

Barlaston Village Hall Standard Conditions of Hire

If you are in any doubt as to the meaning of the Conditions of Hire you should seek clarification from us without delay.

1. Age

You, not being a person under 21 years of age, hereby accept responsibility for always overseeing and are on the premises when the public are present and for ensuring that all Standard Conditions under this agreement relating to management and supervision of the premises are met.

2. Supervision

During the period of hire you are responsible for:

- Supervision of the premises, the fabric and the content
- Care of the premises as in safety from damage however slight or change of any sort
- The behaviour of all persons using the premises whatever their capacity which includes proper supervision of car parking arrangements to avoid obstruction and collision and as directed by us you must make good or pay for all damage (accidental or otherwise) to the premises and to the fixtures, fittings and contents or loss of contents.

3. Use of Premises

You must not use the premises (including the car park) for any purpose other than that described in the Agreement and must not sub-hire, use the premises or allow the premises to be used for any unlawful/unsuitable purpose or render invalid any insurance policies covering the premises which includes the consumption of alcohol without permission.

4. Insurance and Indemnity

You are liable for:

- The cost of repair for any damage (accidental or malicious) done to any part of the premises including its cartilage or its contents
- The cost of repair for any damage (accidental or malicious) to the WiFi system

We will take adequate insurance to ensure the liabilities described in the above two clauses and may, at our discretion, and in the case of non-commercial hirers, insure the liabilities described. We will claim on our insurers for any liability you incur but you must indemnify us against

- Any insurance access incurred
- The difference between the amount of the liability and the monies we receive under the insurance policy
- Where we do not insure the liabilities described above YOU must take out adequate insurance to cover such liability and on demand must produce the policy and current receipt or other evidence of cover to the booking clerk. If you fail to produce such policy and evidence of cover, we will cancel this agreement and re-hire the premises to others.

NB. We are insured against any claims arising out of our own negligence.

5. Gaming, betting and Lotteries

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to Gaming, Betting or Lotteries.

6. Film

You must restrict children from viewing age restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licence for film. This Agreement confers the required permission on YOU. (The Deregulation Act 2015 requires you to have written permission to show a film)

7. Safeguarding children, Young People and Vulnerable adults

You must ensure that any activities for children, young people or vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Adults Act 2006 and any subsequent legislation. You must provide a copy of your Safeguarding policy upon request and evidence that you have carried out relevant checks through the Disclosing and barring Service (DBS). The BVH Safeguarding Policy* can be found in the hirer's green file on site and on our website under booking enquiries.

8. Public Safety Compliance

You must comply with all conditions and regulations made in respect of the premises by the Local Authority and our Fire Risk Assessment* or otherwise, particularly in connection with any event which constitutes regulated entertainment at which alcohol is sold or provided and/or which is attended by children. You must also comply with our Health and Safety policy*.

- You must call the fire Service to any outbreak of fire or suspected fire regardless of size. Afterwards you must give details to the hall bookings clerk or committee member.
- You acknowledge that you have been given instruction in the following matters:
- The location and use of fire equipment including diagram of location
- Escape routes and the need to keep them clear
- Method of operating escape door fastenings
- Appreciation of the importance of fire doors and closing all doors at a time of fire
- Location of the First Aid Box

In advance of any activity whether regulated entertainment or not, you must check that;

- All fire exists are unlocked and panic bolts are in good working order
- All escape routes are free of obstruction and can be safely used for instant free public exit
- No fire doors are wedged open
- Exit signs are illuminated
- There are no fire hazards on the premises
- That emergency lighting supply illuminating all exit signs and exit routes are turned on continuously

9. Timing and Noise

Please Note: **All events must end by 12am on Friday and Saturday and by 11pm Sunday to Thursday.** People who remain to clear away may do so for another 30 minutes quietly. You must ensure that the minimum amount of noise is made on arrival and departure particularly late at night and early in the morning. If using sound equipment you must adhere to the policy of the hall as stated above along with any other licensing conditions of the premises. **THE DOORS AND WINDOWS MUST BE KEPT CLOSED TO MINIMISE ANY NOISE DISRUPTION TO NEIGHBOURS.**

10. Drunk and disorderly behaviour and Supply of illegal drugs

To avoid disturbing the neighbours of the village hall and to prevent violent or criminal behaviour YOU must ensure:

- No one attending an event consumes excessive amounts of alcohol
- No illegal substances are bought onto the premises

Drunk and disorderly behaviour is not allowed or permitted either on the premises or in the surrounding area. Anyone suspected of being under the influence of alcohol or drugs or who is behaving in a violent, disorderly manner, WILL be asked to leave the premises in accordance with the Licensing Act 2003.

11. Food, Health and Hygiene

If you are preparing, serving or selling food YOU must observe all Food Health and Hygiene legislation and regulations. Dairy produce, meat produce and Vegetables must be refrigerated whilst on the premises being stored in compliance with food temperature regulations. The premises are equipped with a fridge.

12. Electrical Appliance safety

Should you bring any electrical appliance onto the premises YOU must ensure it is in safe working order in accordance with Electricity at Work Regulations 1989 and or subsequent regulations. Where a residual circuit breaker is provided YOU must make use of it in the interest of public safety. YOUR equipment should be visually tested for safety and before use YOU must produce evidence of recent PAT testing by a competent person. All electrical equipment bought onto the premises must be covered by Insurance which should be available for inspection

13. Stored Equipment

The Village Hall accepts no responsibility for any stored equipment or other property bought onto or left at the premises and all liability for loss and damage is hereby excluded. All equipment and other property (except agreed stored equipment) must be removed at the end of each hire, or we will charge fees for each day or part of, at the rate of hire, until the same is removed unless otherwise agreed with the booking secretary.

We may, at our discretion, dispose of any items referred to, by sale or otherwise, on such terms and conditions as to we think fit, and charge you for any costs that we incur in storing, selling or otherwise disposing of the same, in any of the following circumstances:

- Your failure either to pay any charges in respect of stored equipment or to remove it after the agreed storage period has ended
- Your failure to dispose of any property bought onto the premises for the purpose of the hiring

14. Smoking

YOU must comply with the prohibition of smoking (or the taking of illegal Substances) in public places under the Health Act 2006 and regulations made thereunder. Any person breaching this regulation will be asked to leave the premises. Anyone wishing to smoke or vape must leave the building.

15. Accidents and Dangerous Occurrences

All accidents, Incidence and near misses MUST be reported and recorded under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 RIDDOR*. You must record all incidence and accidents, help can be obtained via the booking secretary or committee members. A record book can be found by the FIRST AID station located in the kitchen.

16. Explosives, Flammable Substances and Inflatable items

YOU must ensure that:

- Highly inflammable substances are not bought onto, or used in any part, of the premises
- No internal decorations of a combustible nature i.e. polystyrene or cotton wool are erected without the consent of the village hall committee.

17. Bouncy Castles

You MUST ensure that

- YOU have obtained a copy of the insurance and supply a copy to the BVH Bookings Clerk, this will be kept on file for 3 years.
- YOU are responsible for supervising the device
- YOU follow the manufacturer's instructions and safety advice
- YOU do not allow ANY adults to use the device
- NO attaching to the floor is permitted, we will charge for damage to the floor.
- Barlaston Village Hall does not accept any liability and will not supply compensation in the event of a bouncy castle related accident.
- NEVER allow a person to use the device after consumption of alcohol or other substance legal or otherwise.
- YOU must have your OWN public liability insurance to cover the supervision of the device (this can usually be obtained through your own contents insurance, but you must contact them in advance and get this in writing).

18. Heating

YOU must ensure that no unauthorised heating appliances are used on the premises when open to the public. YOU must never use portable liquefied propane gas (LPG) heating appliance.

19. Animals

Only dogs of assistance may be brought into the hall which includes guide dogs for the blind, hearing dogs and assistance dogs.

20. Fly Posting

YOU must not carry out or permit fly posting or any other form of unauthorised advertising for any event taking place at the premises and must indemnify and keep us indemnified accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority. You can ask the Booking Clerk to place a flyer in the notice board outside.

21. Sale of Goods

If selling goods on the premises YOU must comply with the Fair-Trading Laws and any code of practice used in connection with such sales. Ensure the total prices of all goods and services are prominently displayed, along with the organiser's name and address. Only offer discounts based on the manufacturer's recommended retail price.

22. Wi Fi Service

When using the WiFi service, you always agree to be bound by the following provisions and not to use the WiFi service for any of the following purposes:

- Disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any other laws
- Transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or codes of practice:
- Interfering with any other persons use or enjoyment of the Wi Fi service; or
- Making, transmitting or storing electronic copies of material protected by copyright without permission of the owner
- To keep any username, password and any other information which forms part of the Wi Fi service security procedure confidential and not to disclose it to any third party.

23. End of Hire

YOU are responsible for leaving the premises and surrounding area in a clean and tidy condition.

- ALL BINS must be emptied, including toilets and kitchen, and waste removed from the premises.
- Floors should be swept and mopped as required.
- Kitchen and toilets left clean and tidy.
- All tables and chairs stacked away in a safe manner to prevent accident.
- All windows must be secured.
- Lights checked and turned off.
- Check taps are turned off.
- Electrical appliances unplugged or switched off.
- Everywhere must be left safe and secure by ensuring all doors are locked.

A CHARGE OF £10 PER HALF HOUR WILL BE LEVIED WHERE THE CARETAKER IS REQUIRED TO CARRY OUT REMEDIAL CLEANING FOLLOWING A HIRE TO BRING THE HALL BACK TO THE ORIGINAL STANDARD.

Please see exit checklist supplied via email and in hirer's booklet, a copy can be found on the door as you exit.

24. No Alteration

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without prior written approval. At our discretion any alteration, fixture, fitting or attachment which we have approved may remain in the premises at the end of the hire. Such items will become our property unless you remove them and make good, to our satisfaction, any damage you caused to the premises by such removal.

25. No Rights

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you

26. Licensing

We are licensed for entertainments. You may not sell alcohol on the premises without obtaining a TEN from Stafford Borough Council and sending a copy to the Booking Clerk.

27. Access

Entry and Exit lanes at the premises are clearly marked and must be kept clear. Unloading near to a door is permitted followed swiftly by the removal of your car to keep the driveway clear. No parking on or near any neighbour of the village hall is permitted.

28. Disabled Facilities

There is an access ramp to the side of the main building which leads directly into the main hall. Wheelchair access is also gained via the double front door which has a flat and even surface. Disabled toilets are accessed via the main room.

There is no wheelchair access from the main hall into the Ruth Dickson Room at the rear of the property and no disabled toilets in that room

29. Waste

We support recycling but are restricted to one bin. We will provide 1 bin bag per Hire and you must remove any excess rubbish from the site. There are recycle Bins located on the Downs car park. We will make a charge for any additional waste not removed.

PLEASE TICK THE BOX ON THE GOOGLE FORM WHEN YOU AGREE TO THESE TERMS AND CONDITIONS OF HIRE

*All Policies mentioned in this document can be found on our website. Alternatively, the bookings clerk can email them to you upon request.

Updated December 2025