

# KEELBY VILLAGE HALL



A Grade II listed historic building

King Street  
Keelby  
Grimsby  
Lincolnshire  
DN41 8EE

## **Keelby Village Hall Standard Conditions of Hire**

(If the Hirer is in any doubt as to the meaning of any of the following, the Booking Secretary should be consulted. This agreement should be read in conjunction with Keelby Village Hall's Health and Safety Policy and our Safeguarding Policy, copies of which will be attached to the Hire Agreement)

1. **THE HIRER** will, at all times, ensure compliance with Keelby Village Hall's Health and Safety Policy. This includes Fire Safety arrangements. **THE HIRER** will, during the period of the hire, be responsible for the supervision, care and protection from damage of the premises, fabric and contents. They will be responsible for supervising the behaviour of all persons using the premises whatever their capacity, including entry to and egress from the Hall and the proper supervision of car parking arrangements so as to avoid obstructing the highway.
2. **THE HIRER** shall not sub-hire. They must not use the premises, or allow the premises to be used, for any unlawful activity. They must not do anything, or bring on to the premises, anything that may endanger the premises or any insurance policy pertaining to the same.
3. **THE HIRER** shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority and the Local Magistrates Court or similar body, particularly in connection with any event which includes public dancing or music or similar public entertainment and stage plays.
4. **THE HIRER** is required to ensure they have adequate insurance in force for all legal liabilities that could arise, including death or personal injury to third parties (including employees and volunteers) or damage to the property or the property of others, arising out of their occupation and activities whilst at the premises. (Non profit making hirers of the Hall are included under the Hall's Hirer Liability cover) The Village Hall Committee reserves the right to check the existence of such cover upon request.
5. **IF THE HIRER** is using a pre-booked bar they must not allow any other alcohol to be consumed on the premises. It is the Hirer's responsibility to ensure there is no disorderly behaviour. If these conditions are not adhered to the bar will close with immediate effect. If a Hirer wishes to provide their own alcohol for a function they must first seek the express, specific, permission of the Committee.
6. **THE HIRER** shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage or the contents of the building that may occur during the period of the hire as a result of the hiring.

7. IF THE HIRER wishes to cancel the booking before the date of the event and a replacement booking is not available, the option to repay the fee is strictly at the discretion of the Committee.
8. AT THE END of the hire the Hirer shall be responsible for leaving the premises and the surroundings in a clean and tidy condition, fully locked and secure, unless directed otherwise. All contents must be replaced in their usual positions. Failure to comply with this condition may incur an additional charge.
9. THE COMMITTEE reserves the right to cancel the hire in the event of the Hall being required for use as a Polling Station for a Parliamentary or Local Government election, in which case the Hirer shall be entitled to a refund of any hire fees already paid.
10. 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 be liable to the hirer for any resulting loss or damage.
11. The HIRER shall ensure that NO SMOKING is allowed anywhere inside or immediately outside the building.
12. The HIRER shall ensure that no unauthorised heating appliances shall be used on the premises without the prior consent of the Keelby Village Hall Committee.
13. PORTABLE LIQUEFIED PROPANE GAS (LPG) HEATING APPLIANCES SHALL NOT BE USED.
14. THE HIRER shall ensure that no highly flammable substances are brought in to or used in any part of the premises and that no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the Committee. No decorations are to be placed near heaters or light fittings.
15. THE HIRER should ensure that they are conversant with the operation of the kitchen equipment before using it. Only competent persons should use the kitchen equipment. Do not allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for the supervised serving of food at functions). Avoid overcrowding in the kitchen and do not allow running. Health and Safety rules relevant to the kitchen area are displayed on the wall of the kitchen, please ensure these are followed.
16. Do not bring onto the property any portable electrical appliances that have not been Portable Appliance Tested (where testing is required).
17. Do not attempt to move heavy or bulky items (e.g. stacked tables or chairs) manually, please use the trolley provided for the purpose.
18. Do not stack chairs more than eight high.
19. Hazardous substances are not available on site and are locked away. The Hirer should avoid bringing such substances with them. If it is unavoidable, the Hirer must also have available COSHH data sheets relevant to the substances.

**Procedure in case of accidents:**

The nearest Accident and Emergency Centre is at the Diana, Princess of Wales Hospital, Scartho Road, Grimsby, North East Lincolnshire. DN33 2BA. Telephone 01472 874111.

The nearest Surgery is at Keelby Health Centre, Pelham Crescent, Keelby, Grimsby, Lincolnshire. DN41 8EW. Telephone 01469 560202 or 01469 572058.

The First Aid Box is located in the kitchen.

The Hall's community defibrillator (AED) is in the yellow cabinet to the left of the front door as you approach the building. In an emergency dial 999 and ask for the Ambulance Service, the operator will give you the access code and guidance and despatch responders.

SCHEDULE OF SPECIAL CONDITIONS (to be attached if required)

These could include, for example, any updated Control of Respiratory Infections Guidance pertaining to community buildings, related to and following the recent coronavirus pandemic.

NB. Please assist us by reporting any known illness to the Booking Secretary.

**We agree to the above conditions.**

Signed on behalf of Keelby Village Hall:

Printed Name

Date

Signed on behalf of the Hirer:

Printed Name

Date

**Version Control:**

The Committee adopted this document on Tuesday, 13<sup>th</sup> June 2023, with the next formal review being due in May 2024.