



Community Hall Board of Trustees

Agreement for the Community Hall hirings

1. An agreement made on the between the Watton-at-Stone Community Hall Trustees (hereinafter called "Trustees") of the one part and

(hereinafter called "The Hirer") of the other part for the hire of the Community Hall or part thereof (refer to 1.)

2. **Child-Safeguarding** - It is of primary importance to the Nigel Poulton Community Hall Board of Trustees and to the Watton-at-Stone Parish Council that children are safe, and their welfare and well-being are maintained, during the periods in which they are involved in the use the Nigel Poulton Community Hall. This is so they can have a positive and enjoyable experience in a child-centred environment and be protected from any form of abuse, regardless of their age, gender, ethnicity, disability, sexual orientation, socio-economic background, religion or beliefs.

With these objectives in mind, we remind everyone who hires the Nigel Poulton Community Hall for an event that involves children (e.g., club nights, children's parties) that they have and accept the responsibility of ensuring that children are safeguarded at all times while using the Community Hall and its facilities.

3. The Community Hall is let on the basis of the following separate hirings.
 - a) Main hall only (but including showers & changing facilities)
 - b) Pavilion and kitchen only
 - c) Meeting room
 - d) Kitchen facilities only
 - e) Showers and changing facilities only

The Community Hall or part(s) thereof hired are referred to in this agreement as the building.

Maximum number of persons permitted in the building are as follows.

- Pavilion 100 persons
- Main Hall 240 persons
- Meeting Room 40 persons

4. The building can only be used for the purpose for which it is let, and the Hirer, shall not sub-let or assign or part with possession of the same, or any part thereof, to any person or organisation whatsoever.
5. Keys must not, under any circumstances, be passed to other persons or organisations without the written consent of the Community Hall Trustees.
6. The Hirer must not allow entry to the building, to any person or persons other than his bona fide guests or helpers. All doors to the building must be kept locked when the building is not in occupation by the Hirer.

When vacating the Community Hall the hirer must ensure that all external and internal doors are locked. In cases where more than one hirer is using the Community Hall at the same time, the last one to leave the building must ensure that all external and internal doors are locked.

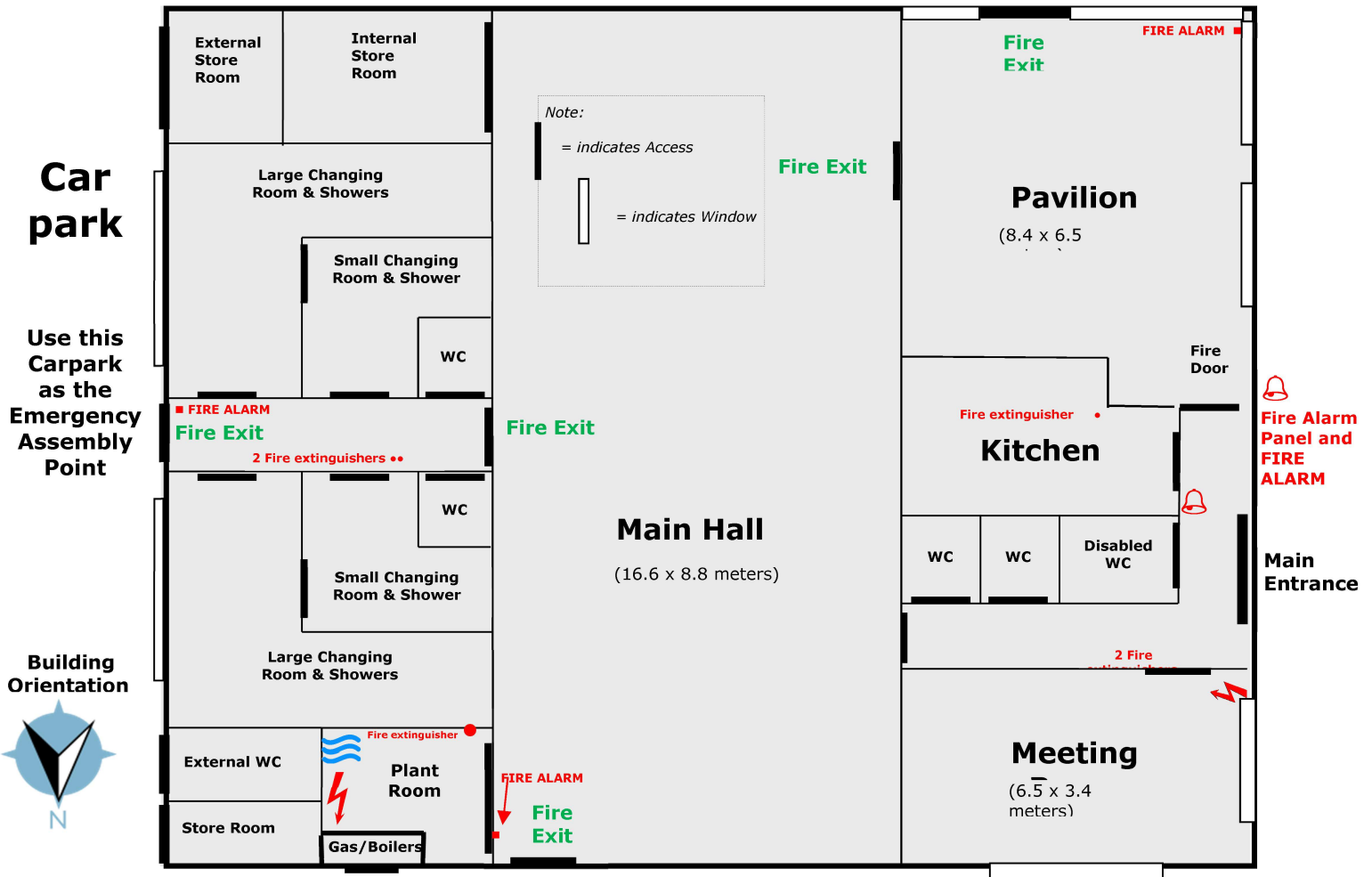
7. No cats, dogs or other animals of any kind may be brought into the building, except by express permission of the Trustees.
8. The Trustees will not accept any responsibility for any loss or damage to any article deposited in any other part of the building by the Hirer or any of his guests or helpers.
9. The Hirer will be responsible for making good any damage caused to the building, its fixtures, furniture and fittings during the period of hire. The value of such damage shall be assessed by the Trustees. Where equipment is not owned by the Trustees, the insurance thereof shall be the responsibility of the Hirer. Those hirers who are provided with a key to the internal store cupboard must not use any of the equipment stored therein without prior consent of the owners of that equipment.

10. The Hirer shall leave the building, in a good and clean condition No Milk or perishable items must be left in the fridge or any other part of the building. All rubbish including, plastic bottles, must be removed from the premises.
11. The Hirer must take all necessary steps to prevent disorderly conduct in the building, which shall be open to Trustees, Police Officers and other officers on duty who shall have full power to enforce the observation of these Conditions and take such steps as may be necessary for the preservation of peace and good order. The Trustees reserves the right to refuse admission or re-admission to the building.
12. No person under the age of 21 years is allowed to hire the building.
13. Vehicles and cycles are parked at the owner's risk and the Trustees will not be responsible for any loss or damage sustained by these while on Trustees property.
14. Only heaters supplied by the Trustees may be used in the building. No auxiliary electrical equipment, including lights, may be used without the prior approval of the Trustees.
15. No electrical fittings shall be altered or removed without the consent of the Trustees.
16. Nothing shall be hung, lodged, suspended against, nailed to, or allowed within one foot of the internal or external walls of the building.
17. No entrance or exit doors shall be taken off, or any entrance or exit blocked.
18. The building is not licensed for the sale of intoxicating liquor and any such sales are strictly forbidden.
19. No spiked, studded or stiletto shoes or boots shall be worn in the building. In addition, no black soled footwear to be worn in the Main Hall.
20. No smoking permitted in any part of the building.
21. The areas around the Community Hall and the car park are not gritted and may be found to be slippery during periods of very cold weather. Therefore, please take extra care during the winter months.

Facility	Date	Time

Signed:		<ul style="list-style-type: none"> • External Door – both sides -Silver key • External Lower lock main entrance = Gold Chubb style key • Pavilion door = No key • Main/Sport Hall = Pink or Red top • Kitchen = Purple top • Small changing rooms = Orange top • Cupboard in Main hall = Blue top • Meeting room = Green top
dated:		
on behalf of the Watton-at-Stone Community Hall Trustees		
Signed	dated:	
by the Hirer		
Your personal information contained in this hire agreement is purely kept for our own use and will be kept on file for a period of seven years in a password protected file or if in hardcopy format, under lock and key. Full version available on our website at https://www.watton-pc.org.uk/files/Hire-agreement-fire-exit-plan-evacuation-procedure.pdf		

Location of Fire Alarms, Extinguishers and Exits in the Community Hall



Evacuation Procedure for the Watton-at-Stone Community Hall

The person hiring the building (or part thereof) must make themselves aware of the following basic evacuation procedure and their role in it.

He/she must also ensure that all of the people present during the period of hire are aware of what they must do if the building needs to be evacuated for any reason.

1. On discovering an emergency situation (e.g. a fire, gas leak, etc.) the person hiring the building should stay calm and inform all of those persons present of the situation and what they must do next.
2. He/she must instruct all persons present to leave the building as quickly as possible via the appropriate Fire Exit and find their way to the safe-evacuation-point in the car park.
3. He/she must then ensure that the appropriate emergency service(s) has/have been called* and check/confirm that no person(s) is/are left in the building.
4. When the emergency service(s) arrive, he/she should advise them of the current situation (e.g. location of the fire, the location and number of anyone trapped in the building, the building is empty).
5. No one must enter the building until permission to do so has been given by an appropriate member of the emergency service(s).

Please notify the Parish Council Clerk or any of the Parish Councillors of the incident.

Note * There are **No** public telephone boxes available within the village