In the event that a regular booking is to be terminated permanently 4 weeks notice is required, otherwise a hire charge may similarly be applied.

The Hall 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 premises being closed for Health and Safety reasons
- (c) 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 deposit already paid, but the Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

21. Privacy, Safety & Security

Hirers are advised to lock the door when using the Hall, whenever and wherever practical, in order to ensure privacy, personal safety and the security of personal property.

22. Data Protection Policy.

Personal data is held by us solely for accounting purposes and will not be shared with any other organisation. You have a right to see what information we hold on you and ask us to remove it See the website www.greatalnememorialhall.org for full policy details and right of access

Great Alne & Kinwarton Memorial Hall Committee

**Great Alne & Kinwarton Memorial Hall
Covid-19 Supplementary Terms and Conditions**

**These Terms and Conditions are supplemental to the Hall's normal Terms and Conditions
and should be signed and returned with the Booking Form**

SC1:

You undertake to comply with all of the actions identified in the Hall's Risk Assessment as the hirer's responsibility.

SC2:

You are **strongly advised** to complete a Risk Assessment for your own event/activity before booking.

SC3:

You are responsible for ensuring that those attending your activity/event comply with the instructions given on the Keep COVID-19 Secure notice displayed at the Hall. In particular it is a requirement that everyone must use the hand sanitiser supplied when entering and leaving the Hall, wear a face mask and observe social distancing. A face mask is not required if eating or drinking at a table.

SC4:

You are responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be touched during your period of hire **before** other members of your group or organisation arrive.

You are also responsible for keeping the Hall clean **during** your hire using either the products supplied or your own ordinary domestic products.

You will be required to clean again **at the end** of your hire period.

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

SC5:

You **MUST** keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event or activity. This can be done manually or by asking everyone who attends to use the NHS QR poster at the hall entrance, or using a combination of both. Failure to comply is punishable by a fine of £1,000.

SC6:

You **MUST** ensure that everyone planning to attend your activity/event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 48 hours.

If anyone who has attended your event or activity develops COVID-19 symptoms within 10 days of visiting the Hall they **MUST** immediately seek a COVID-19 test and **MUST** notify you and us straight away.

They **MUST** also notify us of the outcome of the test as soon as possible.

SC7:

You are responsible for keeping the Hall well ventilated throughout your hire, with windows and doors left open if possible. You will be responsible for ensuring they are all securely closed on leaving.

SC8:

You **MUST** ensure that the number of people attending your activity/event complies with government restrictions. You **MUST** also ensure that everyone maintains the required social distancing while waiting to enter the premises, during the activity/event and when using the kitchen, corridors and cloakrooms.

You must ensure that that no more than two people use each suite of toilets at any one time.

SC9:

You **MUST** take particular care to ensure that the required social distancing is maintained for everyone aged 70 or over or is clinically more vulnerable to COVID-19.

SC10:

You **MUST** position chairs to enable individuals to sit with at least one chair space between each person, and not face to face. However, groups of up to 6 people who are not from the same household can sit together but groups must not mingle with each other. If tables are being used, you must maintain a distance of at least 2 metres across the table between people who are face to face.

SC11:

If food or drink is being served it **MUST** be consumed while seated. Alcohol **MUST** only be served at tables. If food and drink is being served at tables you **MUST** ensure that there is no mingling between tables.

SC12:

You **MUST** take steps to avoid people needing to raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult. Wind instruments **MUST NOT** be played during an event/activity. Singing **MUST NOT** be allowed.

SC13:

You **MUST** dispose of all rubbish created during your hire. Recyclable waste must be put in the blue bins outside the Hall. Bagged food waste must be put in the black bins outside the Hall.

SC14:

You **MUST** ensure that all crockery, cutlery and glasses are washed in hot soapy water (using the dishwasher or sink as preferred), dried and stowed away.

You **MUST** bring your own clean tea towels and take them away afterwards. Washing up liquid and washing up cloths will be provided.

SC15:

We retain 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. We will refund your deposit but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

SC16:

In the event of someone becoming unwell with suspected COVID-19 symptoms while at the Hall you **MUST** isolate them in the designated First Aid room until they can be taken home. A COVID-19 First Aid kit and instructions will be provided. You **MUST** arrange for the person to be collected and taken home as soon as possible.

You **MUST** ask others in your group to provide contact details if you do not already have them and then everyone **MUST** leave the premises, observing the usual hand sanitising and social distancing precautions. You should advise them to launder their clothes when they arrive home.

You **MUST** inform the Hall Bookings Secretary about the incident immediately (Phone 0845 257 4881).

You **MUST** also contact the NHS Test, Track and Trace facility to enable them to alert others who have been in contact with the infected person.

Terms and conditions accepted by

Name

Date

Signature

Great Alne & Kinwarton Memorial Hall

End of Hire Check List

Hirers are expected to leave the Memorial Hall clean and tidy, with all facilities left as they found them. To that end the following checklist is provided as an aide memoire.

PLEASE REPORT ANY DAMAGE OR BREAKAGES

| Area | Action | Done |
|---|--|--------------------------|
| Main Hall | Stack all padded chairs in 6s and store in storeroom using trolley | <input type="checkbox"/> |
| | Collapse and stack all large tables on end adjacent to storeroom | <input type="checkbox"/> |
| | Collapse and stack all small tables in storeroom | <input type="checkbox"/> |
| | Remove all decorations | <input type="checkbox"/> |
| | Sweep/vacuum the Hall floor | <input type="checkbox"/> |
| | Mop all spillages | <input type="checkbox"/> |
| | Stack plastic chairs in 4s and place against pillars | <input type="checkbox"/> |
| | Stack remaining chairs in 6s in committee room using trolley | <input type="checkbox"/> |
| | Open all curtains | <input type="checkbox"/> |
| | Close windows and fire doors | <input type="checkbox"/> |
| | Switch off lights | <input type="checkbox"/> |
| | Kitchen | Sweep the kitchen floor |
| Mop all spillages | | <input type="checkbox"/> |
| Wash and dry all cutlery, crockery and glasses | | <input type="checkbox"/> |
| Sort and store all cutlery in the cutlery trolley and cover | | <input type="checkbox"/> |
| Sort and store all crockery on the shelves provided and cover | | <input type="checkbox"/> |
| Sort all glasses into the correct boxes and store in committee room | | <input type="checkbox"/> |
| Store jugs, dishes, condiments, cafetières etc in committee room | | <input type="checkbox"/> |
| Drain and switch off dishwasher; leave cover open | | <input type="checkbox"/> |
| Drain and switch off bain-marie | | <input type="checkbox"/> |
| Wipe all surfaces | | <input type="checkbox"/> |
| Empty the fridge | | <input type="checkbox"/> |
| Turn off gas supply | | <input type="checkbox"/> |
| Turn off electric oven (but do not switch off at wall) | | <input type="checkbox"/> |
| Empty waste into grey bins outside | | <input type="checkbox"/> |
| Empty packaging and bottles into blue bins | | <input type="checkbox"/> |
| Committee Room | Sweep/vacuum floor | <input type="checkbox"/> |
| | Mop any spillages | <input type="checkbox"/> |
| | Empty the fridge | <input type="checkbox"/> |
| Stage | Switch off lights | <input type="checkbox"/> |
| | Raise screen and switch off at socket | <input type="checkbox"/> |
| | Shut down projector and switch off at socket | <input type="checkbox"/> |
| | Store and lock all AV cables in cabinet | <input type="checkbox"/> |
| | Sweep stage | <input type="checkbox"/> |
| Toilets | Mop floors as necessary | <input type="checkbox"/> |