



Arreton Community Hall

Conditions of Hire.

Arreton Community Centre is the charity responsible for the maintenance of the Community Hall and the services it provides as a community asset. Our mission is to offer a well maintained, welcoming and disability-friendly space for use by different types of groups and activities as well as all types of family celebration. If the hirer is in any doubt as to the meaning of the following the bookings clerk should be consulted immediately.

For the purposes of this document the “Hirer” is the person who has made the booking for the event. The “Committee” for the purposes of this document are the Trustees of the Arreton Community Centre.

Smoking or the use of electronic vapes is not allowed on the premises.

1. **The Hirer** is, during the period of the hire, responsible for the supervision of the premises, the fabric and contents, their care and safety from damage however slight. Any damage caused or noticed during the hire should be reported immediately to the Bookings Secretary.
2. **The Hirer** must be over the age of 18 years when the booking is made.
3. **The Hirer** shall not use the premises for any other purpose than that described in the agreement.
4. **Should The Hirer** require a bar then one may be available through the Social Club. Contact Richard Page on 01983 638321. This will be a separate arrangement with the members of the Social Club and is outside the terms of this contract and therefore not the responsibility of the Committee.
You can provide your own alcohol but you must not sell it on the premises.
5. **The Hirer** is responsible for ensuring that payment for the hire of the hall is made when booking.
6. **The Hirer is responsible for ensuring that they know when and where to**



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- pick up and return the keys.** This will be discussed at the time the booking is made.
7. **The Hirer** shall compensate the Committee the cost of repair of any damage done to any part of the premises including the building and its surrounds, curtains, fittings fixtures and furniture which may occur during the period of the hire or as a result of it.
 8. **The Community Centre** is insured for Public Liability claims arising from acts/omissions relating to the premises or equipment but hirers should consider whether activities should be insured separately.
 9. **At the end of the Hiring, the Hirer** shall be responsible for leaving the premises and surroundings in a clean and tidy condition, properly locked and secured unless directed otherwise. Any contents temporarily removed from there usual positions properly replaced; otherwise, an additional charge may be made.
 10. **All rubbish must be removed and taken away by the Hirer and bins left in a clean condition.**
 11. **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 Bye-Election, in which case a refund of any deposit will be repaid.
 12. **In the event** of the hall or any part thereof becoming unfit before the event for the use for which it is hired the committee shall not be liable to the Hirer for any resulting loss or damage.
 13. **The Hirer** must ensure that no music is played on the premises before 09:00 or after 23:00.
 14. **The Hirer** will not bring bouncy castles or inflatable equipment into the hall.
 15. **The Committee** reserves the right to refuse a request for hiring the hall.
 16. **The Hirer** is responsible for ensuring that nothing is stored or left in the hall without the written permission of the Committee.
 17. **The Hirer** is responsible for informing the Committee if recorded music (CD's, etc.) will be played during the course of the hire.



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- 18. The Hirer** is responsible for ensuring that no money is left unattended on the premises at any time.
- 19. The Hirer** is responsible for ensuring that spillages of any liquids during the hiring of the hall are mopped up quickly using the equipment provided and **the Hirer** must ensure that the floors are kept dry at all times.
- 20 The Hirer** is responsible for ensuring that no flammable or hazardous substances (including cleaning materials) are brought onto the premises without written permission from the Committee – [the address is](#) at the end of the document.
- 21 The Hirer** is responsible for ensuring that no naked flames (candles, Calor gas heaters/burners, barbeques etc.) are brought onto the premises.
- 22 The Hirer** is responsible for ensuring that any accidents however minor are reported to either the bookings secretary and that an accident form (located next to the first aid box in the kitchen) is completed, placed in [one of](#) the SAE envelopes provided and posted to the “Arreton Community Hall Trustees” . It is particularly important that any of the following are reported immediately:
- i. a death or major injury
 - ii. an injury which results in someone being unable to work for more than three days
 - iii. a work-related disease
 - iv. a dangerous occurrence
 - v. any injury which results in a member of the public being taken to hospital.
- 23 The Hirer** is responsible for ensuring that children are **not allowed** in the kitchen except under strict supervision. They should not enter the kitchen when hot food or drinks are being prepared or served. Sharp knives and other implements, kettles and water boilers must be kept out of their reach. There must be no running.
- 24 The Hirer** is responsible for ensuring that any electrical equipment brought onto the premises is PAT tested. Such items are not the responsibility of the Trustees of the Community Centre.



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- 25 The Hirer** is responsible for ensuring that at least one mobile phone charged and with credit is available at all times during the period of hire for emergency purposes.
- 26 The Hirer** is responsible for ensuring that the hall heating is not left on for any length of time PRIOR to the commencement of any activity in the hall and is switched off at the end of the hire.
- 27 The Hirer** is responsible for informing the Committee of any activity for which the hall has been hired that will be run by a self-employed person in their line of work e.g. dance/yoga or if **the Hirer** has any employees who will be on the premises in the course of their work.
- 28 The Hirer** shall comply with all the conditions and regulations made in respect of the premises by the Fire Authority or Local Authority. Please see the fire evacuation plan at the end of the schedule.
- 29 The Hirer** is responsible for acquainting him/herself (and everyone in the hall) with the fire evacuation procedures, the location of fire fighting equipment, ensuring that fire exits are free from obstructions at all times and that a person is nominated to take responsibility for everyone in the hall if a fire should occur. The fire evacuation procedures are attached as is a plan showing the exits and fire fighting equipment.
- 30 The Hirer** is responsible for ensuring that they know how many persons are on the premises at any one time and that the number of persons in the hall does not exceed the maximum allowed by the Local Authority.

Seated at Tables	100
Loose seating	100
Standing	256

- 31 The Hirer** is responsible for ensuring that all electrical equipment is not touched or operated with wet hands or that any equipment is used where there are signs of damage, exposure of components or water penetration etc. Any damage/wear to equipment/furniture or the fabric of the building should be reported to the Bookings Secretary - (bookingsarretoncommunityhall@gmail.com)



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- 32 The Hirer** is responsible for ensuring that work on steps, ladders or at height is not undertaken until they are properly secured and **another person is present**.
- 33 The Hirer** is responsible for ensuring that the opening and closing procedures for the hall are followed.
- 34 The Hirer** is responsible for ensuring that heavy or bulky items are moved by a minimum of two people and that no one carries or moves anything which is too heavy for them including tables and chairs.
- 35 The Hirer** must ensure that at least one person with a Health and Hygiene Certificate is present when food is sold or the kitchen operated for the sale of refreshments to the public.
- 36 The Hirer** is responsible for ensuring that plastic chairs are stacked no more than eight chairs high.
- 37 The Hirer** is responsible for ensuring that water boilers are not emptied or carried when they are full of hot water. *Leave them to cool.*
- 38 The Hirer** is responsible for ensuring that electrical sockets are not overloaded.
- 39 The Hirer** shall ensure that 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. The ratio of children to adults should be
- 0-2 yrs – one adult to 3 children
 - 2-3 yrs -one adult to four children
 - 4- 8 yrs – One adult to six children
 - 9-12 yrs one adult to eight children
 - 13-18 years – one adult to ten children
- 40** If requested, you must provide the Committee with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm and to respond appropriately when harm does occur. Relevant concerns must be reported.



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41 The Hirer should supervise young person's using the internet, there are potentially serious security issues with any computer connected to the internet without the appropriate protection that can damage the user's computer. By using the service, you acknowledge and knowingly accept the potentially serious risks of accessing the internet over an unsecured network.

42 The Hirer must have regard to the needs of disabled people and in particular:

Provision must be made for disabled people using the premises to be accommodated in seating or reserved places in close proximity to exits capable of being used by disabled people with or without assistance.

- i. Reasonable provision must be made and maintained in respect of access/egress and facilities for disabled people.
- ii. The arrangements and provisions made for the disabled people must at all times be effectively maintained.



Arreton Community Hall Health and Safety Policy.

In concern for the wellbeing of users of the premises

The Management Committee

Will take all steps within its powers to:

- Ensure internally and externally the buildings are in a safe condition.
- To keep all equipment safely stored.
- Provide opportunities for training leaders in avoiding hazards.
- Act responsibly towards all employees and ensure their safety and that of visitors, contractors and members of the general public.

It is the intention of the Management Committee to comply with all the health and Safety legislation and to act positively where it can be reasonable to do so to prevent injury, ill health or any danger arising from its activities and operations.

Employees, hirers, and visitors will be expected to recognise that there is a duty on them to comply with the practises set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

REVIEW:

These matters will be reviewed annually in July.

Signed.....
Chairman of the Committee.

Date.....



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EMERGENCY EVACUATION

Emergency Evacuation Plan.

The purpose of this Emergency Evacuation Plan is to ensure that all occupants of these premises know what to do in the event of a fire and to ensure that the premises can be safely evacuated should a fire occur. A Fire Risk Assessment has already been carried out on the premises. The results of this assessment, and any remedial action taken as a consequence, have been fully considered in drawing up this plan. It is important that occupants become familiar with this Emergency Evacuation Plan so that in the event of a fire occurring, it can be ensured as far as humanly possible the safety and wellbeing of all people that are likely to enter the building.

Responsibilities The Community Centre Committee is responsible for ongoing compliance with fire safety legislation and for fire safety management in the premises but this plan helps to identify additional and specific responsibilities of others in the event of a fire or other emergency situation requiring evacuation of the premises. Hirers must identify a nominated Responsible Person who will attend and be responsible for the session/meeting/event held on the premises as part of the hire. The Responsible Person present must ensure that they have a list of persons attending the event. At large events where individual attendance lists are impracticable a number of Responsible Persons should be identified in order to supervise and control any emergency that may arise.

In the event of an evacuation of the building, the 'Responsible Person(s)' for that session/meeting/event will take the record of attendees to the assembly point and assist with the evacuation of the building.

If A Fire Is Discovered

If a fire is suspected or discovered, the alarm must be raised by shouting "Fire!" and/or activating one of the break-glass alarm call points shown in the floorplan in Appendix 1.

Evacuation Of Premises .

In the event of a fire or other life-threatening incident, occupants will evacuate via the nearest available exit. Particular attention must be given to the safe evacuation of anyone with physical disabilities, mental impairment or specific needs and who may require varying degrees of assistance. Evacuation should take place in an urgent but orderly fashion and those leaving the building should report to the assembly point at the bottom of the ramp at the entrance to the car park, where a roll call will be carried out to ensure that everyone has evacuated the building safely.

It will be the task of the Responsible Person for the event at the time to ensure that the premises are checked as thoroughly as possible to ensure that no-one is left inside the building, special attention being given to toilets.



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Calling and Liaising with the Fire Service.

Upon hearing or raising the fire alarm, the Responsible Person will alert the Fire Service by dialling 999. There is no telephone within the premises so this needs to be done by mobile phone. Upon arrival of the Fire Service, the Responsible Person will meet the officer in charge and relay as much information about the incident as possible, including: persons missing or trapped in the building, where and when they were last seen; the location of the fire, what it involves, and how big it is; the location of the building's services (gas, electricity, water), if not already isolated; any special hazards in the building which may affect the safety of personnel; any other information which may be considered useful. Remember that once evacuation has taken place the senior Fire Officer will be the person who decides whether or when it is safe for people to re-enter the building.

Fire Fighting -

If a fire is discovered in its early stages, it may be appropriate to tackle it with the nearest suitable fire extinguisher (see the floorplan), only if it is considered safe to do so and only after the alarm has been raised. If it is not possible to extinguish the fire, every effort should be made to contain it to the room or area of origin. Regardless of whether the fire is successfully extinguished, the Fire Service must still be called and people must not be allowed to re-enter the building until the senior Fire Officer has deemed it safe to do so.