

Coaley Village Hall

Registered Charity Number - 1062503

~ ~ ~ CONTRACT OF HIRE - Amended January 2025 ~ ~ ~

These conditions of hire shall apply to the hiring of Coaley Village Hall, The Street, Coaley. GL11-5EG

- 1) The hiring of the Hall is subject to all provisions of, and regulations made, under or in accordance with the Health and Safety at Work Act 1974 and the Local Government (Miscellaneous Provisions) Act 1982 and any modifications or re-enactments thereof and, without prejudice to the generality of the foregoing, the hirer shall ensure that all articles and equipment brought on to the premises during the hire period shall comply with such provisions and regulations. Further the hirer hereby indemnifies the Officers and Management Committee against all actions/claims and liability however arising in relation to same.
- 2) Neither the Officers nor any members of the Hall Management Committee shall accept any responsibility or liability to the hirer or any other persons or the property of such persons or to any third parties for any claim arising in any way from the use of the Hall by the hirer. Hirers should complete the risk assessment prior to the event and if preparing food must provide a written food safety management system at the time of booking.
- 3) Neither the Officers nor any members of the Hall Management Committee shall accept any responsibility or liability for any loss howsoever arising to the hirer or any other persons because of the un-availability of the Hall for whatever reason.
- 4) The Hall shall only be used throughout the hire period for the purposes specified in this contract.
- 5) The maximum number of persons permitted inside the premises at any one time is 200. The maximum number of persons seated in the main body of the Hall shall not exceed 120, All gangways shall be defined, and emergency exits shall be kept clear of any obstruction during the event.
- 6) Emergency Exits signs shall be illuminated and free of any obstruction throughout the entire hire period.
- 7) The Hirer must be at least 18 years of age and be present at the Hall throughout the hire period.
- 8) The Hirer shall be responsible for the actions of all persons present at the Hall throughout the hire period.
- 9) Final payment of the hire charge shall be made to the booking clerk when the hirer collects the keys. Full details of the charges made for cancellation of a booking are available from the booking clerk.
- 10) At commencement of the hire period the hirer shall examine the premises, its fixtures/fittings and contents and shall notify the Booking Clerk of any damage. Damage revealed subsequently shall be deemed to be the responsibility of the hirer.
- 11) At commencement of the hire period the hirer shall ensure that all Stewards and members of the public understand the 'Emergency Evacuation Plan' and the method by which they will be notified should evacuation become necessary. Due cognisance shall be paid to children, elderly or infirmed patrons. (*A minimum of two nominated Fire Stewards is required per one hundred people attending the event.*)
- 12) Damage occurring to the Hall or any fixture/fittings or contents, for whatever reason, during the hire period shall be immediately reported to the Booking Clerk.
- 13) Any alcohol sold on the premises shall only be under the provisions of the Hall's 'Sale & Supply of Alcohol Agreement' and 'Challenge 21' policy, or a Temporary Event Notice (TENS) issued by Stroud D. C. (*All applications for TENS shall be agreed with the Booking Clerk prior to submitting to Stroud D. C.*)
- 14) Notwithstanding item 13, no alcohol shall be consumed by any person at a "discothèque" or public function which includes the playing of recorded music unless the Finance Committee has given prior written approval for the consumption of alcohol at that particular event.
- 15) At the end of the hire period the hirer shall ensure that all parts of the Hall, used during the hire period, are clean, tidy and in as good a condition as when hire commenced. No adhesive or other fixings shall be made to any part of the Hall. **ALL RUBBISH SHALL BE REMOVED AT THE END OF THE HIRE PERIOD.**
- 16) At the end of the function, for which the Hall has been hired, the hirer shall ensure that all water apparatus and electrical equipment has been turned off, (including lights), or disconnected as appropriate and all doors and windows are secure. Any loss, arising from failure of the hirer to comply with this requirement, shall be the responsibility of the hirer. Noise levels shall be kept to a minimum as patrons leave.
- 17) Collection of Hall or Jubilee Room keys shall be deemed acceptance of the aforementioned conditions of hire and failure to comply may result in contract cancellation and/or litigation.

Please return completed form, together with proof of payment to Lesley Chalmers, 8 Cider Orchard, The Street, Coaley, Glos. GL11 5ET - Phone: 01453 890788. Payment by Bank Transfer preferred to 'Coaley Village Hall'. Reference should be Family name/date (dd/mm/yy). If over 18 chars. abbreviate the family name.

Name of Hirer:	Contact Number
Address of Hirer:	Cost:
Extent of Hall to be hired:	Period of Hire
Purpose of Hire:	Date of Hire:
Bank sort code:	Account No.
40-19-32 HSBC UK	20247006

I agree to hire Coaley Village Hall on conditions as set out above

Payment Ref.

Signed: by hirer.

Signed on behalf of C.V.H.

Date:

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~ ~ ~ INFORMATION FOR HALL USERS - Amended January 2025 ~ ~ ~

EMERGENCY EQUIPMENT

FIRE FIRST AID - SEVEN APPLIANCES

1) IN FOYER ADJACENT TO SOUND STUDIO ACCESS LADDER	2kg CO ₂
2) INSIDE HALL ADJACENT TO MAIN ENTRANCE DOOR L.H.S.	6ltr Water
3) INSIDE HALL R.H.S. OF STAGE ADJACENT TO FIRE EXIT DOOR	6ltr Foam
4) INSIDE HALL ADJACENT TO KITCHEN DOOR PLUS FIRE BLANK	2kg CO ₂
5) ON STAGE L.H.S. ADJACENT TO STAGE EXIT DOOR	2kg CO ₂
6) ON STAGE L.H.S. ADJACENT TO STAGE EXIT DOOR	6ltr Foam
7) IN JUBILEE ROOM ADJACENT TO EMERGENCY EXIT DOOR	6ltr Water

MEDICAL FIRST AID - ONE BOX

IN KITCHEN INSIDE SIGNED CUPBOARD - RECORD ALL OCCURRENCES

GENERAL EQUIPMENT

LIGHTING

EMERGENCY EXIT LIGHTS, THE MAIN HALL LIGHTS, THE FRONT AND REAR CAR PARK FLOOD LIGHTS AND THE SIDE ALLEY LIGHTS ARE CONTROLLED FROM THE FOYER SWITCH BOXES. THE STAGE LIGHTS ARE CONTROLLED FROM THE L.H.S. OF THE STAGE AS VIEWED FROM THE HALL

HOT WATER

A PERMANENT HOT WATER SYSTEM IS INSTALLED

HEATING

OPERATION OF AIR CONDITIONING CONTROLLED FROM R.H.S. OF STAGE

CLEANING EQUIPMENT

BROOMS, MOPS AND BUCKETS ARE COLOUR CODED BLUE FOR GENERAL CLEANING AND RED FOR TOILET AND WASH ROOM AREAS-KEPT IN LADIES CLOAKROOM CUPBOARD. CLEANING EQUIPMENT IN THE KITCHEN CUPBOARD IS COLOUR CODED GREEN AND FOR KITCHEN AND FOOD PREPARATION AREA USE ONLY

RUBBISH

PLEASE TAKE ALL YOUR RUBBISH HOME WITH YOU.

VACATING HALL - SEVEN POINT CHECK LIST

- 1) ENSURE COOKER, OVENS & HOB CONTROLS ARE SET TO 'OFF'
- 2) EXTINGUISH JUBILEE Rm, KITCHEN, BAR AND ANNEX LIGHTS
- 3) TURN OFF STAGE ELECTRICS & LIGHTS. CHECK EMERG EXIT DOORS ARE SECURE
- 4) LOCK INTERNAL ENTRANCE DOOR AND EXTINGUISH ALL CLOAKROOM LIGHTS
- 5) ADJACENT TO MAIN DOOR EXTINGUISH HALL LIGHTS, EMERGENCY EXIT LIGHTS, EXTERNAL LIGHTS AND FOYER LIGHTS
- 6) ENSURE MAIN ENTRANCE DOORS ARE BOLTED AND LOCKED WHEN YOU EXIT
- 7) RETURN ALL KEYS TO BOOKING CLERK & REPORT ANY DAMAGE

FRONT CAR PARK FLOOD LIGHT REMAINS ILLUMINATED FOR THREE MINUTES AFTER BEING SWITCHED OFF.