



Burridge Community Association

Registered Charity Number: 1124060

Burridge Village Hall, Botley Road, Burridge, Southampton. SO31 1BS
BurridgeVillageHall@gmail.com

BURRIDGE VILLAGE HALL – TERMS AND CONDITIONS OF HIRE

Hirer

The hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions under this agreement relating to management and supervision of the premises are met.

Supervision

The hirer, during the period of the hiring, is responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of onsite parking. The Trustees reserve the right to shut down a hire at any time if behaviour is not controlled.

Use of the premises

The hirer shall not use the premises for any purpose other than that described in the hire agreement and shall not sub-let or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way or not do anything or bring on to the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol without written permission.

Payment

Invoices will be sent for the hire timings within this agreement and must be paid within 7 days of receipt.

Retention of Deposits if requested

We may retain all or part of your damage deposit if we suffer losses or damage for which you are responsible. If our losses exceed the amount of your deposit, we may demand additional compensation. We may retain all or part of your deposit if you fail to return keys immediately upon request.

Cancellation

Cancellations should be notified to us at least 28 days in advance. If less than 28 days' notice of cancellation is given, any refund or credit is entirely at the discretion of the Trustees.

We reserve the right to cancel any booking in order to carry out essential repairs or maintenance; in this event any payments will be refunded or credited. We shall not be liable for compensation for consequential loss howsoever incurred.

Liability for Loss or Damage

You are responsible for any loss or damage suffered at or by Burrridge Village Hall because of your activities as a hirer. This includes (but is not restricted to) damage to the premises, fixtures, fittings, furniture and equipment, call-out fees for false fire alarms and loss of income. You are responsible for the actions of people you admit to the Hall as part of your booking, or who gain access to the Hall because you fail to control access properly. Any failure of equipment belonging to the Burrridge Village Hall must be reported immediately and entered in the defects book in the foyer.

Keys

A key to the front door and alarm fob will be issued to the hirer. Additional keys for rooms/stores if required can be taken from and immediately returned to the coded key safe in the reception foyer for which a code will be issued and regularly changed and advised by the Trustees.

Fire Precautions

You must read and comply with the fire notices posted throughout the building. You should familiarise yourself with the fire alarm points in each room, the location of extinguishers and the available escape routes. You must not prop any fire doors open, obstruct any fire doors or escape routes, damage any fire safety equipment, cause any dangerous accumulations of combustible materials to occur, or do anything likely to cause a fire risk. In the event of a fire, your primary responsibility is to ensure the rapid and safe evacuation of the building. You must contact us using one of the emergency numbers on the fire notices if there has been a fire alarm, even if it was a false alarm (the building may not be properly protected until we have completely re-set the system). You must inform the booking clerk if any of the fire extinguishers that have been used, whether deliberately or accidentally. Internal fire doors must not be wedged open. You must carry out regular fire evacuations of the building and keep a record of their occurrence.

Security

You must not copy any keys loaned to you. When you leave the building, you must check that all members of your group have also left the building. All doors, windows and shutters must be locked shut and the alarm set.

Alcohol

You must tell us if you intend to provide alcohol on the premises. The sale of alcohol on the premises is not permitted.

Illegal Drugs

You must not allow illegal drugs on the premises.

Noise

You must ensure that members of your group leave the premises quietly in the evening. The front door must remain closed during your booking.

Parking and Vehicle Access

Parking is available in the car park next to the Hall. An overflow car park is available by prior arrangement which must be strictly controlled as any cars remaining after the last booking will be locked in.

Smoking and Vaping

Smoking and vaping are strictly not allowed in the building or close to the entrances.

Safeguarding

The hirer shall ensure that any activities for children under eight years of age comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006 and only fit and proper persons who have passed the appropriate DBS checks should have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The hirer shall provide the Trust with a copy of all DBS checks and Child Protection Policy on request.

Policies

It is your responsibility to have all relevant policies in place for your group and to provide them on request by a Trustee.

Animals

No animals except assistance or guide dogs may be brought into the building.

Your Equipment and Decorations

You must obtain our agreement in advance if you intend to introduce any materials or equipment into the premises that might introduce a safety hazard, cleaning problems or inconvenience to other users. For example, flammable materials. We may refuse permission to introduce these items or impose additional conditions on your hire to mitigate hazards.

Smoke machines trigger our fire alarm system and are not permitted on the premises. All electrical equipment brought into the building must have an up-to-date PAT certificate. You must not affix any decorations to the walls.

Stored equipment and items left in the building

Burrige Community Association accepts no responsibility for any stored equipment or property brought to or left on the premises by the hirer and accepts no liability for loss or damage to hirers' property. All equipment and other property (other than agreed stored items) must be removed at the end of each hire. Failure by a hirer with equipment stored to remove it within seven days of their agreement being terminated will result in the items being removed and disposed of.

Insurance

Burrige Community Association has public liability insurance. Our Certificate of Insurance is displayed on the notice board in the foyer. We do not insure hirers against risks resulting from the activities they undertake – it is your responsibility to insure against these risks. For example, if you wish to use a bouncy castle you must have the necessary insurance to cover any injury from use of the equipment and produce it before using it in the building. Burrige Community Association is not responsible for any injury caused using any equipment brought into the building and retains the right to cancel the event if no insurance is produced.

Licences

Burridge Village Hall has a licence from the Phonographic Performance Ltd. for playing recorded music.

Health & Safety

You must ensure that your activities, levels of supervision, working practices and equipment comply with current health and safety legislation and guidance. You must always take reasonable care for the safety of yourself and all others who might be affected by your actions.

Emergencies/Accidents

In an emergency dial 999 on a mobile phone (there is no landline telephone in the Hall).

The emergency service will tell you how to access the Defibrillator situated on the wall outside the main foyer door if this is required.

All accidents, injuries or breakages must be notified in the Injuries/Defects book in the foyer and to the booking clerk so that we can try to prevent any re-occurrence.

There is a First-Aid kit in the kitchen. You must notify the booking clerk if you use any supplies so that we can re-stock.

At the end of the hire period

Chairs and tables must be returned to their proper storage place.

You must ensure that the rooms you have used are left clean for the next hirer. Floors should be swept, and any spillages cleaned up. All rubbish must be taken away. You must check the toilets and flush them if necessary.

If you have used the Small Hall or Committee Room ensure that the shutters are closed and locked.

Ensure all emergency access doors are closed and locked. Turn off all lights, return any keys to the key safe and set the alarm.

Rights

The hire agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the hirer.