

## RAMSDELL VILLAGE HALL

Registered Charity Number 1177240

**If you do not want to book online, contact us using the [contact form](#) on the Village Hall website.**

I agree; To pay the relevant rate displayed on the [Ramsdell Village Hall website](#) at the time of booking.

If the Hire involves the SALE of alcohol, I will provide a copy of the [Temporary Event Notice from Basingstoke & Deane BC](#) to the booking clerk.

If the Hire involves regulated activities with children or Vulnerable Adults (excludes Private Parties), I will provide a copy of our Safeguarding Policy & confirm that DBS checks have been undertaken.

I am over the age of 21 and will be in attendance during the event.

If not paying online via the Hallmaster booking tool, please pay by Bank Transfer to:

Metro Bank Account Name: New Ramsdell Hall

Sort Code: 23-05-80

Account No: 26233631

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### STANDARD CONDITIONS OF HIRE

These standard conditions apply to all hiring of the Village Hall. If the Hirer is in any doubt as to the meaning of the following, the Bookings Clerk or another member of the Village Hall committee should be consulted.

Adherence to these standard conditions MUST be signed by at least one adult (over the age of 21) who must remain on The Premises during the contract of hire period. No young person, under the age of 16 years without adult supervision is permitted to attend The Premises and its Facilities.

#### 1. Supervision

The Hirer shall, during the period of the hiring, be responsible for: the supervision of the premises, the fabric, and the contents; the behaviour of all persons using the premises; the proper supervision of car parking arrangements to avoid obstruction of the highway.

#### 2. Damage

The Hirer shall make good or pay for all damage to the premises or to the fixtures, fittings, or contents and for any loss of contents.

#### 3. Use of premises

The Hirer shall not use the premises for any purpose other than that described in the booking and shall not sub-hire or allow the premises to be used for any unlawful purpose, nor do anything or bring onto the premises anything which may render invalid any of the Hall's insurance policies.

Use of The Premises and its Facilities will be restricted to the guests of The Hirer and those involved or participating in the Event or associated with the Event. The Hirer remains responsible for the behaviour and conduct of all those entering The Premises in connection with the Event.

The Village Hall does not guarantee that any member of the Village Hall committee will be available to deal with emergencies which arise while The Hirer is attending The Premises and Facilities.

The Village Hall committee shall not incur any liability to the Hirer if it is unable to provide any or all the Facilities by reason of any cause or circumstances outside its control including but not limited to strikes, lockouts, accidents, pandemics, war, fire, flooding, reduction in or failure of power supplies.

#### **4. Availability of premises**

The premises shall normally be available for hire on any day of the week from 08.00am until 12.00am (midnight) where there is no prior booking. Bookings after 9.00pm and specific hire arrangements can be discussed to meet individual circumstances and needs. The Hirer must include all necessary preparation and cleaning time in the hire period they book.

#### **5. Attachment of decorations**

No pins, nails or permanent fixers, Blu-tack are to be used on the walls or woodwork. Any decorations used must be removed cleanly at the end of the hire period.

#### **6. Gaming, betting and lotteries**

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

#### **7. Licensable activities**

If licences are required in respect of any activity in the Village Hall (e.g., Music licence permitting use of copyright music in any form), the Hirer should ensure they hold any relevant licences. Ramsdell Village Hall does not have its own Premises Licence. If the Hire involves the sale of alcohol, the hirer agrees to obtain a Temporary Event Notice (Licence) from Basingstoke and Deane Borough Council and provide a copy of the Licence to the Booking Clerk.

#### **8. Public safety compliance**

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the Hall's Fire Risk Assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children.

The Hirer shall also comply with the Village Hall's Health and Safety Policy.

The Hirer acknowledges that they will read instructions in relation to the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the Hall.
- The location and use of fire equipment.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors.

In advance of an entertainment or play the Hirer shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no obvious fire hazards on the premises.

### **9. Means of escape**

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied.

The maximum number of people permitted in the Hall at one time is 120.

### **10. Outbreaks of fire**

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the bookings clerk or the management committee.

### **11. Explosives and flammable substances**

The hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and that
- (b) No internal decorations of a combustible nature (e.g., polystyrene, cotton wool) shall be erected. No decorations are to be put up near light fittings or heaters.

### **12. Smoking**

The Hirer shall, and shall ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. Any person who breaches this provision shall be asked to leave the premises. The Village Hall has a 'No Smoking' Policy. The Village Hall does not permit indoor fireworks.

### **13. Health and hygiene**

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. Dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations.

### **14. Electrical appliance safety**

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be certified as safe and in good working order. Where a residual circuit breaker is provided the Hirer must make use of it in the interests of public safety.

### **15. Insurance and indemnity**

(a) The Hirer shall be liable for:

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

(ii) all claims, losses, damages, and costs made against or incurred by the Village Hall management committee, their employees, volunteers, agents or invitees in respect of damage or 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, and

(iii) all claims, losses, damages and costs made against or incurred by the Village Hall management committee, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the Village Hall management committee and the Village Hall's employees, volunteers, agents and invitees against such liabilities.

(b) The Village Hall has taken out adequate insurance to insure the liabilities described in subclauses (a)(i) above and may, at its discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above. The Village Hall shall claim on its insurance for any liability of the Hirer hereunder, but the Hirer shall indemnify and keep indemnified each member of the Village Hall management committee and the Village Hall's employees, volunteers, agents and invitees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

(c) Where the Village Hall does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Village Hall secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable the bookings secretary to rehire the premises to another hirer. It is recommended that Public Liability insurance to the value of £2million is in place for low-risk activities (e.g., adult education classes) and £5million for high-risk activities (e.g., gymnastic class).

The Village Hall is insured against any claims arising out of its own negligence.

## **16. Accidents and Dangerous Occurrences**

The Hirer must report to a member of the Village Hall management committee all accidents involving injury to the public as soon as possible and complete the relevant section in the Village Hall's accident book. Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the Local Authority Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

## **17. Utilities**

The hire charge includes the use of utilities, but The Hirer will be responsible for ensuring all lighting, electrical equipment, and other utilities are turned off at the end of The Event or a further charge may be raised.

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

## **18. Third-Party Entertainment / Bouncy Castles**

The Hirer shall ensure that any third-party entertainer booked, or any supplier of equipment used at an event, holds the necessary Insurance/Permits required. Please be aware that the Village Hall is not insured for Bouncy Castles or other inflatable devices.

### **19. Drunk and disorderly behaviour and supply of illegal drugs**

Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises. The Hirer shall ensure that to avoid disturbing neighbours to the Hall and avoid violent or criminal behaviour, care shall be taken to avoid excessive consumption of alcohol. No alcohol is to be consumed outside the Premises of the Hall.

### **20. Animals**

The Hirer shall ensure that no animals except guide dogs are brought into The Premises, other than by agreement of the Village Hall committee. No animals whatsoever are to enter the kitchen at any time.

### **21. Compliance with the Children Act 1989**

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989. You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must be able to provide a copy of the Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). The Hirer will also be expected to show that The Hirer has robust Safeguarding arrangements in place and that there is a named "designated person" for referring Child Protection and Safeguarding concerns. The policies and procedures related to Safeguarding and Child Protection should be robust enough to stand up to scrutiny in line with the expectations of the Village Hall committee.

### **22. Fly posting**

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified each member of the Village Hall's management committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

### **23. Sale of goods**

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers 'Recommended Retail Prices.

### **24. Cancellation**

The Hirer may cancel the booking up to 30 days before the event without penalty by giving notice to the Booking Clerk. Cancellation between 15-29 days will result in a charge of 50% of the booking rate. Cancellation between 5-14 days will result in a charge of 75% and a cancellation of less than 5 days will result in a charge of 100% of the booking rate.

The Village Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- (b) the Village Hall management committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises because of this hiring
- (c) the premises becoming unfit for the use intended by the Hirer
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

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

## **25. End of hire**

The Hirer shall be responsible for leaving the premises and surrounding area 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 the Village Hall shall be at liberty to make an additional charge.

An evening event must end, and the Premises vacated by 12.00am (midnight) at the latest, with the playing of music (recorded or live) ceasing no later than 11.30pm.

## **26. Rubbish Disposal**

At the end of the hire period, the Hirer is required to remove and take off site all rubbish, and recycling as there is no rubbish collection service from the Village Hall, this includes emptying the kitchen and toilet bins as well as the nappy bin.

## **27. Keys**

The Hirer shall be responsible for all keys given to them for access to the hall and equipment stored therein on the following conditions:

- (a) they will not be copied
- (b) they will not be passed to a third party
- (c) if lost, the loss will be immediately reported to a member of the Village Hall management committee
- (d) in the event of loss, the hirer will be responsible for the cost of replacement including the changing of lock, if necessary.
- (e) the Premises should be secured and locked prior to vacating The Premises. The entrance gates must be closed and the padlock locked .

## **28. Noise**

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. If the playing of music causes disturbance to neighbours, the Hirer must comply with reasonable requests from local residents and the Village Hall Committee to reduce the volume of the music.

## **29. Stored equipment**

The Village Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged for each day or part of a day at the hire fee per hiring until it is removed.

### **30. No alterations**

No alterations or additions may be made to the premises, nor may any fixtures be installed, or placards, decorations or other articles be attached to any part of the premises without the prior approval of the management committee. Any such items must be removed by the Hirer and any damage to the Hall must be made good to the satisfaction of the Village Hall management committee.

### **32. Limit of Rights**

The Hiring Agreement constitutes permission only to use the premises for the purpose of the booking and confers no tenancy or other right of occupation on the Hirer.

## **THE ITEMS ABOVE ARE LEGAL REQUIREMENTS**

Breaking any of these conditions could result The Hirer not being permitted to hire the Village Hall in future, be charged for any damages caused and where a deposit has been paid, it being forfeited in part or in full.

On leaving the hall it is the responsibility of every hirer to leave the Village Hall secure, clean, and tidy.

### **Please ensure:**

- The kitchen & Village Hall is left clean and tidy
- Sweep, Hoover wash floors as necessary
- All appliances switched off including cooker, fridge, and freezer
- Dishwasher is emptied and switched off
- Check and flush the toilets
- The kitchen and toilet bins are emptied, liners replaced, and rubbish/recycling taken off site
- All windows are closed and external doors, including glass doors are locked
- All lights are switched off
- The main hall door is locked and secured
- The main entrance gates are locked and secured
- Return the key to the Village Hall and front gate as requested