

Terms & conditions of Hire:

General

The Hirer is responsible for making sure that everybody making use of the Hall complies with these booking conditions. If an organisation is using the Hall, then both the organisation itself and its members are jointly and severally liable under this agreement. This agreement is personal to the Hirer and may not be assigned to a third party.

There is ample crockery, cutlery and glassware available if you require it, together with a hot water urn, electric cooker, fridge and dishwasher. If you wish to use any of these facilities, please make this clear at the time of booking. Instructions for all appliances are in a folder in the kitchen drawer.

Whessoe Parish Council hold a music license. It is displayed on the notice board in the Hall.

Payment terms

Payment is required in full, in advance, and is non-refundable as the Hall will have been reserved for your use and other bookings may have been declined. We will accept monthly payments for regular Hires provided that these are made by the last working day of the month for the following month's bookings.

If you require monthly invoices in advance, we will be happy to oblige. Please let us know when confirming your booking.

The Council's preferred payment method is by BACS bank transfer. If you are unable to pay using this method, please contact us to make alternative arrangements.

Lloyds Bank. Sort code 30-92-52. Account number 00336978

Please include a reference with your payment giving your name and booking dates.

Cancellation

If you need to cancel any of your booked sessions, we require a minimum of 10 working days' notice to give us the opportunity to rehire the Hall. Provided that we have this amount of notice we will offer a credit against a future booking.

Availability

If the Hall is unavailable for use on one of your booked dates due to exceptional circumstances (as determined by Whessoe Parish Council, e.g. extreme weather conditions) a refund will be given.

Hirers must not use or access the Hall other than within the booked sessions.

Indemnity and insurance

The Hirer shall be responsible for any damage caused and shall indemnify the Parish Council against loss, damage and expense unless due to the negligence of the Parish Council. Any damage must be reported immediately to the Parish Council.

Health & Safety

The Hirer is responsible for the health and safety of everybody using the Hall - including first aid - and must make themselves aware of the fire precautions and procedures in existence. A first aid box is available in the kitchen, and details of any accidents should be recorded in the Accident Book along with a note of any materials used from the first aid supplies. Whessoe Parish Council's Fire Risk and Health & Safety documents are available on the website www.whessoeparishcouncil.org.uk

The use of candles or any other naked flame (other than on birthday cakes) is strictly prohibited.

The number of persons using the Hall at any one time must not exceed that advised by the Fire Officer (**max 60 persons**) in normal times. **During the COVID-19 pandemic the limit is reduced to 15.**

Smoking is not allowed anywhere on the premises.

All spills must be cleaned up as they occur.

Child protection

If the activity taking place in the Hall involves children the Hirer will be responsible for ensuring that adequate child safety protection policies are in place and must ensure that there are sufficient adults present to adequately supervise children throughout the whole Hire period.

Animals

Animals, other than assistance dogs, are not permitted in the Hall premises without the prior written consent of the Parish Council.

Car park

Cars parked in the car park are left at their owners' risk. Users parking in the vicinity of the Hall are asked not to park on grass verges, and not to cause nuisance or annoyance to our neighbours.

At the end of each session

The Hirer shall leave the premises in a clean and orderly state, replacing furniture as found.

The disposal of any refuse arising from the use of the Hall must be removed by the Hirer.

The Parish Council does not accept any responsibility for any articles of property left by the Hirer, their guests, agents or any member of the public. Items left behind may be disposed of.

Allocation of keys

Keys are kept in a key safe next to the front door of the Hall. Hirers will be given the code in advance of their first booking.

Special Conditions of Hire during Covid-19

C1: 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 displayed in the Hall, using the hand sanitiser supplied when entering the Hall and after using tissues and observing guidelines around the wearing of face masks in community centres.

C2: You undertake to comply with the actions identified in the Hall's risk assessment, of which you have been provided with a copy.

C3: The Hall is professionally cleaned three times each week - on Monday, Wednesday and Friday mornings. You should wipe all surfaces you are likely to touch with antibacterial wipes **before your session, during your period of hire and before you leave** (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products. - *Please take care cleaning electrical equipment. Use cloths - do not spray!* A pack of antibacterial wipes will be available to you in the kitchen.

C4: 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 the **MUST** use the Test, Track & Trace system to alert others with whom they have been in contact.

C5: 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 that they are all secured on leaving.

C6: You will ensure that no more than **30 people** attend your event/activity in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises, observes the one-way entry/exit system and as far as possible when using more confined areas. You will make sure that no more than 2 people use the toilet area at the same time.

C7: The Committee Room should not be used during your hire, other than as the designated safe area for anyone who becomes unwell with symptoms of Covid-19. *See C14 below.*

C8: Sufficient chairs will be available in the main Hall to accommodate the maximum current occupancy limit. You should therefore not access the storage cupboard other than for access to the disabled ramp. Anything touched in there must be wiped down afterwards.

C9: You will take particular care to ensure that social distancing is maintained for any person aged 70 or over or likely to be clinically more vulnerable to Covid-19, including for example keeping more than 1m 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.

C10: You will position furniture or the arrangement of the room as far as possible to facilitate people seating side by side, and maintaining social distancing, rather than face to face. If tables are being used, you will place them to maintain the appropriate distance between people if they are face to face.

C11: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided and you will take them away with you.

C12: You will be responsible, if food or drinks are made, for ensuring that all crockery and cutlery is loaded into the dishwasher and the dishwasher is run. You will bring your own clean tea towels, to reduce the risk of contamination between hirers and take them away. We will provide disposable dish cloths and washing up liquid, and dishwasher tablets.

C13: 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 cleaning is required or if it is reported that these Special Hiring Conditions are not being complied with, whether by you or other hirers, or in the event that public buildings are again asked to close. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

C14: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the Hall you should remove them to the designated safe area which is the Committee Room. 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 Clerk on 07818 427740 or WhessoeParishClerk@gmail.com

C15: You will ask those attending to bring their own equipment and not share it with other attendees. You will ensure that any equipment you provide is cleaned before use. Please note that at this time we cannot allow you to store anything in the Hall.