

THE HIRER MUST KEEP THESE CONDITIONS OF HIRE TO HAND DURING THE HIRING PERIOD

Conditions of hire of Fanshaws Room (Brickendon Parish Hall)

Brickendon Green, Brickendon, Herts SG13 8PB

Fanshaws Room Management Committee (referred to in the following as 'the Committee') accept email, telephone and other bookings on the agreement that the Hirer accepts and agrees to the following conditions. If the Hirer does not agree to adhere to these conditions the booking will immediately be cancelled.

1. The Hirer will be advised of the hiring charge when booking the hall; this includes the use of equipment in the hall. The Hirer will personally be responsible and must be present throughout the hire period.
2. On booking, a deposit may be asked for. This will be retained until after the booking to cover any additional cleaning or damage. The full amount for the hire period must be paid BEFORE the start of the hire unless alternative arrangements have been agreed beforehand. If no claim is made by the committee the deposit will be returned or the cheque destroyed. Receipts will only be issued if a stamped addressed envelope is provided.
3. 14 days notice of cancellation for all bookings must be given to the Booking Secretary. Any deposit paid will be forfeited unless a replacement booking is made. If a weekend booking is cancelled less than 14 days before the booking date a full charge for the hiring of the hall may be made. If, due to unavoidable circumstances, the Committee has to cancel any booking it is liable only to return any deposit paid and will try to offer a suitable alternative booking at the same venue. All other conditions apply at the discretion of the Committee.
4. After the hiring, the hall must be left in good order and condition. All chairs to be stacked safely at the back of the hall. The Committee will deduct from the deposit any additional cleaning or other cost incurred as a result of the hiring. The Hirer is responsible for ensuring all rubbish is taken away immediately the hall is vacated. The dishwasher must also be emptied and its clean contents put back into the correct cupboards before the hall is vacated. The dishwasher should not be used for small quantities of washing up (e.g. less than 12 cups and saucers etc) and no dirty dishes or cutlery must be left in the dishwasher and the dishwasher must not be left on. Tables and chairs are for use inside the hall only and should not be removed for any reason. Items washed in the sink should be dried and put away.
5. The Hirer will be held responsible for any damage to the hall or its contents during the hire period. Fanshaws Room Committee will estimate the cost and its decision is final. Any damage must be reported to the Booking Secretary at the first opportunity but no later than 12 hours from the start of the hire period. Under no circumstances should anyone:
 - adjust the dials or interfere with the switches on the floor standing heater
 - alter or interfere with the electricity supply;
 - fix anything with screws, nails, drawing pins, adhesive tape etc anywhere inside or outside the building;
 - bring oil lamps, candles or other means of artificial lighting or heating nor any other inflammable or dangerous substances into the hall.
6. Heating in the hall is provided by electric wall heaters which have independent switches below them. Please ensure these are all turned off when leaving the hall.

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7. If the Hirer wishes to put up decorations inside or outside the hall they must obtain permission from the Booking Secretary beforehand. Such decorations and fixings (blue tack, sellotape, cotton etc) must be removed at the end of the hire without damage to any surfaces.

The use of 'party poppers', streamers and 'silly string' in the hall is strictly forbidden as these can cause a fire hazard and cleaning problems. Inflatable play equipment is not allowed inside the Hall or in the entrance area. If using the step ladder please ensure another person is present to steady the ladder and to minimise the risk of a fall.

8. For reasons of health and safety, and to comply with our insurance, the maximum number of people allowed in the hall is 60 reduced to 40 if seated at tables.
9. Fanshaws Room Committee is not responsible for any loss or damage to property incurred during the use of the Hall or Car Parking area on the Green, nor for any injury to persons invited to the hall by, and during the tenure of, the Hirer: nor for any financial loss due to the unavoidable closure or cancellation of the hall booking.
10. The Hirer must obey all the terms and conditions of licences for music, singing and dancing and all regulations of the Justices. It is the Hirer's responsibility to ensure that no works are performed which will infringe any form of copyright. In view of the close proximity to residential properties we cannot accommodate loud music of any kind.
11. No alcohol may be sold inside or outside the hall.
12. At all times the Hirer must keep the fire exit at the front of the hall free from chairs and other obstacles. During meetings a clear gangway must be allowed to the exits.
13. The hall is a **NO SMOKING** area.
14. Cars must not park in front of the emergency exit doors outside the hall.
15. The Booking Secretary, any other member of the committee, the police, fire officers or other person with the authority of the Committee shall have the right of entry to the hall during a hiring.
16. ***In case of fire***
As soon as arriving at the hall the Hirer must ensure that he/she is aware of all emergency exits and the position of all the fire equipment including the fire bell (to the left of the emergency exit at the front end of the hall). The Hirer must also immediately nominate two responsible adult persons who, in the event of a fire, will open each fire door, check the disabled /ladies toilet, gents' toilet and kitchen and ensure everyone leaves the hall and assembles in the car park to be accounted for.
The Hirer is responsible for:
1. Sounding the alarm
 2. Calling the Fire Brigade (mobile: 999)
 3. Without taking any risks but, if possible, attacking the fire using the equipment provided.
 4. Attending the assembly point to ensure everyone is accounted for.
 5. Ensuring no one returns to the Hall unless authorised to do so by the Fire Brigade.
 6. Alerting the occupants of the adjoining building and either the Booking Secretary (01992 511551) or other keyholder.

Appendix to the Conditions of Hire for Fanshaws Room, Brickendon Liberty Village Hall

Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the hall's ordinary Conditions of Hire.

1:

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, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

2:

You undertake to comply with the actions identified in the hall's risk assessment, a copy of which is displayed in the Hall.

3:

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 will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving.

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

4:

You will make sure that everyone likely to attend your 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 the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

5:

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.

6:

You will ensure that the number of people attending your activity/event is such that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes a one-way system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than 2 people use each suite of toilets at one time.

7:

You will take particular care to ensure that social distancing is maintained for 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.

8:

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face to face, and good ventilation. If tables are being used, you will place them so as to maintain a distance of at least 2metres across the table between people who are face to face e.g. using a wide U-shape.

9:

You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.

10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, taking all rubbish away with you when you leave the hall.

11:

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.

12:

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 that 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.

13:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to a designated safe area outside the Hall. 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 everybody to launder their clothes when they arrive home. Inform the hall manager immediately on 01992 511551.

14:

Limit attendance at your event to ensure that social distancing measures can be enforced.

15: Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.