

Fernwood Village Hall Terms and Conditions of Hire

1. A non-refundable deposit of 50% of the total booking cost is payable upon making your booking to hire Fernwood Village Hall. The balance is payable no later than 2 weeks prior to the event. If the balance is not paid in full by the agreed date, then the Village Hall Clerk/Assistant has the right to cancel the event. At least 2 weeks' notice must be given if you wish to cancel your booking; after this date the balance must still be paid.
2. A £100.00 bond is to be paid by all hirers at the time of paying the balance for the event. It can then be collected or shredded (if paid by cheque made payable to 'Fernwood Parish Council') at the Hall after the hire period provided there is no damage to the hall, grounds and equipment. A £40 cleaning bond is also required which again will be returned once it has been confirmed that the hall was left as it was found. Cleaning can be arranged and paid for prior to the booking, in which case no cleaning bond is required (see next page).

Activities which cause damage to the floor coverings will incur an additional £50 charge (For example: dragging chairs across the floor). This will be taken out of your damage bond.

Where damage is evident a deduction will be taken out of the bond to cover any reasonable costs for repair.

3. The hirer understands that the kitchen is a shared facility unless they have paid for exclusive use of the village hall.
4. The Village Hall Parish Council/ Representative reserves the right to cancel any event where the hirer has withheld or given false information on the event to take place. Further, if such facts come to light whilst the event is in progress, the staff reserve the right to close the event and request that all guests vacate the premises.
5. Fernwood Village Hall require 2 **SIA registered Doormen** to be provided for some evening events and for all 18th and 21st birthday parties and this will be discussed at the time of the booking. This is to safeguard both guests and property. The expense of hiring the doormen will be met by the hirer and a copy of the **SIA licence** will be provided to the Village Hall Office no later than 2 weeks prior to the event. If it comes to the attention of the management committee that an 18th or 21st birthday party has been arranged but the hirer has not informed the hall then we reserve the right to cancel the event. Fernwood Village Hall can arrange a **SIA registered Doormen**, if requested at the time of booking. This will be subject to an arrangement fee of 20% of the security company's charge, both of which are payable 2 weeks before the event.
6. The hirer must make sure that any electrical equipment, including gang sockets and extension cables brought into the hall are covered by a **Portable Appliance Test Certificate (PAT CERT)**. The Village Hall representative has every right to check these certificates for authenticity and can cancel the booking at any time if these have not been provided. **Hirers are therefore strongly advised to make sure that these are available upon paying the balance 2 weeks prior to the event.**
7. The hirer must ensure that no **Flame** or **Smoke** is allowed into the hall as this will set off the fire alarm system.
8. No notice or decoration shall be fixed to the walls either with pins or blue tack; they can be fixed to the picture rail that runs around the top of the wall. Party cannons are strictly forbidden (as they damage the floor).
9. Set up and take down of the stage can be requested for a £25 charge.
10. All party providers need to be arranged to arrive and depart within your booking period (For example: bouncy castles, DJs). Should your providers request to arrive or depart outside of your booking period, the additional usage will be payable by the hirer.

11. The hirer must ensure that no children are allowed in the kitchen at any time due to health and safety concerns. Page
12. The hirer will make sure all lights are switched off (except the toilets and foyer which have automatic lights) and all heaters are left on (if they were on when the hall was opened).
13. The hirer will ensure all windows and doors are closed before leaving.
14. Fernwood Parish Council will use the information you provide for booking the hall for that purpose and financial audit only. Your personal data will be held in accordance with the Council's Personal Data Retention Schedule. You have the right to withdraw consent for Fernwood Parish Council holding your information at any time.
15. The hirer is aware that CCTV is operated inside and outside the hall.
16. Fernwood Parish Council will use the CCTV if the hall is not left in a clean state (when cleaning has not been paid for) or if any damage is found after the hire period.
17. The use and sale of sky lanterns and helium balloons are prohibited. The hirer agrees that they will not use or sell sky lanterns or helium balloons in the village hall or it's grounds.

Cleaning agreement (please choose your preferred option):

The hirer will pay for cleaning - £40 <input type="checkbox"/>	The hirer will not pay for cleaning <input type="checkbox"/>
<p>I will pay for cleaning but understand it is my responsibility to:</p> <ul style="list-style-type: none"> a. Bring bin bags so I can discard of any unused food/rubbish. Put these in the outside bin (located through double doors at the back of the hall). b. Wash and stack all used crockery neatly on the shelves after use. c. Place the cutlery in the correct containers. d. Report all breakages to the key holder when they arrive to lock up. 	<p>I will do the cleaning myself. I understand that a cleaning bond of £40 must be made to Fernwood Parish Council two weeks before the booking (this will be shredded or refunded after the event if the hall is left as found).</p> <p>I agree to undertake the following:</p> <ul style="list-style-type: none"> a. Bring bin bags so I can discard of any unused food/rubbish. Put these in the outside bin (located through double doors at the back of the hall). b. Wash and stack all used crockery neatly on the shelves after use. c. Place the cutlery in the correct containers. d. Wipe out the microwave and oven and clean the hob (if used). e. Switch off all power sockets that have been switched on by the hirer. f. Wipe down all surfaces. g. Sweep and mop the floor of kitchen and hall. h. Report all breakages to the key holder when they arrive to lock up. i. Wipe and clean all tables. j. Return tables and chairs to where they were found. k. Leave the Village Hall shall be left in the same condition as it was at the commencement of hire. <p>Should any of points a to k not be actioned, I understand Fernwood Parish Council will keep some or all of my cleaning bond.</p>

FERNWOOD VILLAGE HALL: FIRE / EMERGENCY INSTRUCTIONS FOR HIRERS

Introduction

In the event of a fire or other emergency, Council staff, if present, will lead and coordinate all required actions. Hirers and all present must follow instructions from Council staff. However, when no staff are present, the hirer (or hirer's nominated event/activity coordinator) will be responsible for taking the necessary actions. The following guidelines – written in relation to fires, but applicable to other emergencies - are to be followed.

Initial Actions

If the fire alarm sounds, or a fire is detected, the hirer should:

1. Immediately activate the evacuation plan. (Special care must be taken to ensure that any disable persons, or others in need of assistance, are helped or guided out of the building.) Sound the alarm (if it hasn't already been sounded).
2. If possible, note the location and scale of the fire. If the fire is small and suitable equipment is to hand, an attempt may be made to extinguish the fire. No risks are to be taken in so doing, and if the attempt is not quickly effective, the individual(s) should cease and evacuate the building. If you are not trained, do not attempt to fight a fire.
3. If the fire cannot be easily extinguished, call the emergency services (Fire Brigade) on any phone, by dialling 999. The location is to be reported as: Fernwood Village Hall, Ruby's Avenue, Fernwood, NG24 3RS. Be prepared to advise on where exactly the fire is (if you know) and whether anyone is still inside the building.

Follow-up Actions

1. If possible, without endangering life, check the building to ensure no-one is still inside.
2. Help (or arrange help for) anyone who is injured or in difficulty.
3. Control the evacuees in the assembly areas, ensuring they remain clear of the building and are also safe from any other hazards (e.g. smoke, traffic, etc.).
4. Contact a representative of Fernwood Parish Council.
5. Be prepared to brief the fire service, when they arrive, on what has happened; to respond to any questions; and to assist in controlling the evacuees if required, while the Brigade tackles the fire.

Incident End

You should contact a representative of Fernwood Parish Council to explain what has happened. If the Fire Brigade has attended, you must wait until the fire service manager gives the all-clear, before allowing anyone to re-enter the building.

DECLARATION

I accept the Terms and Conditions as set out above and agree to abide by them when making the booking and whilst using the Village Hall. I understand my responsibility if there is a fire during my booking and will arrive 5 minutes early for the caretaker to show me the fire exits and sign to say I understand the fire procedure on the day of my booking.

Signature: _____

Print Name: _____ Date: _____

Please sign and return this copy to confirm that you have read, understood and accept these conditions, with your deposit for the hire.