

GLANGRWYNEY VILLAGE HALL TERMS AND CONDITIONS OF HIRE [From Sept. 2022 onwards]

1. BOOKING CONDITIONS

The Glangrwyney Village Hall Management Committee (GVHMC) reserves the right to refuse any booking or to impose additional conditions and apply additional Security Deposits.

The GVHMC undertakes to make every effort to honour all confirmed bookings. However in the event of unforeseen circumstances, outside it's control, the Committee reserves the right to cancel a booking after advising the hirer. No claims for any losses incurred by the hirer as a result of such a cancellation will be considered.

The Hirer and those taking part in the event must comply with all directions given by the officers of the GVHMC for the safety and security of the Hall, its contents and all persons using the facilities.

No booking will be accepted from any person under the age of 18.

For a booking to be considered, the booking form must be filled in and returned with all sections completed and it must be received from an appropriate adult over the age of 18.

Once a booking has been agreed and confirmed by the GVHMC they will liaise with the hirer over access and security arrangements that will apply for that booking.

Bookings are accepted on the understanding that the hirer has read and understood all the necessary health and safety procedures and has read the Health and Safety Policy, and is agreeing to comply with all the terms and conditions outlined here.

The hirer is the responsible person for the event and must ensure that nobody attending the event contravenes any of the terms and conditions and health and safety procedures listed.

The hirer should also make themselves aware of all the other policies that have been issued by the GVHMC [available on the Hall's WebSite] including Equal Opportunities and Safeguarding and again, by agreeing to the booking, the Hirer is also agreeing to abide by all those policy statements.

If the Hirer has agreed to take on the role of 'key holder' for the event, then they must comply with all the security procedures necessary to ensure the hall is left in a safe and secure condition.

Key holder responsibilities are specified on a separate sheet.

2. PAYMENT.

The preferred method of payment is via Bank Transfer, and the Hall's Bank details are supplied on the invoice that will be issued, following your event.

For recurring bookings, invoices will normally be issued monthly.

If a deposit is required, this should be paid promptly via a separate communication and the bank transfer details will also be included. Deposits will be accounted for when your invoice is generated.

3. SUPERVISION.

The Hirer must take all reasonable precautions to ensure the safety and security of all parts of the Hall including, furniture, fittings and the fabric of the building.

The Hirer must exercise effective control at all times to prevent any dangerous or disorderly conduct.

The Hirer undertakes to appoint a sufficient number of competent persons, over 18 years of age, to provide adequate supervision throughout the hire period, as appropriate.

The Hirer is agreeing to ensure the provisions and stipulations referred to in the Hall conditions, and of any applicable licences, are complied with.

The Hirer must ensure that the number of persons in the Hall at any one time, never exceeds 125.

4. USE OF PREMISES.

The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire, or use the premises [or allow the premises to be used] for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same, or render invalid any insurance policies in respect thereof.

5. CARE OF PREMISES AND PROPERTY.

The Hirer will be responsible to pay for, or make good, any damage, loss or breakages caused to the building or its contents during the letting period.

6. LIABILITY.

The GVHMC will not accept responsibility or liability in respect of damage to, or loss of, any property or items whatsoever placed in, or left on Hall premises, including the car park.

The GVHMC will not accept liability for any injury sustained by the Hirer, his or her guests or other persons attending the function for which the premises have been hired.

7. ACCESS BY GVHMC MEMBERS.

The GVHMC reserve the right, if deemed necessary, to enter the Hall at any time during the hire period.

8. CONSUMPTION OF ALCOHOL.

If alcohol is to be sold during the event, the Hirer must obtain the necessary Licence from the Local Authority and a copy shown to a member of the GVHMC, prior to the commencement of the event.

The terms of the licence must be strictly adhered to and the person booking the Hall will be held personally responsible for any breach of the licence.

Alcoholic Drink must not be sold to persons under the age of 18.

Alcoholic Drink must not be sold to persons who show signs of being intoxicated.

The event must be conducted in such a way as to maintain good public order and maintain the safety and well being of those attending the event as well as the local residents in the area.

9. GAMING, BETTING & LOTTERIES.

The Hirer shall ensure that nothing is done on the premises, or in relation to the premises, in contravention of the law relating to gaming, betting and lotteries.

10. REMOVAL OF PROPERTY.

Property belonging to the Hall must not be removed from the premises under any circumstances.

No equipment is to be taken outside the building except by specific approval and agreement with the GVHMC.

11. FIRE SAFETY PRECAUTIONS.

The Hirer, by accepting these terms and conditions, is also accepting that they are familiar with all relevant policies and procedures issued by the GVHMC and particularly those that relate to Health and Safety and Fire.

A copy of the GVHMC's Health and Safety Policy, which includes sections on the procedures to take in the event of accidents and/or fire, is available on the Hall's Website.

By submitting the booking form, once approved, the Hirer undertakes to comply with all provisions, which form part of the Terms and Conditions.

The Hirer should also ensure that they, and the people attending the hall, are familiar with the procedures to follow in the event of fire, particularly the exit routes and assembly points outside the building. These will be specified on notices attached to the walls in appropriate places.

The Hirer should also ensure that they, and the people attending the hall, are aware of the location of fire equipment, and when and how it might be used.

All parts of the Hall including entrance and exit areas are No Smoking areas.

12. SAFETY OF ELECTRICAL EQUIPMENT.

All electrical equipment brought into the Hall by the Hirer must comply with current electrical safety standards.

13. CAR PARKING.

Parking facilities at the Hall, are limited and it is advisable to ensure that cars are parked in an orderly manner to ensure maximum usage and so as not to block the entrance onto the A40. The gate to the field adjacent to the Hall ***MUST BE KEPT CLEAR AT ALL TIMES.*** Parking is at the vehicle owner's risk.

14. HEALTH, SAFETY & FOOD HYGIENE.

The Hirer shall, if preparing, serving or selling food, observe all relevant food, health and hygiene legislation and associated regulations. Please also note the sections on the use of the kitchen in the Health and Safety Policy document.

15. ANIMALS.

The Hirer shall ensure that no animals, including birds and reptiles [except Guide Dogs] are brought into the building, other than with special approval of the GVHMC. At no time shall animals be allowed to enter the kitchen.

16. ACCIDENTS & DANGEROUS OCCURENCES.

The Hirer must report all accidents involving injury to the public, to a member of the GVHMC as soon as is practicable and complete an Accident Form. These forms are available by contacting a member of the GVHMC and they must be completed together. Further advice on the reporting of accidents can be found in the Hall's Health and Safety Policy document.

Children are not allowed to enter the kitchen at any time.

Any spillages must be cleared up immediately to prevent accidents. Equipment for this can be found in the kitchen.

The Hirer must take full responsibility for First Aid cover.

A Simple First Aid Kit will be found in the Kitchen near the Sign: First Aid Point.

17. COMPLIANCE WITH LEGISLATION & LICENCES.

It is the Hirer's responsibility to obtain any relevant licenses and insurances and to abide by the terms of them. The Hirer must ensure that they have the right to perform any copyright material. By agreeing to the booking and having that confirmed, the Hirer indemnifies the GVHMC against any liabilities for infringement of copyright.

18. COMPLIANCE WITH LEGISLATION IN RELATION TO CHILDREN AND VULNERABLE ADULTS.

Where the Hirer is providing formal, organised and/or commercial activities for children and/or vulnerable adults, the Hirer shall ensure that they comply with all provisions of the relevant legislation.

Only fit and proper persons, who have passed through the appropriate safeguarding checks, should have access to children and/or vulnerable adults. The Hirer shall provide the GVHMC with a copy of their Child Protection Policy and proof that all relevant legislation and safeguarding checks are in place.

Where Hirers are providing informal activities for children [for example birthday party celebrations] the parents and/or carers should ensure that they are satisfied with the arrangements in relation to safeguarding, supervision and the provision of any outside bodies or agencies that are being used as part of the entertainment.

No children or vulnerable adults should be left on any part of the premises without proper supervision from an appropriate and responsible adult.

19. NOISE AND NUISANCE.

The Hirer must ensure that nothing is done that will cause nuisance or annoyance to the occupiers of properties in the vicinity of the Hall. The Hall must be vacated by midnight unless permission for later use has been sought from, and granted by, the GVHMC and any appropriate Licenses that apply.

20. VACATING THE HALL AFTER USE.

The Hall must be vacated by the time agreed for the confirmed booking.
[These times will also appear on the 'booking calendar' on the Hall's WebSite.]

All parts of the Hall must be left in a clean and tidy condition and the Hirer is requested to ensure that the condition of the Hall, as far as possible, is left 'as found' on arrival.

The Hirers are expected to know if another group is due into the Hall straight after their period of hire, and they should therefore vacate the hall in good time as not to infringe on the next group.

All bookings should be accessible on the electronic booking system, and all users are expected to know the timings for their own and other events running at the hall. There are some 'buffering times' built in to allow for changeover, but cooperation and understanding across groups will help to ensure the smooth running of the Hall.

Please note that the Hall now has several areas that might be in use at the same time and users should ensure that their use of the hall doesn't interfere with, or disrupt other users also on site.

If Hirers are booking the hall for a fixed period [for example a class or period of tuition] they should allow in their booking time for setting up, preparation and for ending and clearing up after the event. [For example, a class which runs for an hour, should have at least 10/15 minutes before and after the event, which will extend the required booking time accordingly. If a booking is for an hour, then the hirer should not enter the hall early, and must vacate the hall in good time before the end of the hour period. Some 'buffering time' is built in to the hire periods to ensure smooth changeovers.]

All rubbish should be taken away by the Hirer.

21. PUBLIC SAFETY COMPLIANCE.

The hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the Hall's Fire Risk Assessment, and the Hall's Health and Safety Policy, or otherwise, in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided, or which is attended by children.

The Hirer acknowledges that they have received [or by agreement made themselves familiar with copies of] the document entitled Health and Safety Policy [which includes procedures for accident, fire and evacuation] and undertakes to comply with its provisions, which form part of these Terms and Conditions.

Appendix

This information is for those users agreeing to be 'key holders' and/or users of the 'key safe'.

Please Note: The Hall is run by a management board of Trustees who are all unpaid volunteers. We do not employ any staff and whilst the Hall is professionally cleaned [usually once a week] we do not have volunteers available to attend every booked session.

For regular users, we therefore operate a 'key safe' entry system so that the group leader can access the keys to unlock the front doors.

By agreeing to the booking, the group leader, is also agreeing to take responsibility for the security of the building during the period of use and ensuring that the building is left in a secure and safe fashion. Any problems you encounter at the start of your session should be reported to the Trustees so that any issues can be resolved and are not replicated.

Key Safe Entry System

	<p>1. The key safe code will be communicated to the group leader via text messaging or email. The code will change periodically and any new code communicated to the group leader accordingly. [Alarms will be disabled, apart from the FIRE ALARM. If an alarm sounds, then it will be the FIRE ALARM so users must follow the evacuation procedures.]</p>
	<p>2. Pull down the black front cover of the Key Safe to reveal a panel [see diagrams D opposite]</p>
	<p>3. Slide the centre button down to reset before you start, and again if you have to start again, due to error.</p>
	<p>4. Ensure the top, rotating knob is in the correct position. [Arrows and writing should be the right way up.]</p>
	<p>5. Type in the code given.</p>
	<p>6. Rotate knob to open the key safe and the front panel should swing down to reveal the keys behind the Perspex cover. [This can be left open during your session, as there is no visible code to read.]</p>
	<p>7. The front door has two keys, as there are two locks on the front door. The GREEN coloured key is for the bottom lock and the PURPLE coloured key is for the top lock.</p>
	<p>8. Do not leave these keys in the outside door locks during your session, remove them and take the keys inside and keep them in a safe and secure place. [If you leave the keys in the outside doors you run the risk of being locked in and/or the keys being stolen during your session. You can secure the front doors from the inside should you feel the need to do so.]</p>
	<p>9. Once your session is finished, and all internal doors and windows have been checked and secured, take the keys and lock the front doors as you leave. [If the second door of the front double doors has been opened, then this needs to be secured before the locks on the other door are engaged.]</p>
	<p>10. Once the front doors have been locked and checked, place the keys back in the key safe.</p>
	<p>11. Rotate the top knob to its original position and slide the central reset button down. Check that the safe is now securely locked.</p>
	<p>12. Replace the front cover.</p>