



OVING JUBILEE HALL
HIGH STREET OVING CHICHESTER PO20 2DQ
 Registered Charity No 1077213

HIRING AGREEMENT

This agreement is made on the date shown below between the Oving Jubilee Hall Management Committee and the Hirer named below for the agreed hiring fee.

The committee agrees to permit the Hirer to use the premises for the purpose and for the period described below.

BOOKING REQUIREMENTS

DATE REQUIRED				
TIME REQUIRED (You must include setting up and clearing up time in total)	From:	To:		
PURPOSE OF HIRING	Quiz Night	NUMBER ATTENDING		
ROOMS REQUIRED (Please tick)	MAIN HALL		KITCHEN	
	MEETING ROOM 1		MEETING ROOM 2	

HIRER DETAILS (Hirer and person signing must be over 18yrs of age)

NAME OF HIRER	
ORGANISATION (if applicable)	
CONTACT ADDRESS	
TELEPHONE NUMBER	
EMAIL ADDRESS	

CHARGES

TOTAL HIRE FEE (Balance to be paid no later than one month before the event)	£55.00
OPTIONAL CLEANING FEE (for weddings/parties/large functions) £85 Hall/entrance/toilets £110 Hall/entrance/toilets/kitchen. (To be paid with balance no later than one month before the event)	£-----
BOOKING DEPOSIT (Non refundable) (20% of hire fee to be paid at time of booking)	£-----
REFUNDABLE DEPOSIT (to be paid no later than one month before event) Damage, loss, overrun, noise, disturbance, complaints will result in no refund of this deposit. In such circumstances the final decision will be determined by the Jubilee Hall Trustees	£-----

PAYMENT (Tick which method you will be using to pay for this booking)

BY CHEQUE		Made payable to Oving Jubilee Hall	BY BACS		Use hirer name/date of booking as reference
Payable to	Oving Jubilee Hall		Bank	CAF	
Sent to	Katie Holmes Bookings Secretary Oving Jubilee Hall, High Street, Oving, Chichester, West Sussex PO20 2DQ		Account Name	Oving Jubilee Hall	
			Sort Code	40-52-40	
			Account Number	00011286	
Cancellation Charges	From date of receipt of full payment of balance up to 48 hours prior to the event		50% of hire charge		
	Within 48 hours or no show		Full hire charge		

PREMISES LICENCE

PREMISES LICENCE NUMBER (Licensing Act 2003)	3815/05/00509/LAPRET		
HOURS COVERED FOR LICENSED ACTIVITIES	Monday – Thursday Friday, Saturday, Sunday	09.00 – 22.00 09.00 – 23.30 09.00 – 22.00	
	Christmas Day/Bank Holidays	Not Permitted	

RETAIL SALE OF ALCOHOL**IT IS UNLAWFUL TO SELL ALCOHOL WITHOUT A LICENCE**

Retail Sale of Alcohol	For any sale of alcohol during a booked event the HIRER MUST OBTAIN A TEMPORARY EVENTS NOTICE TEN FORM L29) FROM THE LICENSING DEPT OF CHICHESTER DISTRICT COUNCIL	Please tick to confirm application for TENS	YES	NO
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INSURANCE

The Hall provides Hirers with Third Party liability insurance up to £2m but the Hirer must ensure compliance with requirements of the Standard Conditions of Hire to avoid damage or injury

DECLARATION

I declare that the information given in this agreement is correct to the best of my knowledge and by signing below and/or ticking the box, I accept for and on behalf of the hiring organisation the Standard Conditions of Hire as attached to this agreement and agree to be bound by these

I accept for and on behalf of the hiring organisation the terms and conditions of hire as attached to this agreement and agree to be bound by these		Please tick
Signature		
Name (please print)		
Date		

In order to comply with **General Data Protection Regulations (GDPR)**, Oving Village Hall Management Committee requires your consent to hold the personal information you give on this form. Only relevant information is requested in order to facilitate your hire of the Hall or its equipment or your participation in Hall events. Your data will never be shared with a third party. By completing this form, you are consenting to us holding and using your data in this way. You may request its amendment or deletion at any time.

HALL CONTACT DETAILS

Bookings Secretary	07962 932560	hall@ovingjubileehall.org.uk
Caretaker	07875 491031	

You may wish to make a copy of your completed form for your records and reference



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STANDARD CONDITIONS OF HIRE

If the Hirer is in any doubt as to the meaning of the following, the Booking Secretary or the Caretaker should be consulted immediately.

For the purposes of these conditions the term HIRER shall mean an individual hirer or where the hirer is an organisation, the authorised representative.

We are a registered charity and we are primarily a do-it-yourself venue. This helps to keep the costs down. Therefore whilst we have chairs, tables, a fitted kitchen, limited crockery and can offer a cleaning package, the hirer makes their own arrangements to lay out, cater for and clear up after their event.

The HIRER shall:

- Be responsible for supervision of the premises. This includes the care, safety of and prevention of damage however slight to the fabric and the contents; the behaviour of all persons using the premises, in whatever capacity, including proper supervision of car parking arrangements in order to avoid any obstruction to the highway. To allow access for emergency vehicles if required.
- Not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises, or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which might endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol without appropriate licences.
- Be responsible for obtaining licences as may be needed whether for the sale or supply of intoxicating liquor or any event requiring a licence. Information on acquiring these can be obtained from the Bookings Secretary or the Jubilee Hall Management Committee.
- Ensure that nothing is done on, or in relation to the premises, in contravention of the law relating to gaming, betting and lotteries.
- Comply with all conditions and regulations made in respect of the premises by the Fire Authority, the Local Magistrates' Court or otherwise particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage play.
- Be aware of and adhere to the Health & Safety policy which appends this document.
- When preparing, serving or selling food, observe all relevant food, health and hygiene legislation and regulations.
- Ensure that any electrical appliances brought to the premises and used there shall be safe and in good working order and used in a safe manner and should meet Portable Appliance Test (PAT) requirements.
- Be liable to pay Oving Jubilee Hall for any damage done to any part of the property including the contents of the building which occur during the period of the hiring by the user group.

- **Ensure that NO animals (including birds) except assistance dogs are brought into the hall, other than for special event/hiring agreed to by the Committee.**

NO animals whatsoever are to enter the kitchen.

- Ensure that any activities for children under eight years of age comply with the provisions of the Children Act 1989 and that only fit and proper persons have access to the children.
- Not carry out, nor permit fly posting or any other form of unauthorised advertisements for any event taking place at the Hall and shall pay the Committee accordingly against all action, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.
- If selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

The COMMITTEE reserves the right to cancel the hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election in which case the Hirer shall be entitled to a refund of any deposit already paid.

UNFIT FOR USE

In the event of the hall or any part thereof being rendered unfit for use for which it has been hired, the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

REFUSAL OF BOOKING

The Committee reserves the right to refuse a booking without notice or to cancel the hiring agreement at any time either before or during the term of the agreement upon giving seven days notice in writing to the hirer.

The HIRER shall be entitled upon such notice to reimbursement of such monies, including the deposit or a proportion of the same as has been paid by the hirer to the Committee.

THE HIRER is required to:

Ensure that a responsible person is on site throughout the entire period of hire of the building including supervision of all deliveries and service needs for the event.

❖ **Ensure that all insurance limitations are adhered to in that the following are NOT PERMITTED:**

- **Fireworks neither indoor nor in the grounds of the village hall.**
- **Smoke/haze machines.**
- **Naked flames eg. lighted candles.**
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❖ **To avoid damage to the fabric of our Hall, the following are NOT PERMITTED:**

- **BlueTac, Sellotape, Masking tape must not be used on the walls, woodwork and floors. Drawing pins must not be used in the woodwork.**
- **Hay Bales**

❖ **Ensure that the building is not left unattended at any time.**

❖ **Ensure that all areas are left clean and tidy and that:**

- Tables need to have their surfaces wiped and be stacked neatly and safely in the store provided.
- Chairs are cleaned and stacked neatly in piles of 6, safely in the store. Chairs and tables should not be dragged across the floor, please use the trolley provided.
- Floors are swept, carpets vacuumed and any dirt and spillages are cleaned and mopped up.

- Toilets and washbasins are checked and left clean with taps turned off.
- Ensure all rubbish is bagged and disposed of in accordance with instructions ie general rubbish **in bags** in **green** bin outside kitchen door; **recycling unbagged** in **red** bin outside kitchen door.
- Ensure all windows and doors are left secure and lights are switched off at the end of hire. It is a Condition of Hire that an additional charge of £100 per hour or part hour will be charged if the Hall is not secured by the agreed close of hire period.
- Ensure minimum of noise on arrival and departure.
- Ensure that booking times have allowed for setting up and clearing up.
- Ensure that any outside caterers you use clean up after they have finished.

COMMUNITY WARDENS

Please note that there is an active Community Wardens office at the rear of the hall. You may see the wardens from time to time. They will do their best to keep a low profile and not disturb you.

WI-FI

WI-FI is available and must be pre booked before your event. It is limited and cannot be used to 'stream' music.

ALL HIRERS PLEASE NOTE THAT THE BUILDING IS A NO SMOKING AREA. PLEASE ENSURE THAT SMOKING IS ONLY ALLOWED IN THE TWO DESIGNATED AREAS OUTSIDE THE BUILDING. ASHBINS ARE PROVIDED IN THESE AREAS. 2 AT THE FRONT OF THE HALL PATIO AND 2 AT THE REAR PATIO.

HEALTH AND SAFETY

PART 1: Statement of Intent

This is the health and safety policy statement of Oving Jubilee Village Hall

Our health and safety policy aims to:

- Ensure a healthy and safe environment for all hirers/users of the Hall
- Prevent accidents and cases of work-related ill health
- Provide clear instructions to hirers/users on emergency procedures in case of fire or other significant incident (see Hiring Terms & Conditions)
- Manage health and safety risks in the Hall
- Provide clear information to ensure employees are competent to do their work
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances

PART 2: Responsibilities for health and safety

- **Overall and final responsibility for health and safety:**

Oving Jubilee Hall Management Committee Chair

- **Day-day responsibility for ensuring policy is put into practice:**

The Caretakers

- **To ensure health and safety standards are maintained and improved, the following people have responsibility in the following areas:**

The Caretakers – briefings to hirers/users on emergency procedures, maintaining a safe and healthy environment, maintenance of equipment

The Management Committee – ensuring equipment checks are carried out and policies updated and information kept up to date

Review and revise this policy annually at Management Committee Meetings

- **All hirers/users and employees should:**

- ✓ read the information in the Hiring Agreement Terms and Conditions about safe use of the Hall
- ✓ take reasonable care of their own and other's health and safety
- ✓ report any health and safety concerns to the Caretakers

PART 3: Arrangements for health and safety

- Risk Assessment

OVH Management Committee will complete relevant risk assessments and take action where appropriate

OVH Management Committee will review risk assessments when working conditions change

- Training

OVH Management Committee will ensure all hirers/users have the information necessary to use the Hall in a safe and healthy way

OVH Management Committee will ensure any contractors are briefed by the caretakers on health and safety issues related to the work undertaken and expect all contractors to have the appropriate training for the work undertaken

- Evacuation

OVH Management Committee will ensure all escape routes are well signed and kept clear at all times

OVH Management Committee will ensure that all smoke and fire alarms are in working order and regularly serviced

If these terms and conditions are not adhered to then you may lose part or all of your deposit.