

Coolham Village Hall

Coolham Village Hall | Billingshurst Road | Coolham | West Sussex, | RH13 8QN | Registered Charity Number: 305418
www.coolhamvillagehall.co.uk | coolhamvillagehall@gmail.com
facebook.com/coolhamvillagehall

Conditions of Hire – **Please read carefully.**

1. Health and Safety

- 1.1. The Hirer is responsible for the orderly conduct of persons using the Hall during the hire and is responsible for taking all necessary safety precautions. A copy of the Hall Health and Safety Policy -with safety guidance for hirers- is situated within the hall's rear corridor (outside the disabled toilet), along with the First Aid Box. Please read it carefully. It will only take a few minutes.
- 1.2. The location of fire exits, and fire-fighting equipment can be found on the sketch plan contained within the Policy. Please ensure you acquaint yourself with their location and use.
- 1.3. The hirer is responsible for his/her visitors, including those with disabilities. Your guests must be made aware of escape routes and the fire assembly point. Keep all escape routes and exits clear at all times. Ensure you can evacuate disabled attendees safely and consider any specific needs they might have.
- 1.4. The Hirer is responsible for ensuring that any electrical appliances brought onto the premises are safe and used in a safe manner.
- 1.5. The Hirer must report all accidents involving injury to the public to a member of the Trustees of Coolham Village Hall [The Management Committee] as soon as possible and complete the relevant section in the Village Hall Accident Book. Please report, additionally, anything you suspect may cause a danger to your safety and that of others.
- 1.6. The Village Hall is a "No Smoking" facility. A marked smoking area is at the front of the building; please use the bin provided to extinguish cigarettes etc.

2. In case of Emergency

- 2.1. There is no telephone located at the hall. If you can, take along a mobile phone for 999 calls. It is your responsibility to call the emergency services.
- 2.2. There is a defibrillator located at the front of the building on an outside wall. To use, please follow the instructions.
- 2.3. If there is an electrical power failure, some emergency lighting will come on automatically

3. The field adjacent to the Village Hall

- 3.1. The field adjacent to the Hall forms no part of the Coolham Village Hall Hire Agreement. Hirers wishing to utilise this area other than for normal recreation- e.g. to stage an event, erect a marquee or organise a BBQ – must contact Shipley Parish Council who will advise of any licenses or permissions required.

Coolham Village Hall

Coolham Village Hall | Billingshurst Road | Coolham | West Sussex, | RH13 8QN | Registered Charity Number: 305418
www.coolhamvillagehall.co.uk | coolhamvillagehall@gmail.com
facebook.com/coolhamvillagehall

4. Use of Facilities

- 4.1. The Village Hall has been issued with a Public Entertainment Licence, which is displayed on the notice board in the Hall. This states the maximum number of people allowed in the Hall for any public event and is also given below. You must ensure that the seating capacity of the Village Hall for relevant usage is never exceeded. Figures below also include organisers/entertainers on stage.
 - 4.1.1. 72 seated at tables
 - 4.1.2. 145 for dancing or closely seated
- 4.2. The Hirer is welcome to use the limited kitchen facilities without extra charge.
- 4.3. There are some crockery, cups and saucers as well as a kettle, but no cutlery or washing up items. Please bring your own dishcloths and towels if needed.
- 4.4. The Management Committee is not able to guarantee that the cooker or refrigerator will be in working order at all times.
- 4.5. The Village Hall accepts no responsibility for any stored equipment or other property brought onto or left on the premises.
- 4.6. We are afraid we do not permit the use of Bouncy Castles in Coolham Village Hall.

5. Power Circuits/Heating

- 5.1. The light switches on your left as you come in via the front door are for the outside porch and the corridor.
- 5.2. Light switches for the main hall are just inside the room to the right of the stage.
- 5.3. In the event of a power surge, the trip switches are in the cupboard next to the front door (latched at the top of the door) – **Please disconnect all items before resetting the trip switches**
- 5.4. Heating controls are at the back of the hall.
 - 5.4.1. Pressing the Green button will start a one-hour timer for the heaters.
 - 5.4.2. The four switches on the same control panel control the heaters.
 - 5.4.3. Each switch (up = off; down=on) controls a maximum of two heaters.
- 5.5. Please ensure all electrical apparatus and lights are switched off when you leave

6. End of Event

- 6.1. At the end of the hire period, please leave the Hall clean and tidy, with tables and chairs stacked away (not more than six high). Please use the trolley provided for moving chairs in order to avoid injury and replace chairs where you found them.
- 6.2. Please also ensure that all electrical equipment is switched off and that doors and windows are locked.
- 6.3. If additional time is needed to set up for an event or for cleaning up afterwards, please speak to the Booking Secretary in advance.

Coolham Village Hall

Coolham Village Hall | Billingshurst Road | Coolham | West Sussex, | RH13 8QN | Registered Charity Number: 305418
www.coolhamvillagehall.co.uk | coolhamvillagehall@gmail.com
facebook.com/coolhamvillagehall

7. Consideration for others

- 7.1. Please ask your guests to leave quietly at the close of your event – there are domestic premises close by and the Hirer must ensure that noise levels are kept to a reasonable level, to avoid causing a nuisance. Car doors banging and loud talk in the car park are disturbing to local residents.
- 7.2. In the case of evening bookings, music must cease by **midnight**, and the Hall must be vacated by 12:30am.
- 7.3. Please do not use drawing pins or sellotape on the walls or other surfaces.
- 7.4. Please do not fix decorations near lighting fittings or heaters.
- 7.5. Please leave the Village Hall clean and tidy. Please take bottles and plastic items home for recycling and leave waste in the bins outside or take it home.
- 7.6. If the hall is left in an untidy condition requiring special cleaning, part of your deposit will be retained to cover cleaning charges.

8. Alcohol consumption

- 8.1. No alcohol may be consumed on the premises without the permission of The Management Committee.
- 8.2. It is the responsibility of the hirer to ensure that no under age drinking takes place during their event.
- 8.3. Alcohol cannot be sold on the premises without an appropriate licence. (See section 9 below)

9. Licences

- 9.1. We do not, as a matter of course, hold a Theatre Licence or any licences for alcohol or performing rights etc. If you are planning an event which may require such a licence, please inform the Booking Secretary when making your booking. Such licences should be obtained by the Hirer and copies of these should be attached to your booking form.
- 9.2. For public events, the Hirer is responsible for ensuring that all the conditions imposed by the relevant licences are adhered to.

10. Access by The Management Committee

- 10.1. The Hirer must allow any member of The Management Committee access to all parts of the Hall during the hiring.

11. Cancellation

- 11.1. The Management Committee reserves the right to refuse or cancel a booking at any time, even after the hiring has started, if it considers that the hiring is not in the best interests of the Hall or the community, or if the Hall is required as a Polling Station for Parliamentary or Local Government Election. In these cases, the Hirer may be entitled to a refund of any deposit/hire fee already paid, but the Management Committee shall not be liable to the Hirer for any other fees or costs.
- 11.2. If the Hirer wishes to cancel the booking and the Village Hall is unable to arrange a replacement booking the question of repayment shall be at the sole discretion of the Management Committee.

Coolham Village Hall

Coolham Village Hall | Billingshurst Road | Coolham | West Sussex, | RH13 8QN | Registered Charity Number: 305418
www.coolhamvillagehall.co.uk | coolhamvillagehall@gmail.com
facebook.com/coolhamvillagehall

12. Damage to the Hall

- 12.1. The Hirer is responsible for any damage to the Hall and its fittings and will compensate the Management Committee for the cost of any repairs or replacements.
- 12.2. Please note that the Hall's insurance policy does not cover damage to or loss of Hirer's and other users' property.

13. Use of premises

- 13.1. The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement

14. Indemnity

- 14.1. The Hirer shall indemnify and keep indemnified each member of the Trustees of Coolham Village Hall and its agents/volunteers against:
- 14.2. The cost of repair of any damage done to any part of the premises including the cartilage thereof or the contents of the premises
- 14.3. All claims, losses, damages and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer
- 14.4. All claims, losses, damages and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer

15. Rear Exit

- 15.1. The key to the rear door is on a hook adjacent to the door and must be returned there at all times after use. If the key is missing, an emergency key is available in the round "Break Glass" container on the wall. This must **only** be used in an emergency and any usage must be reported to a member of the Management Committee.

16. Data Protection

- 16.1. The Management Committee is fully aware of its obligations under the General Data Protection Regulations (GDPR), which came into effect on May 25th 2018.
- 16.2. For further information as to how we manage data, please see the reference to General Data Protection Regulations on our contract of hire as well as our Privacy Policy and Legal Notice all of which are available on our website www.coolhamvillagehall.co.uk

May 2018