

Panfield Community Association (PCA)

Terms & Conditions for Village Hall Hire (Version 2)

1. The Hirer must be 18 years old or over and will be responsible for the supervision of the premises, the fabric and the contents, their care, safety from damage, and for the behaviour of all persons using the premises during the period of the hiring.
2. The hirer shall not sub-let or use the premises for any purpose other than stated on the hire agreement.
3. If the sale of alcohol is required, the hirer must obtain the written permission of the PCA Committee by email to panfieldvillagehall@gmail.com before applying to the local authority for a TEN (Temporary Event Notice). The Hirer must comply by the terms and conditions of the TEN.
4. The conditions appertaining to the licences applied to Panfield Village Hall will be made known to the Hirer prior to commencement of the booking. These conditions must be complied with by the Hirer. Details of curfews, maximum numbers of people both seated and standing and TEN application must be maintained.
5. The hirer has a responsibility to abide by Panfield Community Associations "Fire Evacuation Procedure" and compliance with these procedures is a condition of Hire and forms part of the Terms & Conditions of Hire.
6. A refundable damage deposit (£50) is paid at the time of paying hire balance, 7 days prior to hire date. The Hirer shall indemnify the PCA Committee for the cost of repair of all damage done to any part of the premises including the grounds thereof, and for any loss or damage to the contents of the building included as part of the hire.
7. Full and complete payment is required seven days prior to the booking of the hall, unless otherwise agreed with the hall booking clerk.
8. Any decoration or attachment used by the hirer must not cause damage or require redecoration to be carried out and must be removed at the end of the hiring. You are advised to take out third party liability insurance to cover loss or damage to property and injury / death of any person in connection with your hire period. You are notified that our insurance does not extend to property brought onto the premises in connection with a booking, in respect of fire, theft, loss or any other damage.
9. The Hirer shall notify panfieldvillagehall@gmail.com of a cancellation as soon as the hiring is no longer required. A cancellation fee will be payable as follows: * If cancelled more than 1 month before the booking date: No Charge * If cancelled 1-4 weeks before the booking date: no charge * If cancelled less than 1 week before the booking date: 100% of deposit will be retained. These can be waived at the discretion of the Hall Bookings Clerk.

10. The PCA Committee accepts no responsibility for items left behind in the premises.
11. The Hirer shall be responsible for ensuring that the premises and grounds are left in a clean, safe and tidy condition at the end of the hiring: The fridge, if used, must be empty and wiped clean but left; the cooker, if used, must be wiped down; all fire doors must be closed; all waste must be disposed of in bins provided (by rear garage) and all items not belonging to the hall must be removed from the premises; all tables and chairs are to be wiped clean and stacked away (or as otherwise agreed with the Hall Booking Clerk). Failure to comply with the above will result in 50% of the damage deposit being forfeited by the Hirer.
12. The hirer is responsible for ensuring the village hall is cleaned and left in the same condition it was found. If the hall is not left in a satisfactory condition, the Committee reserve the right to charge £20 for cleaning..
13. The Hirer shall be responsible for ensuring that all persons have vacated the premises in a quiet and orderly fashion and that all doors and windows are properly secured at the end of the hiring. All lights both inside and outside should be switched off (the front outside lights are automatic and do not need to be switched off).
14. The PCA Committee for its part will endeavour to ensure that the hall is clean and in good condition for the use for which it is hired and that all appliances under its control are in working order. If the Hirer is not satisfied with the condition of the hall and equipment it must be reported to the panfieldvillagehall@gmail.com at commencement of hire (where possible photographic evidence should be supplied).
15. The Hirer will endeavour to ensure that all guests give due consideration to local residents, particularly late at night, and respect their quiet enjoyment of their homes by leaving the hall quietly.
16. Smoking anywhere within the hall premises is not allowed.
17. Dry ice or other smoke machines anywhere within the hall premises are not allowed unless permission is given by PCA Committee.
18. There is no parking on the village hall premises but there is a dropping of area. No vehicles must be allowed to block entrances to other properties or cause damage to the verge or to private property.
19. Any damage received to the hall or contents during the hire must be reported to the Village Hall Booking Clerk via email to panfieldvillagehall@gmail.com.
20. A First Aid box is provided in the hall. Any accidents or use of the First Aid box must be reported to the panfieldvillagehall@gmail.com (or by phone). The form kept near the first aid box must be filled out in the event of an accident.

21. The Hirer is responsible for returning the hall keys to the Booking Clerk (or as previously agreed) at the end of the function, but no later than 10 o'clock the following morning.

22. Panfield Community Association (PCA)

23. Fire Precautions & Evacuation Procedures Guidance for Hirers - Issue 1

We have a duty of care to ensure that all persons hiring the hall are aware of their responsibilities in the event of fire. Hirers must read these Fire Precaution and Fire Evacuation procedures prior to an event and ensure that they are complied with in the event of fire. Compliance with these procedures is a condition of Hire and forms part of the Terms & Conditions of Hire.

1.1 Public Events Organised by PCA

Nominated members of the PCA Committee will act as fire stewards during public events. Not less than TWO attendants will be on duty in the building the whole time members of the public are present. Each steward will be provided with an efficient torch during evening events.

1.2 Private Hire / Clubs / Groups

If the event is not one in which the PCA is involved, then the organisers of that event will be responsible for nominating a senior fire steward and at least ONE other fire steward, all of whom must be aged 18 or over.

1.3 Responsibility

Fire Stewards are responsible for making sure they understand fire evacuation procedures and that everyone evacuates the premises during a fire alarm but should not endanger themselves in undertaking this responsibility

2. FIRE PREVENTION

Under no circumstances are candles, fireworks, barbeques or bonfires allowed in any part of the Hall or Grounds unless agreed by the PCA.

All fire doors must be kept closed at all times.

All fire escapes, gangways, corridors and external passageways intended as exits must be kept free from obstruction (internally and externally)

All doors normally kept locked will be unlocked during public events.

Any waste material must be removed from the premises at the end of the hire as this is a fire hazard.

All appliances are tested annually under PAT regulations. However should you observe any wear and tear or faults please report these to the hall bookings clerk.

3.1 Fire Exits:

Please ensure that you familiarise yourself with the location of exits, fire exits and fire extinguishers and the fire assembly point. These are shown on the floor plan overleaf.

3.2 Fire-Fighting Equipment

The PCA provides fire-fighting equipment for the safety of all who use the hall. It is our policy to advise all users in the event of the discovery of a fire to GET OUT & STAY OUT. However should the fire stand between you and your route of escape, extinguishers are provided for use.

4. EMERGENCY ROUTINE

4.1 Raise the Alarm

Once the automatic alarm sounds anyone can also raise an audible oral (shout FIRE) alarm message.

4.2 Mobilisation

Special assistance should be given to children and any person suffering any physical or mental impairment such as mobility issues, visual or hearing impairment. Stewards should ensure that they are made aware of any danger and that they are evacuated from the building.

4.3 Evacuate the hall

Ensure that all ancillary areas such as the kitchen and toilets are also evacuated.

4.4 Summon the Fire Brigade

There is no public telephone box outside the building so please use a mobile phone or call from the Panfield Bell.

4.5 Fire Assembly Point

The Fire Assembly Point is at the Panfield Bell Car Park after turning left outside the Village Hall gate.

The hall is a dedicated NON SMOKING venue. Please ensure that all users are aware of this condition.