



ISFIELD VILLAGE HALL HIRE AGREEMENT TERMS AND CONDITIONS OF HIRE

The hire of Isfield Village Hall (the Hall) is subject to these terms and conditions and supplemental conditions of hire and have been amended to comply with advice from both the World Health Organization and the Government to the effect that COVID19 remains a threat so it is important to remember the actions that should be taken to keep yourself and others safe, no exclusion of any term or condition can apply unless specifically granted in writing.

1. Understanding the Hall conditions

The Hirer will ensure that they and their competent persons (see clause 2) have an understanding of the Hall conditions in force at the time of hiring.

2. Statement of purpose and supervision of hire

The Hirer has entered a clear and unambiguous statement of the purpose of hire on the Booking Form. The Hirer undertakes to appoint a sufficient number of competent persons, aged 18 or over, to provide adequate supervision throughout the hiring to ensure the provisions and stipulations referred to in these conditions and any applicable licences are complied with.

3. The Hirer is responsible, during the whole period of hire, for making sure that:

The number of people using the Hall is not more than that permitted, and all fire escapes, which are clearly marked in the Hall, are left with unimpeded access and exit at all times. (See attached examples of seating layouts which are clearly marked with the position of the escape routes);

- Use of the premises, its fabric and contents, its access, car park and surrounding land is fully supervised to keep those premises safe from damage or change of any sort;
- Any electrical appliances(s) brought onto the premises shall be certified safe and in good working order and used in a safe manner, using residual circuit breakers where appropriate.
- A fully charged mobile phone is available for use in an emergency;
- The behaviour of all persons, whatever their capacity, using the Hall remains under control
- Car parking arrangements are controlled to avoid obstruction of the highway or access road;
- No excessive noise occurs during the hire;
- Minimum noise is made by any person(s) on arrival or departure, particularly late at night;
- Any music should be stopped by 11.30 pm and the Hall vacated by midnight. Clearing can take place on the next day until 10 am **by prior arrangement** at the time of booking;

- The premises are not sub-hired or used for any purpose other than that described on the Booking Form;
- The premises are not used by the Hirer or anyone else for any unlawful purpose or in any unlawful way;
- No birds or animals (except guide dogs) are brought into the building without written permission from the Bookings Manager or a Trustee;
- Nothing that may endanger the premises is allowed to be brought onto the premises;
- No drugs are allowed on the premises and there is no smoking or Vaping in the building;
- No LP Gas appliances or highly flammable substances are brought onto the premises.

4. The Hirer is responsible, at the end of the hire, for making sure that:

- Everything is left clean and tidy, with rubbish and bottles removed;
- All equipment, chairs and tables have been returned tidily to the storage positions;
- Any soiled tea towels are left on view to ensure they get laundered;
- The premises are cleared of people, and lights and water heater(s) are switched off;
- The premises are left with all doors and windows securely locked.

5. Authority to supply alcohol

The Hirer is responsible for obtaining the relevant licence at his own expense, but no hirer may seek such a licence without the consent of the Bookings Manager or a Trustee.

6. Compliance with The Children's Act of

The Hirer shall ensure that any activities for children under eight years of age comply with the provision of The Children's Act and relevant succeeding legislation. Any activity for all children must be operated in accordance with guidelines available for relevant activities, and only fit and proper persons have access to the children.

7. Indemnity from the Hirer

The Hirer shall indemnify, and keep indemnified, each member of the Trustees of the Hall, the Hall employees if any, volunteers, agents, and invitees against:

- The cost of repair of any damage done to any part of the premises or the contents of the premises;
- All actions, claims and costs of proceedings arising from any breach of the Hall Terms and Conditions;
- All claims in respect of damages, including damage for loss of property or injury to persons, arising as a result of the use of the premises (including the storage of equipment) by the Hirer.

As directed by the Trustees, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings, or contents, and for loss of contents arising from the hire.

8. Insurance

The Hirer shall have adequate insurance for the hire event to insure the Hirer and all members of the Hirer's organisation and invitees to the hire event against all claims arising as a result of the hire, including insurance for any equipment used for the hire event that is either provided by the Hirer or is supplied by a third party (e.g. bouncy castle or similar), and on demand shall produce such insurance policy, or evidence of cover, to the Bookings Manager or a Trustee. Failure to produce such insurance policy or evidence of cover, if requested, will render the hiring void.

Any Hirer charging members of a Club, or any other third party, for attendance at the hire event must have adequate public liability insurance, and on demand shall produce such insurance policy, or evidence of cover, to the Bookings Manager. Failure to produce such insurance policy or evidence of cover, if requested, will render the hiring void.

The Village Hall and its Trustees are insured against any claims arising out of their own negligence and has public liability cover. This does not cover bouncy castles or other inflatable devices, fireworks, rides or similar events and items. Items stored by the Hirer in the Village Hall are not insured.

9. Reporting of accidents and dangerous occurrences

The Hirer must report all accidents involving injury to the public to an authorised representative of the Hall as soon as possible and complete the relevant section the Hall's Accident Book. Any failure of equipment, either that belonging to the Hall or brought in by the Hirer must also be reported as soon as possible.

10. Stored equipment

The Trustees accept no responsibility for any stored equipment or other property brought into or left at the premises and all liability for loss or damage is hereby excluded. All equipment and other property, other than that stored on the premises by agreement, must be removed at the end of each hiring. The Trustees may dispose of any such items seven days thereafter at their discretion, by sale or otherwise on such terms and conditions as they think fit and charge the Hirer daily storage fees and costs incurred in storing and selling or otherwise disposing of the items.

11. No alterations

No alterations or additions may be made to the premises, and NO fixtures are to be installed in any way to any part of the premises without the prior written approval of the Trustees.

12. Continuing Hires

Once a regular Hirer has signed a Booking Form, subsequent use of the same facilities for the same purpose will be deemed to be governed by that Booking Form. The Trustees reserve the right to give notice that specific hire dates otherwise considered booked will not be available.

The Hirer must give notice that no hire is required for specific dates within the continuance. All notices to be in writing at least three weeks in advance.

13. Right to refuse a Hiring

The Trustees are under no obligation to accept any application to hire the Hall and may refuse to do so under certain circumstances, e.g. previous non-payment, or the unsuitability of an event.

14. Cancellation by the Hirer

If the Hirer cancels the booking before the date of the event and the Trustees are unable to conclude a replacement booking, the Trustees may, at their discretion, require a further payment of hire fees or withhold part of the deposit and hire charge already paid.

15 Cancellation by the Trustees

The Trustees reserve the right to cancel the hiring by written notice to the Hirer in the event of the premises being required for use as a Polling Station for a Parliamentary or Local Government election. The Trustees also reserve the right to cancel the hiring should it be reasonably considered that:

- Such hiring may lead to a breach of the licensing conditions, or other legal or statutory requirements;
- Unlawful or unsuitable activities may take place at the premises as a result of the hiring; or
- The premises have become unfit for the use intended by the Hirer.

In any such case the Hirer shall be entitled to a refund of any deposit or hire fees already paid, but the Trustees shall not be liable for any resulting direct or indirect loss or damages whatsoever.

16. Disabled facilities

There are ramps at the entrances to the Hall, but there are NO purpose-built toilets for disabled people in the premises.

17. Restriction of benefit of the hire agreement

None of the provisions of this hire agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Hire Agreement. The hire agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

Supplementary conditions

SC1: You, the hirer, will be responsible for ensuring that those attending your activity or event **take all reasonable steps to protect themselves and others from** COVID-19 when entering, occupying and leaving the premises. The poster which is also displayed at the hall entrance remains relevant, in particular using the hand sanitizer supplied when entering the hall and either washing hands or using hand sanitizer after using tissues.

SC2: You will make sure that everyone likely to attend understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days and that if they develop symptoms within 7 days of visiting the premises they **MUST** self-isolate and obtain a test at www.nhs.uk/coronavirus . If the test is positive, they must contact you to obtain contact details for everyone who attended the event.

In this respect you are required to keep a record of the name and contact details of all persons who attended

SC3: In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall you should instruct them to obtain a test as shown in SC2 and ensure that they leave the building and go home immediately. Ask others in the group to leave the premises observing the usual hand sanitizing and social distancing precautions and advise them to launder their clothes when they get home. Inform the hall bookings manager on 07828386600/01825750221.

SC4: You will keep the premises well ventilated throughout your hire with windows and doors open as far as convenient. You will be responsible for ensuring they are securely closed on leaving. All sash windows can now be opened, and a stepladder is available for this purpose. Instructions for opening the windows are attached to the ladder

SC5: You will position furniture or arrange the room to facilitate people sitting side by side rather than face to face.

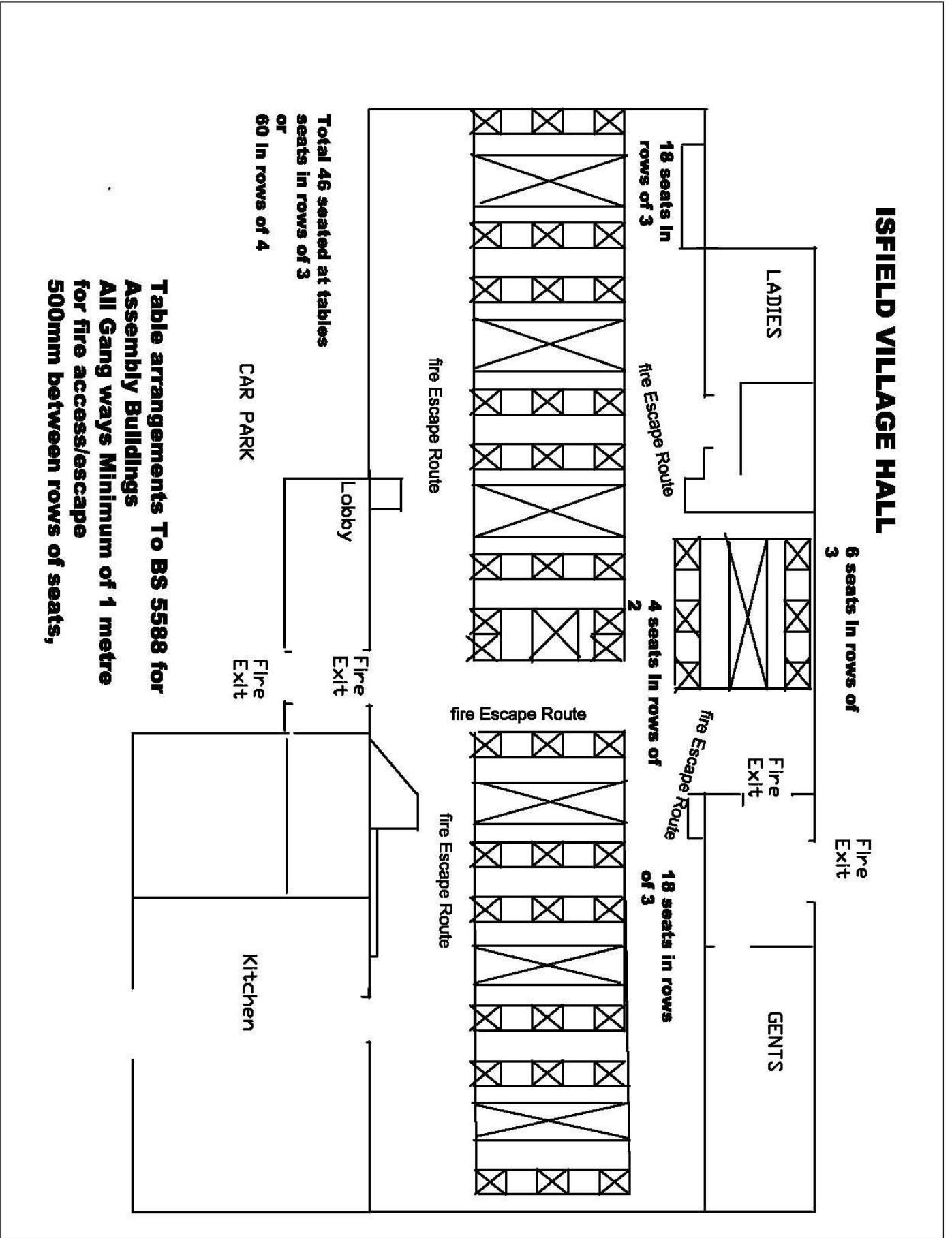
SC6: You are advised to encourage users to bring their own drinks and food and you will be responsible for ensuring that all crockery and cutlery used is washed in hot soapy water, dried and stowed away. You will provide your own clean tea towels and washing up cloths/sponges so as to reduce the risk of contamination between hirers and take them away.

SC7: You will be responsible for the disposal of all rubbish created during your hire including tissues in the rubbish bins provided in the Wealden District Council landfill bin before you leave the hall. This is located at the side of the kitchen building

Additional note for Hirers

Now that you have decided to hire Isfield Village Hall, it is important that you know what the hire fee covers. The hire will include the use of the whole Hall and the fully equipped kitchen. Also included is the use of the car park and the small paddock to the west of the Hall, which can be used to either to erect a marquee or for extra parking. The Hall is full centrally heated and has separate toilets for men and women. More tables and chairs are available from the outside storeroom if needed. We hope that you find all the facilities meet your needs.

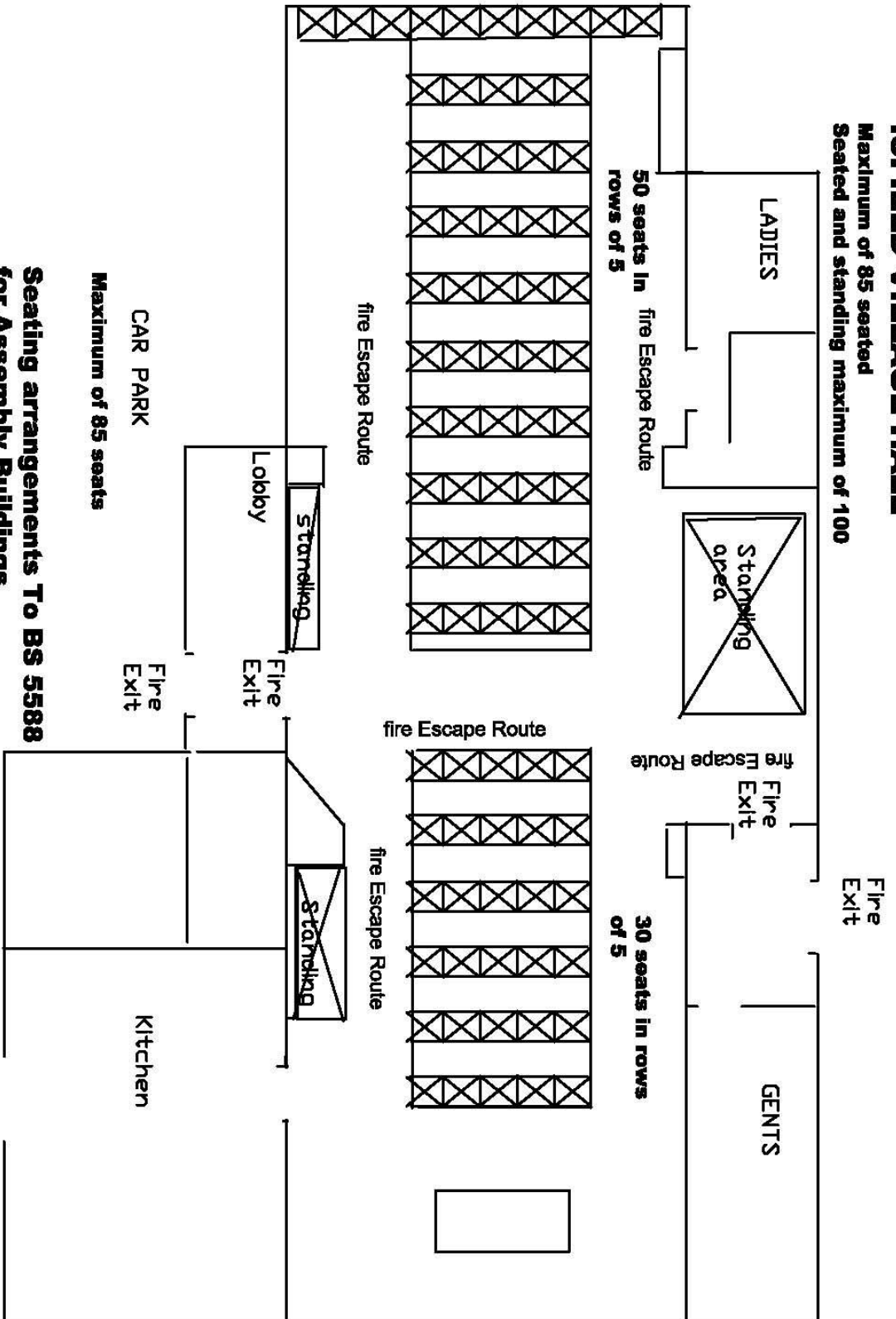
Table plan



Seating Plan

ISFIELD VILLAGE HALL

**Maximum of 85 seated
Seated and standing maximum of 100**



**Seating arrangements To BS 5588
for Assembly Buildings
All Gang ways Minimum of 1 metre
for fire access/escape at all times
500mm between rows of seats,
All seats fastened together**