

HIRING AGREEMENT (MALPAS VILLAGE HALL TRUST)

- The hirer must agree to the current hiring charges exhibited on the MVHT website at the time of the booking.
- Payment becomes due 7 days prior to the event.
- If the reason for the hiring is a celebratory party, a £50 deposit will be levied which is refundable, if the premises have been left in good order and no breakages reported.
- If the Hirer cancels the booking fee will be charged at MVHT's discretion.

Hiring: The "Hirer" for the duration of the hiring accepts responsibility for being in charge of the public on the Trust's premises and complying with all the conditions and regulations made in respect of the Hall in the **Hiring Agreement, Hirers' Information/check List, Fire Regulations** and **Licencing Regulations**.

1. The Hirer is required to:
 - Obtain authorisation from MVHT if alcohol is to be provided.
 - Ensure the prevention of crime, disorder and public nuisance including; illegal use of drugs or proscribed substances; adherence to law relating to gaming, betting and lotteries and the consumption of alcohol.
 - Ensure public safety – particularly that of children attending a function. Although organisers of private children's parties do not need a Child Protection Policy. All voluntary and community groups/organisations providing services for children, young people or vulnerable adults must present an appropriate DBS (Disclosure & Barring Service) check for the Trust's inspection.
2. The Hirer shall not use the premises for any purpose other than that described in the booking form and shall not sub-hire.
3. No animals are permitted in the Hall, with the exception of Guide Dogs.
4. The Hirer will comply with fair Trading Laws and any code of practice if selling goods on the premises with prices of goods and services prominently displayed.
5. The Licences, Policies and Regulations of MVHT must be adhered to at all times and can be found on the MVHT's website and in the **Information File** in the entrance hall.

Supervision: The Hirer, or nominated person for the period of the hiring, is responsible for ensuring:

1. The good behaviour of people using the premises including advice on not obstructing the highway with their cars.
2. The supervision of the premises, the fabric and the contents and reporting any damage however slight.
3. The wooden flooring is not marked and stiletto heels are removed or tips covered.
4. Consideration is given to future users of the hall and that all areas of the hall and its equipment are returned clean and tidy and in the same place and condition that it was found.
5. Tables and chairs are not dragged across the floor but carried in a safe manner, *max stack of 3 for carrying*.
6. Tables and chairs are stacked safely so they will not fall, *max stack of 6 chairs for storage*.
7. Rubbish is removed at the end of the hired session from the Halls and Toilet Area. Bags are available under the sink if required and disposable plastic gloves can be found on the Accessible Toilet.
8. At the end of the hiring, the lights are turned off, windows and doors are shut and the exterior doors are securely locked, key returned. *The entrance and outside lights are on a time switch and cannot be turned off.*

Safety: People attending activities in the Halls must be made aware of the Fire Safety Issues and Fire Exit routes.

1. There is **no phone on the premises**. In case of an emergency **a personal mobile phone must be available**.
2. Electrical appliances brought to the premises need to be in safe working order and used appropriately.
3. All cooking in Malpas Village Hall must take place within the Kitchen Area in the Barton Room.
4. Children must be kept a meter away from a kettle, a hot water urn, or any other cooking appliance.
5. A Level 1 Basic Food Hygiene Certificate is required to prepare and cook food for the general public.
6. On leaving, all food must be removed from the refrigerator and the door closed and the refrigerator left on.
7. A circuit breaker should be used with higher voltage appliances in line with manufacturer's recommendations.
8. Glow sticks and inside fireworks are not to be used in either hall or on the balcony.
9. Lighted candles are not permitted in the hall or on the balcony - except for during Church Services.
10. Smoking is not permitted anywhere except in the garden.
11. Barbeques may be permitted in the garden with the written permission of MVHT.
12. Furniture and fittings must be used appropriately without anyone standing on them to gain higher access.

Accidents: The Hirer must record in the Accident Book the date and nature of all minor medical accidents. Medical Assistance/Emergency Services must be called for more serious accidents.

Noise: Consideration must be shown towards neighbours and excessive noise must be avoided especially when leaving the Hall. Music, singing and dancing must stop at 23.00 and the Hall vacated quietly **by 23.30**.

October 2016