



Stanton under Bardon Parish Council



STANTON UNDER BARDON VILLAGE HALL

TERMS AND CONDITIONS OF HIRE

SINGLE BOOKINGS

Stanton under Bardon Village Hall

Standard Terms and Conditions of Hire – Single Bookings

TERMS AND CONDITIONS OF HIRE

Agreements between the person who made the initial booking (“the Hirer”) and Stanton under Bardon Parish Council Village Hall Management Committee, Parish Council officers and staff (“the Hall Management”) for the hire of Stanton under Bardon Village Hall (“the Hall”) for a hire period (“booking”), are subject to the below Terms & Conditions of Hire (“the Hire Conditions”).

These standard conditions apply to hirers making single bookings of the Hall. By proceeding with bookings and making full payment for hire of the Hall, it is deemed that Hirers have accepted the hire conditions within this document. The Hall Management reserves the right to amend/alter these Terms and Conditions of Hiring without notice.

Full policies and licences are available on the Parish Council website (www.stantonunderbardonpc.gov.uk) or can be requested from the Parish Clerk and should be read in full. If the Hirer is in any doubt as to the meaning of any of the following information, they should contact the Parish Clerk for clarification.

THE HIRER

1. The Hirer responsible for the booking must be at least 21 years of age and is required to be on site **at all times** during their booking to ensure that all terms and conditions of this Hire Agreement are complied with.
2. The Hirer is responsible for ensuring that their own activities, or those of their group, comply with all relevant Health & Safety regulations. They must also adhere to all safety notices displayed in the hall and be familiar with the fire safety procedures.

USE OF VILLAGE HALL

3. During their booking, the Hirer shall be responsible for the supervision and care of the fabric of the hall and its contents. Should damage occur, however slight, the Hirer will ensure the damage is reported to the Hall Management as soon as possible.
4. No decorations of any description are to be affixed to the walls or woodwork of the Hall except with the prior written approval of the Hall Management
5. All fire evacuation routes, including fire doors, the hallway and the main entrance of the hall shall be kept clear of any obstructions at all times.
6. This Agreement constitutes permission only to use the Hall and confers no tenancy or other right of occupation on the Hirer.
7. The Hirer shall not:
 - a. Sub-let the hall or use it for any purpose other than as described in their booking application.
 - b. Use the hall, or allow it to be used, for any unlawful purpose.
 - c. Do, or bring anything into the hall that may endanger people or the hall or render invalid any insurance policies thereof.
 - d. Allow the use of drugs at the hall.
 - e. Allow any activities that will be in contravention of the law relating to gaming, betting and Lotteries Act of 2005.

BOOKING PROCEDURE, PAYMENTS AND SECURITY DEPOSITS

8. The Hirer must ensure that the booking **includes** the time required for setting up and any cleaning / clearing away after the event ready for the next Hirer.
9. Any occupation of the Hall outside of the agreed booking as set out on the booking invoice will incur an additional charge at double the agreed rate with a minimum of 1 hour charged.

10. Additional charges are incurred if the Hirer requires extra services such as bouncy castle or stage hire. These must be requested and paid for at the time of booking.
11. A booking is only confirmed once the required sums have been paid in full and the Hall Management has sent a confirmation email and receipt of payment to the Hirer.
12. A mandatory £50 security deposit will be included in the payment. This deposit will be refunded to the Hirer via BACS within 14 days of the hire, minus any deductions for damages, breakages, unauthorised use beyond the booking period, or additional cleaning costs, as determined by Hall Management.
13. For certain functions or groups - such as bookings involving adult or teenage parties or the consumption of alcohol after 6pm – the Hall Management reserves the right to demand a £250 security deposit. This deposit must be paid in full before the booking is confirmed and will be held against any repair costs for damages or additional time used beyond the booked hours. If the event finishes on time with no damage, the deposit will be refunded in full.
14. The Hall Management reserves the right to refuse any application for hire, or limit or restrict the use of any part of the Hall at any time and shall not be required to offer any reason or explanation.

CANCELLATIONS

15. If the Hirer wishes to cancel the booking before the date of the event, the following cancellation charges will apply:
 - If the Hirer cancels the booking **more than 28 days** prior to the date of booking, then all monies paid will be refunded in full.
 - If the Hirer cancels the booking **between 28 days and 14 days** prior to the event, the security deposit will be forfeited
 - If the Hirer cancels the booking **less than 14 days** prior to the booking, the full hire charge will be forfeited
16. The Hall Management reserves the right to cancel bookings by written notice to the Hirer in the event of:
 - The Hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
 - The Hall Management reasonably considering that such hiring will lead to a breach of licensing conditions if applicable or other legal or statutory requirements
 - Unlawful or unsuitable activities will take place at the Hall as a result of the booking
 - The Hall becoming unfit for the use intended by the Hirer
 - An emergency requiring use of the Hall as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters
17. Where the Hall Management cancels a booking, the Hirer shall be entitled to a full refund. However the Hall Management shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

START AND END OF HIRE

18. A member of the Hall Management will meet the Hirer outside the Hall no earlier than 10 minutes before the start of the booking period to open the venue and will wait no longer than 15 minutes for the Hirer to arrive. They will provide information related to the Hall and answer any questions the Hirer may have. They will then return at the end of the booking to secure the premises.
19. Should the Hall not be left in an acceptable clean state after the booking, then the Hirer will be invoiced for extra cleaning costs of £20 per hour of cleaning required, at the discretion of Hall Management.
20. The Hirer is responsible for setting up and tidying away and cleaning at the end of their sessions.
21. All tables and chairs are to be returned to their corresponding Store Rooms with chairs stacked no more than 6 high only.
22. Should any issues or emergencies arise during the booking, contact details can be located on the noticeboard in the hallway. The noticeboard also contains important information such as the location of

the first aid box, details on the relevant licences, fire emergency plans and evacuation procedures and the WiFi code.

23. All equipment and other property belonging to the hirer must be removed at the end of the session. Failure by the Hirer to remove any property brought on to the Hall for the purposes of the hiring may result in the hall disposing of any such items by sale or otherwise and charge the Hirer any costs incurred in storing and selling or disposing of the items.

CAPACITY

24. The Hirer agrees not to exceed the maximum permitted number of people per room including the organisers/performers as laid out in the table below:

	Capacity
Main Hall	150 standing, 100 seated
Meeting Room	15

LICENCE PERMISSIONS

25. Hirers must comply with the terms of the premises licence granted to the hall including, but not limited to, permitted hours for licensable activities such as serving alcohol, playing live or recorded music. Any breaches may lead to prosecution by Hinckley and Bosworth Borough Council. Hirers are instructed to contact the Parish Clerk if they intend to carry out licensable activities for further advice.
26. The Hall holds a performing rights society licence which permits the use of copyright music in any form. Other activities may require a temporary events notice which can be obtained from Hinckley and Bosworth Borough Council. The Hirer must ensure that any other licences required shall be obtained prior to the start of the booking and that the Parish Clerk is provided with a copy of such licence.

CAR PARK

27. Hirers are responsible for managing car parking arrangements for attendees during their session.
28. Hirers must ensure that public highways remain clear and that access to adjacent properties is not obstructed. Vehicles must not be parked on pavements or grass verges surrounding the hall.
29. All cars are parked at the owner's risk and the Hall Management accept no responsibility for the loss or damage to any vehicle which is parked in the hall car park.

HEATING & VENTILATION

30. Instruction on how to use the heating in the hall will be given to Hirers as part of their induction on how to use the Hall.

PORTABLE EQUIPMENT

31. It is the responsibility of the Hirer to ensure that any equipment brought into the hall (electrical or otherwise) is in good working order and appropriately used. The Hirer indemnifies the Hall Management against any issues or costs through the use of any such equipment.
32. The Hirer shall ensure that no unauthorised heating appliances are used on the hall without the written prior consent of the Hall Management.

WI-FI

33. The Hirer is responsible for ensuring that any WiFi enabled device is compatible with our WiFi service
34. The Hirer agrees to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.
35. The Hirer agrees to not cause or allow inappropriate or offensive material to be downloaded or transmitted over the broadband wi-fi system at the hall.
36. Although the Hall Management aims to offer a continuous WiFi service, it cannot guarantee that the WiFi service will be fault-free or accessible at all times.
37. Please note that the hall does not hold a TV licence and therefore the viewing of live television broadcasts or recorded TV content is strictly prohibited.

NOISE

- 38. The Hirer is responsible for ensuring noise limits are not exceeded and must take reasonable steps to minimize noise upon arrival and departure, especially late at night and early in the morning.
- 39. Music volumes should be kept at a reasonable level, keeping doors and windows closed at all times.
- 40. A sound limiter is in place in the Main Hall. Where live amplified music is to be played, it is the Hirer's responsibility to ensure that all amplification equipment is plugged into the designated power socket that links to the sound limiter. If the noise limiter is triggered, power to the hall sockets will be cut and any attempts to override the sound limiter will result in the security deposit being forfeited.

BOUNCY CASTLES AND INFLATABLES

- 41. Bouncy castles are permitted inside the hall only and will incur a surcharge of £20 per booking to be paid when placing the booking to cover wear and tear of the hall, insurance and the cost of electricity.
- 42. One bouncy castle is permitted per hire and must be no taller than 10 foot 6 inches high. The bouncy castle must not obstruct the fire exits and be placed in the centre of the hall to avoid any sloping ceilings.
- 43. It is the responsibility of the Hirer to ensure that any company, organisation or individual(s) employed by the Hirer to supply play equipment such as bouncy castles and inflatables has appropriate and adequate insurance against all claims arising from damage or injury.

ANIMALS

- 44. The Hirer shall ensure that no animals except guide dogs are brought into the hall, unless specifically agreed in advance by the Hall Management. No animals are permitted to enter the kitchen under any circumstances.

TABLES & CHAIRS

- 45. Tables and chairs are available to use by all Hirers of the hall. However they may not be used outside.

SMOKING

- 46. Smoking is not permitted anywhere on the hall, including the outside or car parking area. This includes the use of e-cigarettes and vaping.

KITCHEN & FOOD SAFETY

- 47. The use of the kitchen and its facilities is included in the hire charge.
- 48. All food products and other items must be removed from all cupboards and the fridge freezer at the end of hire.
- 49. The Hirer is responsible for food safety and is advised that all persons or caterers preparing food understand correct food safety procedures and have the relevant food hygiene certificates in place.
- 50. Children under 18 years old must not enter the kitchen unless properly supervised.

CLEANING & WASTE REMOVAL

- 51. The Hall Management will be responsible for preparing the hall and ensuring that the hall is clean and tidy before the hire period begins.
- 52. It is expected that the Hirer leaves the hall in the condition as found on the commencement of the hire period. This includes sweeping the floors, mopping up spillages, wiping down surfaces, cleaning and returning all chairs and tables to their normal storage positions, and cleaning, drying, and putting away any kitchen items used where appropriate. Hirers can use items in the cleaning cupboard located in the kitchen.
- 53. Black rubbish bags will be supplied for the Hirer and will be left with the cleaning equipment in the kitchen. A maximum of two black bags will be accepted, which must be left tied and ready for disposal in the kitchen, except by prior written arrangement with the Hall Management. Any additional bags of rubbish must be removed by the Hirer at the end of the session. A charge of £5 per bag will be deducted from your security deposit for any rubbish bags left behind by the Hirer.
- 54. All gas canisters must be removed by the Hirer at the end of the session. A charge of £10 per cannister will be deducted from the deposit for any cannisters left behind by the Hirer to cover its correct disposal.

- 55 In the circumstances that the Hirer is catering for a large event where additional bins and or/a skip is required, then agreement and permission will be required from the Hall Management. All additional costs for bags, bins and skips for the disposal of the rubbish will be passed on in full to the Hirer.
- 56 Should the hall not be left in an acceptable clean state after any booking, then the Hirer will be invoiced for cleaning costs at a cost of £20 per hour of cleaning required, at the discretion of the Hall Management.

SUPPLY OF ALCOHOL AND DRUNK AND DISORDERLY BEHAVIOUR

- 57 Under the premises licence, the Hirer may supply alcohol to guests free of charge but if the Hirer wishes to sell alcohol then they must apply for a Temporary Event Notice (TEN) from Hinckley and Bosworth Borough Council. The Hirer must ensure that any other licences required shall be obtained prior to the start of the booking and that the Parish Clerk is provided with a copy of such licence.
- 58 The Hirer will take all reasonable steps to prevent excessive consumption of alcohol and if necessary deal with any drunk and disorderly behaviour whether on the Hall or in its immediate vicinity.
- 59 Alcohol will not be served to any person suspected of being drunk or to any person suspected of being under the age of 18.

CCTV

- 60 CCTV is installed at Stanton under Bardon Hall to provide a safe, secure environment for visitors, Hirers, and residents while maintaining the security of the premises. The Parish Council owns and manages the system in compliance with the Data Protection Act 2018, the GDPR, and ICO guidelines.
- 61 The system comprises nine fixed cameras. Recorded images are stored securely for 30 days before being automatically overwritten, with access strictly limited to law enforcement agencies such as the Police, or authorised personnel only. Individuals can request access to footage through a formal application process, subject to privacy safeguarding.

INDEMNITY

- 62 The Hirer shall indemnify and keep indemnified each member of the Village Hall Management Committee and the Parish Council's employees and volunteers against:
- The cost of repair of any damage done to any part of the Hall including the curtilage thereof or the contents of the Hall.
 - All actions, claims, losses, damages, and costs in respect of damage or loss of property or injury to persons arising as a result of the use of the Hall by the Hirer.
 - All actions, claims, losses, damages, and costs suffered or incurred as a result of any nuisance caused to a third party as a result of the use of the Hall by the Hirer.
- 63 The Hirers shall be responsible for covering the cost to replace or repair any damage, breakage or theft that has occurred during the Hirer's use of the Hall and will be charged the cost of repair, or replacement as determined by the Hall Management.
- 64 It is the responsibility of the hirer to ensure that any company, organisation or individual(s) employed by the hirer to supply equipment or other entertainment equipment has appropriate and adequate insurance against all claims arising from damage or injury
- 65 The Hall Management does not accept liability for any damage to, or loss of, any property or articles placed or left in or on the Hall nor accepts any responsibility whatsoever for any loss or damage caused to the personal property of the users of the facilities and/or the Hall.
- 66 The Hall Management does not accept liability for any loss suffered by the Hirer because of any booking cancellation or unforeseen unavailability of the facilities and/or the Hall.
- 67 The Hall Management is insured against any claims arising out of its own negligence.

FIRE SAFETY

- 68 The Hirer shall ensure that all occupants of the hall abide by the fire safety notices and are familiar with evacuation procedures and locations of fire exits.
- 69 The Hall Management ask the Hirer to read through and familiarise themselves with the fire safety policy, emergency procedure and fire evacuation plan for the hall found in Appendix 1.
- 70 No naked flames, fireworks, explosives or highly combustible materials are permitted in or near the hall.

- 71 All escape routes and fire exits must be kept clear at all times; this includes not being obstructed by tables, chairs, or party decorations.

ACCIDENTS & FIRST AID

- 72 Hirers are responsible for providing first aid cover as necessary. The first aid kit and accident book are located in the kitchen and a defibrillator is situated on the external wall outside the main entrance. Entry to the defibrillator is granted with a code provided by the emergency services when 999 is called.
- 73 Any accident that occurs during the hire that involves injury to the public, or any other emergency incident, must be recorded in the accident book located in the kitchen. The Village Hall Committee will investigate the cause of all accidents and implement measures to prevent recurrence.
- 74 Any failure of equipment belonging to the hall or brought in by the Hirer must also be reported as soon as possible.

ENQUIRIES AND COMPLAINTS

Please contact Stanton under Bardon Parish Council if you wish to raise a complaint or experienced any problems with your booking. Please forward correspondence to the Parish Clerk who will then raise it with Stanton under Bardon Village Hall Management Committee.

Stanton under Bardon Parish Clerk,
Stanton under Bardon Parish Council,
Village Hall, St John Cole Crescent,
Stanton under Bardon,
Markfield
Leicestershire,
LE67 9AE
01530 243987
clerk@stantonunderbardonpc.org.uk

STANTON UNDER BARDON VILLAGE HALL

FIRE SAFETY GUIDANCE FOR HIRERS

YOU, THE HIRER, are the 'RESPONSIBLE PERSON' in the event of a Fire or an Emergency within Stanton under Bardon Village Hall during your hire

At all times the Village Hall is in use, the RESPONSIBLE PERSON must be in charge and ready to take control of any incident. Please read and become familiar with these instructions.

BEFORE YOUR EVENT STARTS:

- Check that the 'Fire Exit' lights are working
- Check that all escape routes are not blocked, e.g. by tables, chairs, or boxes
- Check that you know where any fire extinguishers or blankets are stored, and the different uses of the water and CO2 fire extinguishers
- Check that all electrical equipment and extension leads that are being used within the Village Hall are in good working order and used appropriately
- Check that no balloons or other decorations have been hung where they could fall and obstruct a Fire Exit
- Inform all your attendees of the Fire Exit routes, and the Assembly Point at the far end of the car park, in the event of a fire or emergency

DURING YOUR EVENT:

- Know how many people are at your event
- Keep fire doors closed when not in use and do not prop them open with objects
- Ensure that the Fire Exits and escape routes do not become obstructed
- Brief any disabled people and/or their assistants regarding their best evacuation route from the Village Hall in the event of a fire or emergency
- Ensure that no vehicle obstructs the Village Hall's main entrance, so that wheelchair users and those with prams/buggies can exit quickly and safely
- Ensure that emergency services vehicles have a clear access route to the Village Hall from the road
- Ensure that your event attendees do not engage in any activity that is likely to cause a fire, for example, smoking or using candles or other naked flames
- Be vigilant regarding any smells of burning or a gradual build-up of smoke

AFTER YOUR EVENT:

- Remove all waste
- Secure all external doors and windows
- Check cookers, heaters and electrical appliances are turned off where necessary
- Turn off lights not required for security purposes and close all internal doors

FIRE EMERGENCY PLAN

FIRE NOTICE

In the event of a fire

DIAL 999

1. The responsible person in charge of the hall will give loud and clear instructions and tell all persons to:

- Evacuate the building using the nearest available exit
- Meet at the **EMERGENCY ASSEMBLY POINT – Rear Car Park**

2. Start the fire alarm if it is not already sounding, by using a **'Break Glass Point'**

3. NO MATTER HOW SMALL THE FIRE, **CALL THE FIRE BRIGADE**

There is no public telephone nearby so **USE A MOBILE TO CALL 999**

GIVE THIS ADDRESS:

**Stanton under Bardon Village Hall
2 St John Cole Crescent
Stanton under Bardon
Leicestershire
LE67 9AE**

WHAT3WORDS LOCATION - [///arts.kitten.tadpoles](https://www.what3words.com/arts.kitten.tadpoles)

Check every room that is safe to enter, to ensure everyone has left

Use firefighting equipment to clear a safe passage to a fire exit

Check that everyone is accounted for and do not allow anyone to re-enter the building under any circumstances

On arrival of the Fire Brigade, report to the Officer in Charge that all persons are safe or state the last known location of anyone missing

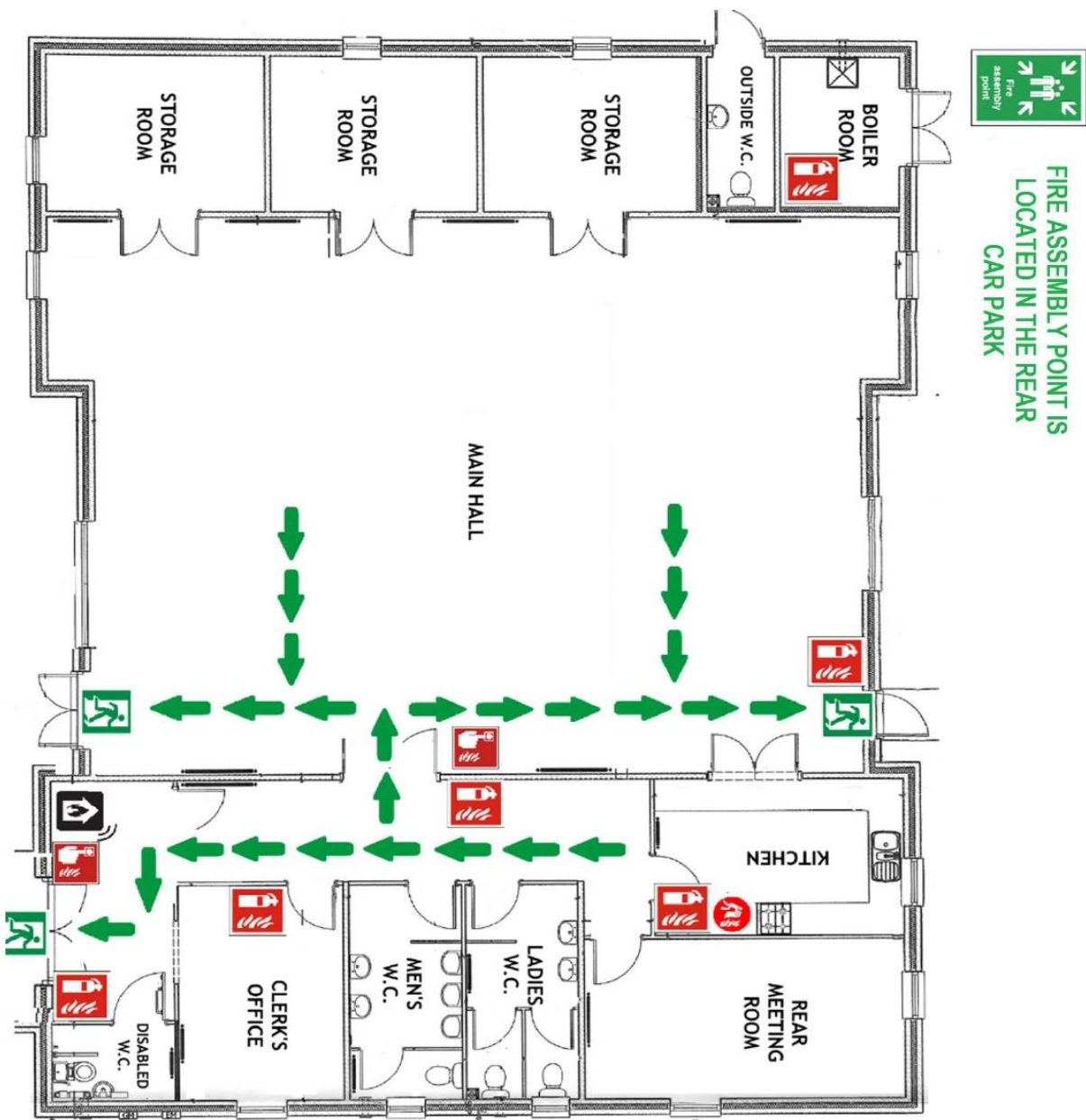
All incidents, no matter how small, must be reported

EMERGENCY CONTACT DETAILS:

Caretaker – 07367 479624 Parish Clerk – 07311 922147

STANTON UNDER BARDON VILLAGE HALL

FIRE ESCAPE ROUTES AND EQUIPMENT LOCATIONS



FIRE ASSEMBLY POINT IS
LOCATED IN THE REAR
CAR PARK

STANTON UNDER
BARDON
VILLAGE HALL

FIRE EVACUATION PLAN



Stanton under Bardon VILLAGE HALL

CCTV NOTICE

The CCTV system installed at Stanton under Bardon Village Hall and the images produced by it are controlled by the VHMC which is responsible for how the system is used. Day-to-day operational responsibility lies with the Parish Clerk who reports directly to the VHMC.

The VHMC has considered the need for using CCTV and has decided that it is required for the prevention and detection of crime and for protecting the safety and security of volunteers, staff, hirers, visitors and contractors. It will not be used for other purposes and an annual review of the use of CCTV will be conducted.

Date of Review: January 2025

Date of Next Review: January 2026

Each of the Criteria listed below has been checked and confirmed by the Stanton under Bardon VHMC:

- Notification has been submitted to the Information Commissioner and the next renewal date is recorded.
- There is a named individual who is responsible for the operation of the system.
- The problem we are trying to address has been clearly defined and installing cameras is the best solution. This decision should be reviewed at least annually.
- A system has been chosen which produces clear images which the Law Enforcement Agencies can use to investigate crime and these can easily be taken from the system when required.
- Cameras have been sited so that they provide clear images.
- Cameras have been positioned to avoid capturing the images of persons not visiting the premises.
- There are visible signs showing that CCTV is in operation, who is responsible for installing and maintaining the system and emergency contact details.
- Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.
- The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.
- The potential impact on individuals' privacy has been identified and taken into account in the use of the system.
- The Parish Council know how to respond to individuals making Subject Access Requests for copies of their own images.
- Regular checks are carried out to ensure that the system is working properly and produces high quality images