



### UGBOROUGH VILLAGE HALL

Chair	Secretary	Bookings Secretary	Treasurer
Mrs Caroline Martin	Stafford Williams	Vacant	Mrs K Brampton
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### **STANDARD CONDITIONS OF HIRE APPLICABLE TO ALL UGBOROUGH VILLAGE HALL BOOKINGS.**

Following lifting of the COVID -19 Government restrictions and limitations on 19<sup>th</sup> July Ugborough Village Hall will be available for bookings, but with a limited service as follows:

- The Pre-School will continue weekday use (8am-6pm) as per usual.
- All bookings must give at least TWO WEEKS notice to permit coordination of cleaning, handover and with other users. For the time being there will be no "on the day" bookings being taken.
- Please note that at least 1 hour is required between hirings to allow for cleaning due to COVID-19.
- All wishing to hire the Hall must use the online booking form and the Booking Secretary/committee will make contact to discuss potential arrangements. Only then will the booking be confirmed.
- Booking periods available include:
  - Monday to Friday evenings - 7.00pm until midnight.
  - Saturdays - 8am to 11.45pm (11pm in the case of theatrical plays).
  - Sundays - 8am to 10.30pm.

### **Responsibilities:**

- The COVID-19 Officer is Stafford Williams, Hall Secretary (07941 588581). His responsibility is to ensure plans and risk assessments are maintained and updated as well as to monitor that guidance is being followed at all Hall activities.
- Individuals who hire the Hall are to ensure the actions in this plan are adhered to and complete all elements at every event.
- Individuals with the NHS App who can use the NHS Test and Trace QR Code should continue to do so on entering the premises – codes are posted at the entrance.
- Hirers should document their cleaning and compliance with Government guidelines at any time.
- Hirers should review their risk assessments regularly.
- Hirers may need to keep logs of all people attending to help with Track and Trace, including contact details.
- Risk assessments are to be made available by hirers on request.
- Those attending events are to ensure they comply with the good practice and encourage children to take all aspects seriously:
  - QR code used on entry.
  - Use of hand sanitiser on entry/exit and regular hand washing.
  - Rooms well ventilated.
  - Use of face masks when appropriate.
  - Social distancing as appropriate.
  - Cleaning regime before and after hires.
- All attending should consider what PPE and actions are appropriate to them and are to adhere to latest government guidance for use of a community centre.
- Equipment and surfaces should be wiped down with disinfectant after use.
- Everyone is responsible for following of the guidance and raising issues immediately that they become aware of them. Any member of the management committee can be contacted, if necessary, for raising issues or concerns.
- Nobody should use the Hall if they have concerns associated with the following symptoms of COVID-19:
  - A high temperature (above 37.8° C).
  - A new continuous cough.
  - Shortness of breath.

- A sore throat.
  - Runny nose.
  - Headache.
  - Sneezing.
  - Loss of or change in normal sense of taste or smell.
  - Been in close contact with/living with a suspected or confirmed case of COVID-19 in the previous two weeks.
- **Anyone who becomes infected before or after using the Hall should report this to the NHS test and trace system (111) and inform the Hall Management Committee.**

**Additional guidance for activities:**

- Sport and exercise should take place in accordance with guidance to deal with COVID-19 risks issued by the relevant governing body for the sport or activity. ACRE recommends village and community halls require hirers to comply with such guidance, rather than trying to adapt hiring conditions and policies for each specific activity.
- Capacity figures and ventilation may need attention by some hirers: Doors should be fixed open where possible for ventilation (except fire doors), use of outdoor space encouraged where possible. Capacity may be reduced below that already reached for social distancing.

## Standing Conditions

1. The date and times of hiring of the Hall specified on the Booking Form as well as the conditions set out herewith must be strictly adhered to by the Hirer.
2. Keys of the Hall will be supplied to the Hirer, to be returned to the Village Hall Committee by the 'end time' of the hiring period specified on the booking form. The Hirer is responsible for the keys during the period of hiring. Should the keys be lost, the Hirer is responsible for the cost of replacing the keys or replacing the locks with the required number of keys, at the discretion of the Committee.
3. The Hirer will, during the period of Hiring, be responsible for supervision of the premises, the fabric, and the contents, their care, safety from damage, however slight, or change of any sort and the behaviour of all persons using the premises, whatever their capacity, including proper supervision of car parking arrangements, to avoid obstruction of the highway, trespass, or inconvenience to neighbours.
4. The Hirer shall ensure that any electrical appliances brought in by the Hirer to the premises shall be safe and in good working order and used in a safe manner.
5. The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the building, which may occur during the period of the hiring because of the hiring. **Note: It is for reason of previous damage and nuisance that the Committee normally refuse bookings for parties held by 16–18-year-olds, but specific applications will be considered if sufficient mitigation can be proved.**
6. At the end of the Hiring, the Hirer shall be responsible for leaving the premises and the surrounds in a clean and tidy condition, properly secured, (unless directed otherwise), and any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge. Care should be exercised to correctly close emergency exits. If, in the opinion of the responsible person authorised by the Committee, the Hall is not left in a satisfactory state the Hirer is responsible for any charge occasioned by the Committee in bringing the Hall back to its proper state. Wherever practical the responsible person is to consult with the Hirer prior to any work being carried out to give the Hirer the opportunity of carrying out the work him/herself to the Committee's satisfaction.
7. Any item brought into or onto the Hall premises by the Hirer is at their own risk for insurance purposes (and will not be covered by village hall insurance) and is to be removed by the 'end time' of the Hiring period specified.
8. The Hire charges for the premises will include the cost of electricity. The Hall is equipped with gas-fired central heating, the cost of which is also included in the hiring charge. The Hirer should be responsible for obtaining any licences which may be necessary for their proposed usage of the hall and for the observance of the same and of all other regulations appertaining to the premises stipulated by the fire Authority, the Local Authority, the Local Magistrates Court, PPL/PRS or otherwise. No intoxicating liquors are to be bought, sold, or consumed on the premises without the granting of the necessary licenses and informing the Committee (through the hire agreement), whose consent must be obtained prior to seeking any occasional licence or permission for the sale of alcohol.
9. Notwithstanding the foregoing the Committee hold Phonographic Performance (Entertainments)/Performing Rights Society licence. It is however the Hirers responsibilities to check these apply to the hiring in question or if special/alternative approval is required. (Information on licences held is available from the booking secretary and copies of same are also exhibited in the Hall). Hirers must be aware that it is their responsibility to obtain an alcohol consumption, or Phonographic Performance Ltd<sup>1</sup> license and hold food preparation hygiene certificates as required. No customers will be permitted to take open containers of alcoholic or soft drinks from the premises and a proof of age policy to the satisfaction of the police, Weights & Measures and the Licensing Authority must be in place.
10. The Hirer is responsible for compliance with the terms of the committee's licences or special licences obtained. Note is particularly to be made regarding the numbers specified in the licences ie. **130 seated, 200 standing and a limit of 90 where people are sat at tables. Details of the most recent risk assessment are posted in each room for guidance and warning posters must be complied with.**
11. The Hirer shall not sublet nor use the premises for any unlawful purposes, nor in any unlawful way do anything, nor bring on to the premises anything which may endanger the same, or any insurance policies in respect thereof.
12. The responsible person authorised by the Committee has the right to enter in/on/about the premises during the period of hiring specified to ascertain that the conditions of hiring are being adhered to.
13. In any hiring of the premises for the purposes of a sale/dance/show etc. where the general public will be admitted for a fee, such sale of tickets by the Hirer must be on the basis that 'Right of Admission is reserved'.

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<sup>1</sup> Phonographic Performance Ltd issue licenses and collect royalties under copyright law. Exemptions apply to most charities and domestic events (such as weddings or birthday parties) and PPL can issue waivers for fundraising events. Information can be obtained from PPL at 1, Upper James St, London W1R 3HG, Tel: 0207 534 1000 (fax 1111).

14. If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the Committee.
15. The Committee reserves the right to cancel this hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election or by police as an emergency incident room, in which case the Hirer shall be entitled to a refund of any deposit/rent already paid.
16. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired; the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
17. Where any Special Condition noted on the Booking Form is in contradiction to any of the above conditions the Special Condition shall take preference.
18. The Committee reserve the right to cancel this hiring or alter any of the conditions/particulars of it at their absolute discretion. In the case of cancellation, the Hirer is entitled to a full refund of only any deposit/rent already paid. In the case of alteration, the Hirer is to be informed of the proposed alteration and have the opportunity of accepting the revision or cancelling the booking to receive a full refund only.
19. Smoking policy: No smoking is allowed inside the building. Where smoking takes place externally, the Hirer is responsible for clearing cigarette butts from the path or road.
20. Animal policy: No animals, other than guide dogs for the visually impaired, are allowed on the premises at any time except with special permission, obtained in writing from the Committee.
21. Noise: Hirers and organisers of events in the Village Hall are responsible for ensuring that the noise level of their function(s) is such that it does not cause interference with other activities within the building or inconvenience occupiers of nearby premises. The Hirer is responsible for noise created by patrons and staff entering and leaving the premises and in its vicinity. Noise or vibration will not emanate from the premises such as to cause persons in the neighbourhood to be unreasonably disturbed. Patrons will be asked not to stand around talking in the street outside the premises or any car park; and asked to leave the vicinity quickly and quietly. The volume of amplified sound used in connection with the entertainment shall at all times be under the control of the management and the patrons/audience will not be exposed to an event Leq 107dB(A) and the peak sound pressure level should not exceed 140 dB.
22. Stewarding: Hirers must ensure that sufficient attendants provide stewardship for those at an event. The minimum is 1 attendant per any number up to 50 and 2 for 51 or more patrons. Where most of those present are under the age of 16, the number of stewards shall not be less than 1 per 25. All staff or stewards must have received suitable training as to what to do in an emergency and in general safety precautions. Attendants shall not be engaged in any duties that would hinder the prompt discharge of their duties in the event of an emergency or entail their absence from the place where they are on duty. Any attendant shall be readily identifiable to the audience (but this need not entail the wearing of a uniform). Where applicable, an appropriate method for checking the number of people entering and leaving the premises is required, ensuring that steps are taken so that, once the maximum occupancy is reached, no further persons are admitted. When disabled people are present, adequate arrangements must exist to enable their safe evacuation in the event of an emergency.
23. Duty of Care: The Hirer is responsible for checking that the premises are fit for the purpose intended prior to opening and to ensure there are no risks to patrons and that all safety precautions are in place. Where the Hirer is unfamiliar with the premises, they are to obtain a face-to-face briefing and tour of the Hall from the Committee in advance of the hiring. The fire safety checklist at Appendix 1 to Annex C is particularly relevant to note. Special effects such as strobe lighting, smoke, foam, lasers, pyrotechnics, dry ice or bubbles must not be used unless full safety controls are put in place and prior to consideration of guidance and/or following consultation with the Environmental Health Department. Smoke alarms are not to be disabled.
24. The Hall insurance schedules are available for inspection through the Secretary. Inclusions are buildings, contents, meters, libel, glass/sanitary ware, public and employee liability and personal accident. Public Liability insurance **Personal Accident cover is limited** by Allied Westminster (Ugborough Village Hall Insurers) **to those who are aged 85 years and under**. There is no upper age limit for cover under Employers Liability which covers accidents that are the fault of insured.
25. Crockery, cutlery, chairs, tables etc may not be removed from the Hall without express permission from the Committee. The exceptions are Fair equipment and the melamine crockery purchased for external use, but these need to be checked in and out by a committee member. A Hearing Loop is provided in the main hall and the microphone can be requested from the Bookings Secretary.

### Data Protection Policy

This Policy sets out our data protection responsibilities and highlights the obligations of our committee, volunteers, members, and any other contractor or legal or natural individual or organisation acting for or on behalf of the Hall Trustees.

The Hall Committee uses personal data from committee members for use on Hall business but does not share this with third parties without permission. Data is held by the Secretary and Treasurer, including names, email addresses, telephone numbers and in some cases home addresses. Other data held may include BACS information for payments and information passed to the committee from organisations that correspond with the committee, such as councils, insurers, internet provider, voluntary organisations, and hirers. All data is held securely and deleted when no longer used on Hall business. Anyone who has data held for use by the Hall Committee is entitled to review and update that data at any time. Anyone holding data is to:

- Ensure paper forms are stored in known and safe locations.
- Ensure any laptops holding data are encrypted.
- Ensure any spreadsheets are password protected.
- Report data breaches to the Secretary.
- Ensure BCC function on email is used—never reveal addresses in group emails.

Any potential breaches must be reported to the Data Controller (Secretary) within 24 hours. The potential breach will be discussed with those whose data has been affected for onward reporting if necessary to the Data Commissioner within 72 hours.

### **Safeguarding Policy**

The Hall has no direct responsibility over vulnerable persons requiring safeguarding action; however, the Committee understands that it is responsible for providing facilities used by groups that do. Where required these groups have their own Safeguarding policies and the Committee is available to consider implications of such policies at any time. Concerns should be addressed to the Secretary. The Hall Trustees do not require Safeguarding checks or training.

Annexes:

- A. STANDARD SPECIAL CONDITIONS OF HIRE APPLICABLE TO REGULAR BOOKINGS.
- C. HIRING CONDITIONS SUMMARY - PUBLIC/PRIVATE EVENTS.  
Appendix 1: Fire Safety Checklist

## **ANNEX A**

### **STANDARD SPECIAL CONDITIONS OF HIRE APPLICABLE TO REGULAR BOOKINGS**

1. No booking can be made to cover a session more than 12 months in advance.
2. The fee 'per session' specified above shall be valid for the whole period of the booking, except where the cost of an item provided by the Committee where it shall be permissible for them to pass such increase on to the hirer subject to one week's notice of same. The Hirer to have the opportunity of cancelling the remainder of the booking if such increase is not agreed to.
3. As occasion shall arise it shall be within the power of the Committee to cancel any session booked by the Hirer on the giving of 7 days minimum notice should the Committee decide it is in the best interest of the community that a booking from another person/organisation covering the period of any session specified should be taken.
4. All organisations making regular bookings shall provide one of its members to sit on the Village Hall Committee for a 12-month period from the AGM to be held on the 2nd Tuesday of the month of May.
5. Items permitted to be left on the premises at all times may be detailed on the back of the Agreement. Such listing must be of sufficient detail to clearly identify the items.  
e.g.                Playgroup: Various contents in locked store at rear of Main Hall.  
                     Badminton equipment in Committee Room Store.  
                     History Group archives in filing cabinet in Committee Room Store.  
                     Toddler Group and Fair equipment in Committee Room Store.  
                     School and After-School Club equipment in hallway cupboard.
6. When bookings are made back-to-back the Committee requests that every effort is made to facilitate handover to mutual satisfaction. Allowing an incoming user early access should be permitted whenever possible, whilst incoming users must respect the needs of the previous hirer. Whilst the Hall Committee can resolve problems, the Hall is a community facility and should be used with the spirit of the community in mind.

### **BOOKING FORM PROCEDURE**

Booking checked for conflict with Online Booking Calendar at [www.ugborough.com/village-hall](http://www.ugborough.com/village-hall). Every Booking Form (available online) to be issued with 'Standard Conditions of Hire'. When a booking is made a confirmation email/receipt will be provided by the Bookings Secretary and 'Standard Conditions of Hire' should be given to the hirer.

Booking Form must be completed before the required date as a final confirmation of the booking and before issue of keys. Payment for hire and returnable deposits (if appropriate) is required before/when keys are collected from the Bookings Secretary. A receipt will be issued.

#### **Regular Bookings:**

Form to last until cancelled but renewed annually through the Bookings Secretary in June of each year following the AGM.

## ANNEX B

### HIRING CONDITIONS SUMMARY - PUBLIC/PRIVATE EVENTS

This summary does not replace the need to read the full conditions of hire but highlights some essentials. Important elements of health and safety advice are included here, but full risk assessments are posted in each room of the hall. Please take the time to be familiar with the hall and its environs. The Bookings Secretary is VACANT but any committee member can be contacted if you need assistance.

**You are not covered by insurance if using the Hall outside of the hiring and/or licensed hours!**

1. Ugborough Village Hall Committee/Licensee must have an agreed nominated person or persons to undertake the following duties, as a condition of hiring the premises.
2. The maximum number of persons allowed on the premises should not be exceeded. **130 seated, 200 standing and a limit of 90 where people are sat at tables.**
3. **Fire Precautions – see Appendix plus:**
  - Check the fire exit door is unlocked and easily opened.
  - Check the side fire exit path is clear to the road - Walk the route.
  - Locate the fire extinguishers.
  - Know the fire service can be called from the phone box in the square.

**Note:**

1. All parts of the premises should have sufficient lighting.
2. The RCD socket should be used for any electrical appliances in the hall.
3. The use of the premises must not cause disturbance to nearby residents and passers-by; amplified sound must be kept under control.
4. A nominated person shall be in attendance during the whole period that the premises are open to the public. Whenever more than 50 persons are present there must be 2 people in attendance to act as stewards when required. Where most of those present are under the age of 16, the number of stewards shall not be less than 1 per 25. Designated responsible persons should be allocated to help individuals attending who may have difficulty evacuating the building in an emergency.
5. No involvement in any way with hypnotism is allowed (Section 6 of the hypnotism Act 1952).
6. No stages without prior written consent from relevant Licensing authority.
7. No smoking is allowed in the hall. No explosive or highly flammable material, liquefied petroleum gas cylinders, naked flames, smoke machines, lasers or pyrotechnics.
8. The Entertainment license states that the premises opening hours are:

Monday to Friday 8am to Midnight

Saturday 8am to 11.45pm (11pm in the case of theatrical plays)

Sunday 8am to 10.30pm

**Please also note.**

The kitchen hot water is very hot and care must be exercised in use of the kitchen taps. The taps in the toilet also produce hot water.

Never stack incompatible chairs and never stack compatible chairs more than **2** high for soft upholstered chairs and **5** high for plastic chairs. Please ensure items in storage cupboards are stored so as to pose no hazard to other users.

Do not use appliances if unsure of correct operation – seek assistance from the committee.

The kitchen is unsuitable for children due to hazards in that area. Particular care must be taken with heaters and cleaning chemicals.

If you need to increase the heating, adjust the radiator thermostats to a higher number.

A hearing loop is available in the main hall.

**Before leaving the hall –**

Make sure it is in the same clean condition as you found it (including returning tables, etc to the storage places).

Put all rubbish in bags and place them in the bin outside. (Animals will spread rubbish in plastic bags)

Return radiator thermostats to position **1**.

Turn off lights, appliances including cooker and hand driers, ladies/unisex toilet light switch and external porch light.

Lock the **fire exit door** and **close the windows**.

Defects should be reported to the Booking Secretary or any Hall Committee member.

## **Appendix 1 to Annex B**

### **Fire Safety (checklist)**

- All exit doors will be easily openable and will be available for egress while the public are on the premises.
- Means of escape will be maintained unobstructed, immediately available, and clearly identifiable. All fire exits and means of escape will be signed in accordance with BS5499.
- Exit doors will be regularly checked to ensure they function satisfactorily.
- Any removable security fastenings will be removed whenever the premises are open to the public or staff.
- All fire doors will be maintained effectively self-closing and shall not be held open other than by approved devices. If used for casual traffic, they must be closed properly afterwards.
- All floor coverings will be secured and maintained so that they will not ruck.
- Curtains, hangings and temporary decorations will not obstruct exits, fire safety signs or fire-fighting equipment and should not present a fire hazard.
- Notices detailing the actions to be taken in the event of fire or other emergency will be prominently displayed and maintained in good condition.
- Access will be provided for emergency vehicles and this access will be kept clear and free from obstruction.
- An evacuation policy will be in place that is to the satisfaction of the Fire Authority. All stewards/staff members will be trained in the evacuation policy.
- Stewards are familiar with actions to evacuate all personnel, including those with disabilities.