THORPE MARRIOTT VILLAGE HALL

HIRE AGREEMENT

This agreement is made on the date (1) and between the Committee (2) and the Hirer (3) named below whereby in consideration of the sum(s) mentioned (4)

A. THE COMMITTEE agrees to permit the HIRER to use the premises (5) for the purposes (6) and for the period(s) all described below, viz:

1. Date:

2. Village Hall Management Committee representative responsible for taking this booking: SG

3. Hirers Name:

Address & phone number:

4. Hiring Fee \*: £

Deposit \*: £ 0.00 (Please send a cheque for total including deposit by latest 2 weeks before the hire date to The Administrator, Thorpe Marriott Village Hall, C/O 10 Sandy Lane, Taverham, NR8 6JP. Cheque should be made out to Thorpe Marriott Village Hall. Your deposit \* will be returned to you after the event.)

5. Premises: Main Hall, Kitchen. Excludes Room 1 and 2

6. Purpose of Hiring:

7. Period of Hiring:

PLEASE CONTACT US AT LEAST 5 DAYS BEFORE YOUR BOOKING TO

ARRANGE KEY COLLECTION

If you have any issues getting hold of me for key collection, please go to the above address and collect direct from me.

THE HIRER agrees with the Committee to be present during the hiring and to perform the provisions and stipulations contained or referred to in the Committees "Standard Conditions of Hire" together with the special conditions set out in the Schedule overleaf (if any).

**ALL RUBBISH needs to be removed from the property. Any damage must be paid for, the hirer agrees in signing this form to pay all costs.**

**ANY HELIUM BALLOONS IN THE HALL MUST BE REMOVED, EVEN IF THEY ARE ON THE CEILING, CHARGES WILL APPLY TO HAVE THEM REMOVED IF THEY ARE LEFT.**

Signed by the Hirer.............................................................. Date...........................................

*The Hirer, who signs this agreement, must be at least 18 years of age and must assume charge of the premises and be present throughout the period of hire – Any damage must be paid for by the hirer who signed the agreement..*

*\*Damage, cleaning and late payment deposit will be forfeit only in the case where damage is done or if the hall is left in an unclean state or where cancellation is received less than 30 days in advance of the booking.*

*If cancellation is less than 14 days’ notice, the entire hiring fee becomes payable. THORPE MARRIOTT VILAGE HALL*

*Privacy Statement*

*We need to advise you exactly concerning the information we hold about you.*

*Thorpe Marriott Village Hall is the Data Controller and the Administrator is the Data Processor. Contact details for the Administrator are as follows:-*

*Email :* [*thorpemarriottvh@gmail.com*](mailto:thorpemarriottvh@gmail.com)

*Tel : 01603 343434*

*The purpose for processing the information is to keep records of payments received and hirer contact details. The period for which the personal data will be stored is 7 years, in accordance with finance regulations. In addition, for regular hirers with groups open to the public, we publish contact information including name, telephone number and email address on our website, facebook page and in local publications.*

*The source of the information we hold has come from you. Information can be held in either paper format, digital format, or both.*

*Thorpe Marriott Village Hall utilises CCTV as part of its security. The length of time data is kept is for 21 days, unless we are required to download and provide information to the police for an ongoing investigation.*

*As a data subject you have detailed rights including right of access to your own personal data, right of correction, erasure and to object to processing. You also have the right to lodge a complaint with the information commissioner (the ICO)*

*Please advise us if you change your mind at any time about us holding your information.*

*By signing the hire agreement you confirm your consent for us to hold your information, but remember, you can change your mind at any time by giving us written notice.*

*THORPE MARRIOTT VILAGE HALL*

*STANDARD CONDITIONS OF HIRE*

*Please read the following conditions thoroughly and query any aspect which is unclear.*

*Cancellation: 30 days notice of cancellation must be given, otherwise the deposit is forfeit. If less than 14 days notice is given, the whole hire charge is payable and the deposit is forfeit*

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*Hirers Checklist: Attached is a checklist that hirers should familiarise themselves with prior to hiring the hall The checklist covers the security, cleanliness and safety of the hall and the safety of it’s users.*

*On Arrival: The Hirer, who must be at least 18 years of age, must assume charge of the premises on their opening and be present throughout the period of hire. Temporarily, he/she may nominate a responsible person to take charge, but the nominee must also be at least 18 years of age.*

*Any damage found on arrival must be reported at once to the Administrator.*

*Care of Premises: Please do not do anything which will damage the floors in any way. For badminton, table tennis or similar games, ensure that shoes and clothing are changed in the cloakroom, and that tables or any other equipment are carried, not dragged, across the floors.*

*Please do not fix nails, drawing pins, sellotape etc to the walls, acoustic panels, doors or floors, and help to keep the decorations in a good state of repair. No alteration to the premises may be made without prior permission of the Committee. Please use electricity and hot water sparingly.*

*Please notify the Administrator at once of any damage during the period of hire. You will be required to pay for the cost of repairs etc, and restore any damage.*

*On Leaving: Please make sure that lights, including emergency exit lights, kettles, heaters (Main Hall), water taps etc are all turned off and windows are closed.*

*Remove all rubbish, surplus food, bottles and jumble immediately. Please ensure that the premises generally are clean and tidy and the floors swept and, where necessary, mopped free of spillages and marks.*

*Unless advised otherwise by a member of the committee, you are responsible for locking all doors and ensuring the premises are secure before returning the keys to the Administrator, which should be done immediately after the booking has terminated, failure to do so may incur costs should the hall suffer any loss or damage.*

*A Deposit \* is payable for all private bookings, to be returned only if the premises are found to be left in a clean and tidy state by an officer of the committee on termination of the booking. Any resulting additional damage costs must be paid. The deposit is also forfeit should the hirer cancel with less than 30 days notice.*

*Noise: Please remember the residents in the vicinity of the Hall, by keeping music etc, at a level which will avoid disturbance or annoyance.*

*Liability: Thorpe Marriott Village Hall cannot accept liability for injury, loss or damage caused to the premises or to the contents, during the hire period. Private Hirers are recommended to refer the matter to the Insurers of their own private residences, who should be able to provide adequate cover.*

*As hirers are responsible for any damage, it is also in their own interest to exercise vigilance against intruders and vandalism. In the event of the Hall or any part thereof being rendered unfit for the use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever. However, hall hire fees may be refunded at the discretion of the Committee.*

*Disco and other electrical equipment must comply with current health and safety at Work regulations.*

*Fire Regulations: All doorways, corridors, hallways entrances and exits must be kept clear of all furniture, pushchairs, prams and cycles etc at all times. For discos, film shows and other bookings when the premises are in darkness, please ensure that the emergency exit lights remain on. The hall is fitted with a fire alarm and smoke detectors. If the alarm sounds please leave the building immediately by the nearest fire exit and meet in the Car Park. It is against fire regulations to leave vehicles on pathways or near the entrances/exits.*

*Alcohol: If you wish to consume intoxicating liquor on the premises you must (a) obtain prior permission of the Committee (b) if alcohol is being sold or a charge made for admission, apply for a licence through the Clerk of the Justices. Such application must be made at least 2 months before the date of hire. The Secretary will require proof that a licence has been obtained before handing over the keys. Please note the Police are informed when a licence is in force and they have the legal right to enter the premises on such occasions. The Committee reserve the right to refuse further bookings or further applications for licensed events.*

*Loading and Unloading of Equipment, Vehicular Access, Parking: Equipment for use in the Main Hall must be brought in through the emergency exit doors at the rear of the premises, rather than through the main entrance doors at the front. Vehicles may be parked temporarily on the service road whilst this is carried out, but must be moved to the main Car park immediately afterwards. Please do not obstruct the right of way adjacent to the Village Hall through to the Church and Public House. Do not park or drive vehicles on the pathway at any time.*

*The Kitchen: Environmental Health regulations stipulate that the kitchen must only be used for the preparation and storage of food related items. Children are not permitted in the kitchen without close supervision.*

*Kitchen appliances are supplied, if you wish to use your own, please obtain approval prior to their use.*

*No Animals are allowed on the premises without express permission of the Committee except guide dogs.*

*Music: Any hiring involving the use of live or recorded music where a charge is made for admission or participation, will be subject to surcharge to cover the fees payable to the Performing Rights Society.*

*Please Note: Under no circumstances may any part of the premises be used for the running of a Casino or Race Night. Nor can the premises be used as an Ice Rink.*

*Heating: During the winter months the building is centrally heated.*

*Cleaning: Cleaning materials can be found in the kitchen. Please ensure that you leave the premises in the condition in which you found them.*

*First Aid: There is a first aid box in the kitchen please record any accidents in the accident book contained within the first aid box.*

*Disabled Facilities: Vehicular access for disabled persons is via the service road at the rear of the village hall. There is a disabled toilet adjacent to the ladies toilets.*

*Baby Changing Facilities: There is a baby changing unit in the disabled toilet. Please take soiled nappies home with you for disposal. Under no circumstances should nappies be flushed down the toilets.*

*Complaints Procedure: In the unlikely event you encounter problems with your booking and wish to make a complaint: In the first instance contact the management on 01603 343434 who will endeavour to sort out any problems or concerns you may have. If you are still not satisfied please write to the Management Committee, c/o Thorpe Marriott Village Hall, 10 The Square, Thorpe Marriott, Taverham Norwich, NR8 6XE. Your complaint will then be discussed by the Committee, the outcome of which will be relayed to you in writing within 7 days of the committee meeting.*

**Special Conditions of Hire** **during COVID-19**

**Note: these conditions are supplemental to. Not a replacement for, the hall’s ordinary conditions of hire.**

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

You undertake to comply with the actions identified in the hall’s risk assessment, of which you have been provided with a copy.

You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which are in a clearly marked wall cupboard in the kitchen) or your own ordinary domestic products, You will required to clean again on leaving.

Please take care cleaning electrical equipment. Use cloths – do not spray!

You will make sure that everyone likely to attend our activity or event 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 within 7 days of visiting these premises the **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

You will ensure that no more than 30 people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing waiting to enter the premises, observes the one-way system within the premises, and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than 1 person uses each suite of toilets at one time.

You will take particular care to ensure that social distancing is maintained any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U shape.

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bins provided in the kitchen and hallway.

You will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported the the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

In the event of someone becoming unwell and suspected COVID-19 symptoms while at the hall you should remove them to the designated safe area which is Room 1 (opposite the kitchen). Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home.Inform the hall administrator on 01603 343434.

You will ask those attending our session to bring their own equipment where possible and not share it with other members.

You will avoid using equipment which is difficult to clean as far as possible.

You will ensure any equipment you provide is cleaned before use and before being stored in the hall’s cupboards.