



Buckland Village Hall User Agreement 2026

Buckland Village Hall
Committee Members
July 2026



Part 1: General Statement of Policy

This document a general statement and does not supersede the Health and Safety Policy of Buckland Village Hall

Our general statement of policy is to:

- a) Provide healthy and safe working conditions, equipment and systems of work for our employee(s), committee members and hirers
- b) Keep the village hall and equipment in a safe condition for all users
- c) Provide such training and information as is necessary to staff, committee members and hall users.

It is the intention of the Buckland Village Hall Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations. To this end, it will seek to encourage employees, committee members and users to engage in the establishment and observance of safe working practices.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in this hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Name: Richard Peel

Position: Committee Chair

Date: July 2026

Buckland Village Hall



Part 2: Organisation of Health and Safety

The Buckland Village Hall Management Committee has overall responsibility for health and safety at Buckland Village Hall.

The person (s) delegated by the management committee to have day to day responsibility for the implementation of this policy is/are:

Name: Andrew Sawby
Position: Health & Safety Trustee

Name: Kate Brazier
Position: Hall Manager
Telephone No: 07749 041434
Email: hallandbookingsmanager@bucklandvillagehall.com

A plan of the hall is attached showing the location of fire exits, fire extinguishers, fire detection, stairs, toilets, escape / protected routes, evacuation meeting point, first aid box, each compartment / area of the building.

All hall users are to familiarise themselves with the hall evacuation plan and procedure as found within the user agreement as well as displayed in the hall main entrance on the notice board.

Part 3: Terms and Conditions of Hire:

1. Hirers

All hirers must be over 18 years of age.

Buckland Village Hall is a **NO SMOKING** venue; this includes in the gardens and grounds.

Buckland Village Hall is surrounded by residential properties. Please always be mindful of this and respect the neighbours.

Hall users are permitted to play acoustic and music via a Bluetooth speaker until 10pm, however please keep the sound to a respectable level.

Hall users must vacate the building and grounds by 11pm at the latest. Please be aware that Buckland Village Hall is surrounded by residential properties, so when leaving the hall please do not cause a disturbance.

Hirers must make their own arrangement to prepare the Hall for their function within their booking time slot. All equipment belonging to the Hall must be replaced in its allotted space and any damage or breakages reported to the Hall Manager by email.

Storage space allotted to various organisations is entirely at the discretion of Buckland Old School Trust (BOST) and organisations making use of the Hall for storage do so at their own risk.

Buckland Village Hall has a small car park which is accessed via New Road from Buckland Road. There are spaces for approximately 10 cars, including one for people with disabilities. Please ensure that car users do not block access to the Old School House and their vehicles. Hall users may park their cars on the main road outside the village hall. Please be mindful of the surrounding houses and do not block driveway access.



Disabled access to the hall is via the car park. BOST is not responsible for loss or damage to any items left in or around the Hall or to vehicles and their contents in the car park.

2. Hire Periods and Parties

- All private hires of the Hall are for a minimum of two hours (unless a different time period is negotiated) and at the hourly rate specified.
- Hirers are requested to vacate the Hall on time. There are often other hirers waiting to enter.
- Buckland Village Hall is not available for hire for teenage parties.
- Buckland Village Hall is not available for weekday parties in the evening.
- Buckland Village Hall is not available for hire for New Years Eve Parties.

3. Cancellations and Refunds

In the event of a booking cancellation by the Hirer, this must be communicated by email to the Hall Manager.

A refund may be due if the cancellation is notified:

- More than 4 weeks prior to the booking date – full refund
- Between two to four weeks prior to the booking date – 50% refund
- Less than two weeks prior to the booking date – no refund

4. Music and Film Usage

Hirers have the Trustees' permission to play live acoustic or recorded music at the Hall during the hire. Commercial discos are not permitted.

Please also note that, if showing a film during the hire, it is the hirer's responsibility to **ensure compliance with the age restrictions for that film**. Furthermore, if the hirer is putting on a performance for which tickets costing £20 or more are being sold, the hirer is required to obtain their own licence from PRS/PPL.

5. Sale of Alcohol

If hirers are intending to sell any alcoholic beverage during their hire -

THEY MUST obtain the consent of the Management Committee to apply for a Temporary Event Notice. This can be done by notifying the Hall Manager by email.

AND THEN obtain a Temporary Event Notice from Buckinghamshire Council Licensing Dept, which enables the sale of alcohol for a specific nominated period.

A copy of this **MUST** be sent to the Hall Manager **BEFORE** the event takes place. It is the responsibility of the hirers to have a licence available should any authorised person wish to see it. Penalties for non-compliance are severe.

NB: Apart from normal Bar sales, "SELL" includes printed ticket promotional raffles, which include alcoholic prizes, or any event having food and alcoholic drink as part of the admission fee. However, ordinary raffles using simple cloakroom tickets and having alcoholic prizes OR events for which attendees are invited to supply their own alcoholic drinks are excluded from this requirement.

6. BBQ/Bouncy Castles/Balloons

The use of a BBQ at an event must be approved by the hall manager prior to the event. All requests must be made by email, to the Hall Manager.

Hirers may have a bouncy castle in the grounds of the hall but not within the hall itself. Please be mindful of the neighbours if you are using a bouncy castle and do not place too near to the residential properties. Balloons may be used in the hall; however, we prefer users not to bring in helium balloons as they can escape and be left on the ceiling for months. If a balloon does escape a cleaning pole can be found in the cupboard where the tables are stored. Please use this to try and reclaim it.



8. Cleaning

A cleaner is employed to clean and care for the Hall, but in consideration of other users, hirers must leave it reasonably clean and tidy, including the cooker (if used). Waste bins should be emptied into the large wheelie bin in the car park. There are cleaning cloths in the kitchen, and a broom, brush and dustpan can be found in the cupboard at the end of the hall, where the tables are stored.

Please remember that we try to keep hire fees at a reasonable rate on the assumption that hirers co-operate with good housekeeping and careful usage: additional cleaning charges may apply for those who fail to meet these standards. Black bin bags are available for all to use, these are kept in the cupboard under the sink in the kitchen.

9. Health and Safety

The hirer is responsible for complying with any legislation currently in force regarding Food Hygiene, Health and Safety and use of any "bought in" appliances (A/V systems, kitchen equipment etc.).

There is a First Aid Box in the kitchen and an accident report book. Should there be any incident or injury requiring treatment it must be recorded in the Accident Report book and the Hall Manager notified by email.

Our Health and Safety Policy is available on the website and there is signage in the Hall for guidance.

Organisations/Class organisers should provide their own public liability insurance. A copy of this must be shared with the Hall Manager.

Buckland Village Hall has a maximum capacity of 100 people standing and 64 seated. Larger events are recommended to have their own qualified First Aid presence.

10. Safety and Emergency Procedures

a. The Fire Exits must be kept clear during the time that the Hall is in use.

There are 3 fire exits – the main entrance door, the door to the side of the kitchen in the hallway and through the hall where chairs are stored.

b. Every person who hires the Hall is responsible for ensuring all users and visitors will:

- Be informed and be able to act correctly in the event of Fire or other medical emergencies.
- Be able to recognise the need for and take control of any Emergency that may arise.
- Every person who hires the Hall must be familiar with the attached floor plan and be able to describe and follow a route to the nearest exit from their meeting place, or an alternative should that become necessary.

c. There are five fire extinguishers downstairs in the hall and one in the office. These are located in the entrance way, kitchen, hallway and in hall. Every person who hires the Hall must be able to use an extinguisher, circumstances permitting, and in consideration of personal safety but **DO NOT TAKE PERSONAL RISKS TO SAVE THE PROPERTY.**

d. Every person who hires the Hall must know the position of the First Aid Box located in the kitchen area.

11. Leaving Buckland Village Hall

Before leaving the hall, hirers must ensure that they leave the hall in the same state as they found it.

When leaving the hall at the end of your hire period please make sure:

- All doors and windows are closed
- Curtains are left open
- Chairs and tables are put away
- All kitchen appliances are switched off
- All taps are switched off
- All lights are switched off
- Floors are swept
- Kitchen is clean and dishwasher emptied
- The alarm is activated, the door locked and the key returned to the lock box



Part 4. Insurance and Indemnity

(i) You are liable for:

(a) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents

(b) the cost of repair of any damage (including accidental and malicious damage) done to our WiFi service.

(c) all claims, losses, damages and costs made against or incurred by us, our employees, committee members, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our WiFi service, and

(d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our WiFi service, and subject to sub-clause (ii), you must indemnify us against such liabilities.

(ii) **We** will take out adequate insurance to insure the liabilities described in sub-clauses (i)(a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (i)(c) and (d) above. We will claim on our insurance for any liability you incur but **you** must indemnify us against:

(a) any insurance excess incurred and

(b) the difference between the amount of the liability and the monies we receive under the insurance policy.

(iii) Where we do not insure the liabilities described in sub-clauses (i)(c) and (d) above, **you** must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to the Hall Booking Manager. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

We are insured against any claims arising out of our own negligence.

Part 5. Complaints

If you have any complaints about the Hall or the facilities provided, please contact the Hall Manager in writing to Buckland Village Hall, New Road, Buckland, Aylesbury Bucks HP22 5JB or email hallandbookingsmanager@bucklandvillagehall.com

We will reply to any complaints within a month.

Buckland Village Hall Fire Evacuation Policy

IF FIRE BREAKS OUT IN YOUR AREA:

- ❖ **LEAVE** the room where the fire is straight away, then close the door.
- ❖ **TELL** everyone in the immediate building area – SHOUT FIRE - get them to evacuate the building by the nearest exit
- ❖ **DO NOT** attempt to tackle the fire unless your safety is compromised
- ❖ **LEAVE** follow the green running man signs to the nearest exit
- ❖ **WAIT** outside at the fire assembly point – located by the main entrance / car park
- ❖ **CALL** the fire service - dial 999 or 112 and follow instruction from the operator
- ❖ **DO NOT** re-enter the building until it has been deemed safe to do so by the fire service

IF YOU SEE OR HEAR A FIRE IN ANOTHER PART OF THE BUILDING:

- ❖ Sound the alarm if it is not activated – SHOUT FIRE
- ❖ Evacuate the building, follow the green running man sign and leave via the nearest exit
- ❖ Wait outside at the assembly point – located by the main entrance / car park
- ❖ Dia 999 and follow the advice from the emergency services

IF YOU ARE IN DOUBT - GET OUT

REMEMBER - The building is designed to contain a fire in the area where it starts.

- ❖ ALWAYS REMEMBER TO KEEP ESCAPE ROUTE AND COMMUNAL AREAS CLEAR
- ❖ IF YOU REQUIRE FURTHER EXPLANATION OF THE FIRE ACTION PLAN AND HOW IT EFFECTS YOU THEN PLEASE CONTACT THE COMMITTEE

Emergency Contact Details

Hall Manager - 07749 071434

Site Safety Information



Green Running Man

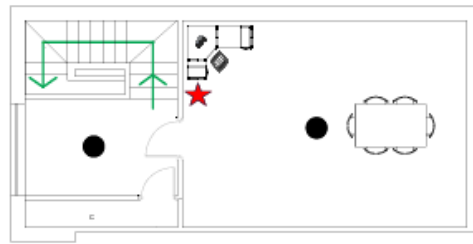


No Smoking/Vaping

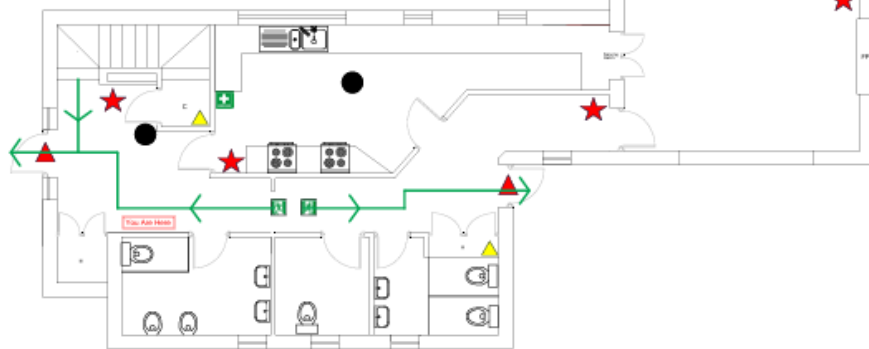


Fire Assembly Point

- ★ First Extinguishers
- ▲ Fire Exit
- ✚ First Aid Point
- ▲ Boiler / DB / Plant Room
- Fire Doors
- Smoke Detectors



First floor plan



Ground floor plan





Buckland Village Hall Procedure in Case of Accidents

The location of the nearest hospital Accident and Emergency/Casualty dept is:

Stoke Mandeville General Hospital – Mandeville Road, Aylesbury, HP21 8AL

The location and telephone no. for the nearest doctor's surgery is:

Aston Clinton Surgery, 136 London Road, HP22 5LB Tel: 01296 630241

The First Aid Box is located in:

The Kitchen

The person responsible for keeping this up to date is:

The Hall Manager

Any accident must be reported to the member of the management committee responsible, who is:

The Hall Manager

The person responsible for completing RIDDOR forms and reporting accidents is:

Chair of Trustees

The following major injuries or incidents must be reported on RIDDOR forms:

- fracture, other than to fingers, thumbs or toes
- amputation
- dislocation of the shoulder, hip, knee or spine
- loss of sight (temporary or permanent)
- any penetrating injury to the eye (including chemical)
- injury from electric shock/burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat – induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours
- unconsciousness caused by asphyxia or exposure to harmful substance or biological agent
- acute illness requiring medical treatment or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through skin
- acute illness requiring medical attention which may have resulted from a biological agent or its toxins or infected material.
- relevant examples of reportable dangerous occurrences include:
 - electrical short circuit or overload causing fire or explosion
 - collapse or partial collapse of a scaffold over 5m high
 - unintended collapse of a building under construction or alteration, or of a wall or floor
 - explosion or fire

The Buckland Village Hall Committee



5.Hall Hirer Confirmation

PLEASE EMAIL HALL MANAGER ON : hallandbookingsmanager@bucklandvillagehall.com to confirm acceptance of these terms and conditions of hire.

Once your full payment and your acceptance of this Hall User Agreement email have been received you will be given the information on accessing the hall.