



Updated December 2014

## **STANDARD CONDITIONS OF HIRE**

If the hirer is in any doubt as to the meaning of the following, the Lettings Secretary should be consulted.

For the purposes of these conditions, the term Hirer shall mean an individual hirer, or where the hirer is an organisation, the authorised representative.

The Hirer:

1. Must be over 18, will, during the period of the hiring, be responsible for the 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 people using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.
2. 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 (a) endanger the same or render invalid any insurance policies in respect thereof, or (b) cause complaint found or unfound for breach of statute, e.g. noise or Public Health.
3. Shall be responsible for obtaining such Licences as may be needed for the sale or supply of intoxicating liquor.
4. Shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
5. Shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays.

Details of Fire Precautions are given at Annex A.

6. Shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations. (It should be noted that the kitchen has been equipped to meet the requirement for preparing bar snack type meals.)
7. Shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order, and used in a safe manner. Action in the event of electrical failure is detailed at Annex B.
8. Shall indemnify the Committee for the cost of repair of such damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.
9. Shall ensure that the minimum of noise is made on arrival and departure.
10. Shall ensure that no animals (except guide dogs or birds) are brought into the hall.

11. Shall ensure that any activities for children under eight years of age comply with the provisions of the Children Act 1989 and that only fit and proper persons have access to the children.

12. At the end of the hiring, except by agreement with the Lettings Secretary, the Hirer shall be responsible for leaving the premises and surroundings in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise an additional charge may be made for labour and materials.

13. 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 repayment of the fee shall be subject to a booking fee being retained of up to 100 of the charge paid depending upon the length of notice given.

14. 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 or by-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.

15. 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.

## **ANNEX A - FIRE PRECAUTIONS**

Exit lights should be lit on all occasions when the Hall is used by a hirer.

- Main Hall - There is one switch on the main switch cluster adjacent to the inner entrance doors, and another in the men's toilets below the cupboard just inside the door. Both should be switched on.
- Small Hall- There is one switch, to the right of the double doors.
- Kitchen - The Exit light is on permanently.

### **Fire Alarm**

The hall is fitted with a Fire Alarm system which is activated by breaking the glass on one of the boxes located by each of the fire doors and pressing the plate within the box. This triggers the following actions:

- The alarm bells will ring
- The power circuits will be switched off
- The emergency lights in the ceiling will light up.

The controls for this system are by the main entrance door on the right hand side as you enter. If the alarm is triggered accidentally, please contact either Richard Cooper (07986 456126) or Sue Luker (01256 702425).

Fire Fighting Appliances are available in both halls. A fire blanket is located in the kitchen.

The nearest telephone is the public kiosk opposite the entrance gates, on the other side of the road. Should a fire occur, the Fire Brigade should be informed by dialling 999 and stating that there is a fire at the North Warnborough Village Hall at Priors Comer, North Warnborough.

The emergency exit doors are fitted with panic bolts which are operated by pushing the lever towards the door which will be unlocked and opened by the pressure.

## **ANNEX B - ELECTRICAL FAILURE**

The electrical switchgear for the entire building is contained in the wall cupboard just inside the door to the men's toilets. Please do not tamper with this unless in an emergency.

There is a block of circuit breakers located centrally within this cupboard, and this controls most of the circuits. If a circuit has failed the first thing to do is check whether any switches on this block have tripped out, i.e. the switch has gone down and is therefore out of line with the rest. In that case simply re-setting

the switch may be sufficient, but if it continues to trip out an electrician may be needed to identify and repair the fault in the circuit. (If the fault has been caused by a piece of defective equipment, unplugging this may resolve the problem.)

Note that in the bottom right hand corner of the cupboard there is a block of circuit breakers with a circular time switch marked in green. This is no longer part of the system and may be ignored.

The wall power points in the kitchen are controlled by another trip switch, which is located above the fire alarm box to the left of the window in the men's toilets. If the kitchen power points fail to work, check whether the trip switch has gone down. If so, make sure to disconnect the faulty piece of equipment which caused the problem then re-set the trip switch. If the problem persists an electrician may be needed.

A time switch will isolate all power circuits at a pre-determined time (normally 11.45pm). The lighting circuits will not be affected. This time switch is contained in a locked cabinet and cannot be accessed by hirers. Please do not attempt to circumvent it by changing the time clock in the electrical cupboard - this only controls the external lights.

If you are unable to correct a power failure by following the above steps, and if this is causing a serious inconvenience, please telephone a member of the committee whose numbers are on the notice board in the main hall.

## **FACILITIES**

The hall has separate entrances to both the main and small halls and the small storeroom; the main hall has a cloakroom and bar and has Ladies and Gents toilets. The Ladies includes a disabled toilet. The small hall has a unisex disabled toilet.

The kitchen and the large storeroom serve both the main and small halls. The two halls are separated by a moveable wall which can be opened, on request.

### **Entrance for Main Hall**

External lights - A time switch is fitted outside the main front door on the right of the door frame. Rotating the knob clockwise to its stop puts the front of the hall external lights on for 2 minutes to assist in unlocking on arrival, and locking on leaving. However, the switch in the entrance lobby which is used to switch the same lights on continuously must be switched off as you leave, either before or after operating the time lag switch.

Internal lights - switch inside front door on right hand side.

The entrance lobby provides access to the Bar and Cloakroom.

### **Main Hall**

Provided with double doors to car park, to the large storeroom, fire exits via main entrance and kitchen.

Heating - Set the Elecrisave timer to on and adjust the thermostat to set the hall heating to your comfort.

Lighting - Switches for strip lights on left by inner entrance doors.

Switches for extension area on pillars.

Furniture - 130 chairs in large storeroom, 20 in small storeroom. small folding tables on trolleys in main hall, small folding tables on trolleys in storeroom. 5 larger folding tables in large storeroom.

Please indicate on the Returned Hiring Agreement if you require:

Public Address System - (instructions available on request)

Screen and projector stand - (available on request)

## **Entrance to Small Hall**

A touch time switch is fitted outside the double doors on the RH side. Pressing the touch area turns on the external light for two minutes to assist locking and unlocking. The switch inside the double doors is used to switch on the same lights continuously and must be switched off before you leave either before or after operating the time lag switch.

## **Small Hall**

Lighting switch for the wall and strip lights are to the left of the double doors.

Heating - Set the Elecrisave timer to on and adjust the thermostat to set the hall heating to your comfort.

Furniture etc. - see under Main Hall.

## **Kitchen**

Heating - A radiant gas heater is fitted to the wall on the cooker side.

Lighting - Switches for the main lights are by the door into the hall, and for the serving hatch on the left hand side of the hatch.

Extractor fan - two speed switch on right side of cooker.

Equipment - Commercial cooker, hot cupboard (200 plate capacity), sink unit & drainer, hot water heater, hand basin, refrigerator, kettles (electric kettle on request), crockery, cutlery and trays (on request).

Power Points - 2 x 2 gang 13 Amp power points over worktops. Circuit breakers located above window in Gents WC.

Hatchway - fitted with removable doors, counter and shelves.

## **Ticket Office/Bar**

Heating - Electric radiant heater.

Lighting - switch by door for room light, by bar for counter light.

As a ticket office the upper part of the stable door can be opened with shelves rotating into position on the lower door to provide a serving top, and the lower shelf for cash box, tickets etc.

As a bar, the room is equipped with a serving counter at the hatchway, with low shelf under for beer barrels and cooler, double drainer, sink unit, hand basin, refrigerator and shelves to the right of the hatchway for glasses and shelf on rear wall for optics. The doors of the hatchway fold back as required.

## **Store Rooms**

### **Large Store Room**

Serves both halls through the relevant double doors. Contains chairs and chair trolley, tables on trolleys and the public address system control unit, microphones and instructions for use.

### **Small Store Room**

Serves the small hall and contains chairs, and tables. Chair trolley is in large store room.

Mains power available to visiting theatre groups, etc. Information is available on request