

Porchfield & Newtown Village Hall Terms and Conditions of Hire 2020

All hirers are required to agree and adhere to the terms & conditions below. Submission of a completed booking form assumes agreement.

Confirmation. Bookings only become valid once they have been confirmed by the Bookings Secretary and deposit has been received by us. The minimum deposit is 50% (or total hire charge). Payment of any balance is due before date of hire.

Hirer. Minimum age of hirer is 18. NOTE: **HALL CAPACITY IS 80 STANDING, 50 SEATED**

Duration of Booking. Remember to allow time to set up and clean away at the end when deciding on the length of your booking.

Usage. The Hall may only be used for the purpose set out on the booking form, you may not sub hire or use the Hall for any unlawful purpose.

Insurance. Businesses, Clubs and Teaching groups are responsible for their own Public Liability Insurance.

Safeguarding. Any organisation that will be working with children in the hall will need to have DBS checks, safeguarding procedures and a policy in place.

Candles/Smoking. The use of candles or smoking is prohibited in all areas of the premises and grounds.

Alcohol. Alcohol and intoxicating liquor are NOT to be sold on the premises.

Cancellation. If you wish to cancel the booking before the event date, any repayment of the booking fee shall be at the discretion of the Committee. You may be required to change your booking if the Hall is required by the council for Election or public purposes. In this case an alternative or a full refund will be offered.

Cleanliness. When you enter the Hall, it will be clean & tidy (if not please inform Lynda immediately). Please take your rubbish home and leave the Hall clean and tidy. If the Hall, kitchen or toilet is left in an unsatisfactory condition, we will ask you to pay for the Hall to be professionally cleaned.

Music. The Hall has a PRS & PPL licence to play music. Please turn the music down at 10.00pm and off at 11.00pm. When leaving at night, PLEASE LEAVE QUIETLY so as not to disturb the local residents.

Kitchen. Please indicate on the booking form if you wish to use the kitchen facilities. There is no extra charge for its use but the hirer is responsible for leaving it clean & tidy.

Food. When preparing, serving or selling food all relevant health and hygiene regulations must be adhered to.

Children. Children must be supervised by a responsible adult at all times.

First Aid. First Aid box is located in the kitchen .

Fire. Fire precautions & regulations can be found on the notice board in the entrance.

Check List. Reminder check list is on the notice board.

Car Park . Limited parking is available in front of the hall. Vehicles are parked at the owner's risk. Park facing the hedge.

Electrical Appliances. All appliances brought into the Hall should be used in a safe manner and be in good working order.

Chairs & Tables. Please stack the tables in the store room. Stack plastic chairs in 5's. DO NOT STACK PADDED CHAIRS.

Sellotape/Blue Tack. Do not use sellotape or blue tack on walls or doors.

Dogs. Assistance dogs are allowed in the Hall, others only by prior arrangement.

When Leaving.

Please ensure Hall & kitchen are clean & tidy.

Take all rubbish home.

Switch off lights.

Turn off all heaters

Place padded chairs around the hall un-stacked & tables away in the store room

Refer to check list on notice board.

KEYHOLDERS

Tracey Watkins 01983 524818

Rustic cottage, Main Rd

Pauline Mayer 01983 524810

Paul Hewson 01983 525708

Prue Osbourne 01983 821250

Stay in touch by visiting our website www.porchfieldvillagehall.org.uk

Please do not park in the Sportsman's Rest Car park unless authored by the owners

Porchfield Village Hall additional Terms & Conditions that apply during Covid-19

These conditions are supplemental to our usual Terms & Conditions

C1.

The hirer will be responsible for ensuring those attending your activity comply with the Covid-19 secure guidelines while entering and occupying the Hall, in particular using the hand sanitizer when entering the Hall and after using tissues.

Also see posters displayed in entrance.

C2.

The hirer will comply with the actions identified in the Hall's risk assessment, and the Hirer's risk assessment. Copies supplied.

C3.

The Hall will be cleaned once a week. You will be responsible for cleaning, both at the beginning and at the end of hire, all regularly used surfaces (switches, door handles, wash basin & toilet etc.) using the products supplied or your own domestic products.

Please take care cleaning electrical equipment. Use paper tissue – do not spray directly onto switches.

Extra hire time will be given free of charge to compensate for this cleaning duty.

C4.

The hirer will make sure everyone who attends your activity 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 in the next 7 days, they must use the NHS "Test, Trace and Trace" system to alert others and inform both yourself and the Booking secretary.

C5.

The hirer will endeavour to keep the premises well ventilated throughout the hire by opening doors and windows as far as convenient. Please remember to close on leaving.

C6.

You will limit numbers so that 2m social distancing can be maintained during the activity. Use a queue system to ensure everyone maintains 2m distancing while waiting to enter the premises "one at a time". Also ensure only "one at a time" to use the toilet.

C7.

Take particular care to ensure social distancing is maintained for persons aged over 70 and those more clinically vulnerable. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

C8.

Any furniture used needs to be arranged to facilitate social distancing. e.g: seating side to side rather than face to face, gaps between people, good ventilation and use a large horseshoe shape for table arrangement.

C9.

You need to keep a record of the name, contact phone number of those who attend for a period of 3 weeks.

C10.

Please dispose of all rubbish, created during the hire, in the bin located in the entrance.

C11.

Please encourage attendees to bring their own drinks. If the Hall's crockery & cutlery is used, it is to be washed in warm soapy water, dried and returned to the cupboards. You will need to bring your own tea towel to reduce risk of cross contamination.

C12.

The Hall might close again, if there are safety concerns relating to Covid-19, or a deep clean is required due to someone attending then developing symptoms or that the Government requires all halls to close again. If this is necessary, you will be promptly informed and any future hire charges refunded.

C13.

In the event of someone becoming unwell with suspected Covid-19 symptoms whilst in the Hall you should ask them to return to their car (or the designated safe area – kitchen). Provide tissues, bin and bowl of warm soapy water for hand washing.

THEN EVERYONE NEEDS TO LEAVE THE PREMISES AFTER USING THE HAND SANITIZER AND OBSERVING SOCIAL DISTANCING. ADVISE ALL TO WASH THEIR HANDS AND CLOTHES ON RETURNING HOME. INFORM A MEMBER OF THE HALL COMMITTEE.

C14.

The maximum capacity of the hall has been reduced to 15 for seated activities, less for others, to ensure social distancing.

C15.

The hall may only be hired for permitted activities, as this is subject to change, please check with booking secretary.

C16.

Please refrain from playing loud music to avoid people needing to raise their voices to each other.

C17.

Any equipment you provide is to be cleaned before use.