

# Pilsley Village Hall

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## Regular Hirer Agreement

### 1. Hirer Information

Organisation: \_\_\_\_\_

Lead Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Frequency: \_\_\_\_\_

Start Date: \_\_\_\_\_

### 2. Charges & Invoicing

Regular hirers are charged according to the current price list. Invoices are issued monthly.

### 3. Use of the Hall

Hirers must leave the hall tidy and report damage immediately.

### 4. Cleaning Expectations

Regular users are not expected to deep clean, but must wipe surfaces used and remove unusual/excess waste.

### 5. Insurance

Groups providing instruction or activities to the public must hold appropriate insurance.

## **6. Safeguarding**

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported ASAP. PVH will pass on all concerns to our Safeguarding lead and a Local Authority Designated Officer who follows the policies and procedures of Derby and Derbyshire LADO. The Pilsley Village Hall Safeguarding Lead can request proof of safeguarding paperwork at anytime.

Keyholders must not share keys or codes. Lost keys may be charged.

## **8. Food Preparation**

Where regular hirers provide or prepare food, they are responsible for complying with food hygiene best practice and for ensuring that any equipment or surfaces used are cleaned thoroughly before and after use. Groups preparing food for the public or vulnerable individuals must hold appropriate food hygiene training or registration.

## **9. Agreement**

I agree to abide by the Regular Hirer Agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_