

THURLASTON VILLAGE HALL (RUGBY)

Conditions of Hire with which Hirers must comply during their use of Thurlaston Village Hall (RUGBY) Charity No 1197617 (“the Premises”) Any queries arising from these conditions should be referred to the Bookings Secretary.

Conditions of Hire

1. Introduction

Hirers should familiarise themselves and ensure strict compliance with a “Village Hall – Safety at a Glance” Information Sheet, “Fire Action Procedures” and other notices to be found on the notice board in the Premises which provide information about the facilities and their usage. Supplementary notices are positioned around the Premises providing additional instructions and advice on the use and operation of the facilities. Please contact the Bookings Manager if clarification is required. In the event of an emergency occurring, the names and telephone numbers of the Trustees (“the Trustees”) of the Premises who can be contacted are provided on the main notice board in the Premises and on a notice board to the right of the front steps.

2. Safety Security and Regulations

2.1 Hirers are advised to make an appropriate announcement prior to commencement of their event with regard to what action should be taken in the event of an emergency.

2.2 Hirers shall comply with all conditions and regulations relating to the Premises stipulated by the fire, police, local or other authority particularly in connection with any event which includes public dancing or music, other public entertainment plays, the sale of alcohol or the preparation or serving of food.

2.3 The Fire Brigade shall be called to an outbreak of fire and the Premises evacuated in an orderly manner. Additionally, a representative of the Trustees should be contacted immediately and all details shall be given to the Bookings Manager.

2.4 Hirers shall be responsible for ensuring that all licences necessary for the activities to be carried on have been obtained.

2.5 Hirers shall be responsible for safeguarding during their event or activity and are referred to the hall’s Safeguarding policy. Hirers whose activities involve children or adults at risk (e.g. playgroups, youth clubs etc) shall have in place their own Safeguarding Policy, follow safe recruitment practices (where relevant) and comply with national safeguarding legislation and guidance.

3. Use of the Premises

3.1 Hirers will be held responsible for the safety and security of the Premises and their contents. All spills must be cleaned up quickly.

3.2 Hirers shall ensure that any electrical appliances brought on to the Premises shall be safe, in good working order and used in a safe manner and that any inflammable, explosive, dangerous or offensive articles are not taken on to the Premises without permission.

3.3 Hirers must ensure that the hours when the Premises may be used as stated in the Hire Agreement are strictly observed and sufficient time must be allowed for clearing up at the end of the event in order that the Premises can be closed and locked at the designated time

3.4 All facilities used must be cared for and left undamaged, safe, secure, clean, tidy and ready for the next user (leave the Premises as you would wish to find them) In particular:

(a) The kitchen worktop should be protected. Hot pans must not be placed directly on the worktop. There is a glass heat protector mat in the barrow cupboard by the end window. The worktop should not be used for chopping. Plastic chopping boards are also provided. Acidic and staining spill such as lemon, tomato, wine and curry etc should be wiped up immediately. Instruction manuals for appliances are located in the red folder in the top left hand drawer.

(b) Sweep, mop and wipe all areas that need it. Cleaning equipment is in the tall cupboard in the kitchen and under the kitchen sink. Larger brooms are stored in the cupboard to the right of the kitchen. Ensure all used pots, pans, glasses, crockery etc are washed and put away or placed in the dishwasher which must be put on. Dishwasher tablets are under the sink and instructions for use are on the wall above the dishwasher.

(c) Turn off all lighting and appliance switches except for the fridge which must remain on and the dishwasher if it is in use. In particular switch off the immersion in the kitchen. Return the heating thermostat in the main hall to the frost setting

(d) Return hall chairs to the back wall of the hall, stacking them 6 high and not in front of the wall heaters

(e) Wipe hall tables and return four small tables (which seat 4 people) to the front porch, securing them with the strap attached to the wall and all other long tables (which seat 8 people) to the shed in the back garden. There are notices on the underside of each table identifying their correct location.

(f) Empty the kitchen bin. Ensure that all rubbish is taken away from the Premises, if it will not fit into the correct wheelie bin. The blue bin is for recyclables and the black for general waste. Please replace the bin liners using those under the kitchen sink ready for the next hirers.

(g) Check all doors and windows are locked to secure the Premises and that the key is returned to the lock box, the code scrambled and the weather cover slid into the upright position. The emergency door locking knob should be turned clockwise twice to lock.

(h) Only in emergency or if given permission by the Trustees are Hirers authorised to touch the main electrical, water or sewage controls or settings.

(i) Ensure that animals, other than dogs for assistance, are not brought on to the Premises.

(j) Ensure no nails, screws, adhesive tape, or equivalent are driven into or fixed on to walls, doors, glass, floor, furniture or fittings without express permission from the

Trustees.

(k) Ensure that noise from the Premises does not cause nuisance to persons in the neighbourhood particularly when persons are leaving the Premises and as far as possible keep doors and windows closed to avoid noise nuisance.

(l) Kitchen appliances: Ensure the oven and microwave are left clean, ensure the fridge is emptied and left clean. If using the dishwasher, ensure the dishwasher arm can move freely and is not obstructed, before switching on. Only use the dishwasher tablets supplied. Do not leave any dirty items in the dishwasher.

(m) Hirers are not permitted to use decorative candles or deep fat fryers. Barbeques must be raised on legs and a safe distance from the building.

(n) The outside pergola roof should be in the closed position (the handle to open and close the roof is in the tall cupboard just inside the kitchen or on a hook by the wall near the fire exit).

4. Premises Conditions

4.1 Duly authorised officers of Rugby Borough Council, the Fire Authority, Police Authority and the Trustees may carry out random checks that Hirers are complying with the Hire Conditions and relevant statutory provisions. Hirers hold the legal liability and responsibility if they breach the Hire Conditions or relevant statutory provisions.

4.2 Alcohol - The Sale of Alcohol is governed by the Licensing Laws and is only permissible if Hirers have been granted a Temporary Event Notice ("TEN"). The Premises are limited to 15 TEN's per annum. If Hirers wish to obtain a TEN, permission of the Trustees must first be obtained and should be requested at the time of booking.

4.3 Occupancy levels - The Maximum Occupancy levels in the various parts of the Premises as specified by the Fire Authority and which must not be exceeded are:

Main Hall – standing\sitting theatre style – 100 persons

Main Hall – sitting at tables eg dinner/social events – 47 persons

4.4 TV Licence – The Premises does not have a Television Licence. The playing, recording or watching of any material that is a 'Licensable Activity', is not permitted on the premises.

4.5 Music Licences - The Premises has PRS and PPL Music licences, enabling the play of live or recorded music. Such music can be played between the hours of 8am and 11pm. Please note the Premises does not have a 'Premises Licence' and if a hirer wishes to play music outside of the hours stated, they will need to obtain a TEN. The details at 4.2 above apply.

5. Indemnity

5.1 It is the responsibility of Hirers to ensure that anybody or person employed by the Hirers to supply play or other equipment has appropriate and adequate insurance against all claims arising from the use of such equipment. Please note due to insurance\risk issues, bouncy castles (or similar inflatable play equipment) are not permitted on the Premises.

5.2 It is the responsibility of Hirers to ensure that any play or other equipment supplied to them by third parties is size appropriate for the size of the Premises and is safe to use in the Premises.

5.3 The Trustees shall not be liable for loss or damage to any property, which may be brought on to the Premises

6. Payment of Hire Fees and Cancellation

6.1 Payment shall be made strictly in accordance with the terms given on the invoice. The right is reserved to request a Bond of up to £100 as a security in the event of any breach of these conditions by Hirers and to seek payment for damage caused to kitchen and other equipment.

6.2 If Hirers elect to cancel the booking within 2 weeks of the date of hire, payment will be required in full unless otherwise agreed in advance.

6.3 The Trustees reserve the right to cancel a hiring in the event of the Premises being required for use as a polling station for a parliamentary or local election or for use in an emergency by medical or other services, in which case Hirers shall be entitled to a refund of any deposit or advance payment already made.

6.4 In the event of the Premises, or any part of them, being rendered unfit for the use for which they have been hired or required for any purposes specified in clause 6.3 the Trustees shall not be liable to Hirers for any resulting loss or damage whatsoever.

7. Accidents

Hirers must report to the Bookings Manager all accidents involving personal injury as soon as possible and complete the relevant section in the Accident Book, located on top of the microwave in the kitchen. Any failure of equipment, belonging to the Trustees or, brought in by the Hirer if it might affect the Premises or facilities, must also be reported as soon as possible.

8. General Data Protection Regulation

The Trustees would like to collect and process Hirers' information (i.e. personal information from which they could be identified) and make contact with them as hirers of the Premises for the purposes of providing them with notices, news, information and updates about the Charity and the Premises to enable them to be fully informed about matters relating to them.

As a controller of your information, the Trustees will need to show that they have explicit consent from Hirers in order to be able to continue to communicate with them. By signing the Hire Agreement Hirers will indicate their consent to this but such consent can be withdrawn at any time by contacting the Bookings Secretary. The Trustees will not share Hirers' information with anyone else except, where necessary in connection with their use

of the Premises or where specifically authorised by Hirers in connection with their activities and the Trustees will only keep your information for so long as is reasonably necessary after Hirers cease to hire the Premises.

22 December 2025