

**LISS VILLAGE HALL  
FIRE ACTION PLAN**

**Annexe B**

In the event of a fire breaking out on the premises the Hirer must:

1. Raise the alarm.
2. Evacuate the Premises through the Fire Exits.
3. Hirers must ensure the safe evacuation of their members including those who may require extra help to leave the building safely.
4. Proceed to assembly point for a roll call of participants, where attendance registers are kept. Premises Assembly Point is in the car park of the Whistle Stop pub.
5. Call the Fire Service – address is Liss Village Hall, Hill Brow Road, Liss, GU33 7LA.
6. Only tackle the fire if it is safe to do so and if you have been adequately trained.

**LISS VILLAGE HALL  
HIRE TERMS AND CONDITIONS**

**Annexe C**

**The following Terms and Conditions must be adhered to and so it is important that the hirer understands all aspects of the agreed contract between themselves and Liss Parish Council (“LPC”).**

**An agreement made between Liss Parish Council (hereinafter called ‘LPC’) and the Hirer. Whereby LPC agrees to let and the Hirer agrees to in accordance with the terms and conditions of this Hire Agreement.**

Please read the following Terms and Conditions carefully when considering the hiring the Premises as they must be adhered to, so it is important that the hirer understands all aspects of the agreed contract between themselves and Liss Parish Council (“LPC”).

**1. DEFINITIONS**

**Commercial Hirer:** means any business or commercial user.

**Adult Party Hirer:** means any Hirer who wishes to make use of the premises for an adult (18+) party.

**Hirer:** means person who made the booking.

**Premises:** means the Village Hall or part thereof, and any contents therein and any fittings and fixtures therein and thereon.

**Key Holder:** means a Regular User who signs a Key Holder Declaration and is given a key by LPC to open and close the facility.

**2. GENERAL MATTERS**

2.1 The Hirer must be at least 18 years of age.

2.2 During the period of the hire, the Hirer shall be responsible for the supervision and care of the fabric of the Premises and its contents and should damage occur however slight the Hirer will ensure the damage is reported to the Caretaker or Assistant Parish Clerk as soon as practically possible. The Hirer will accept charges to rectify any damage (including accidental damage) to the Premises.

2.3 The Hirer is responsible for the supervision of the Premises, the fabric and contents and the behaviour of all persons using the Premises and will ensure that in cases where any unreasonable, unsociable activity occurs they will take steps to resolve matters.

2.4 LPC accepts no responsibility for any equipment, or any property brought on to or left at the Premises.

2.5 LPC reserves the right for duly authorised members or officers of LPC to enter the Premises at any time for any authorised purpose.

2.6 LPC reserves the right to cancel any hiring if it should so desire, subject only to the return of the fees paid and to no other claim save as may be determined in accordance with the provisions in the section entitled “Cancellation”.

2.7 LPC reserves the right to refuse any application for hire and shall not be required to offer any reason or explanation.

2.8 LPC may cancel or terminate any hiring if the Premises are required for any purpose connected with European or United Kingdom Local Authority Elections or other Elections or Referenda and shall not thereby incur any liability to the hirer, other than for the return of such hiring charges as shall have been paid by the Hirer. Hirers are advised to insure against this eventuality.

2.9 LPC has the right to limit or restrict the use of any part of the Premises at any time.

2.10 LPC reserves the right to amend/alter these Terms and Conditions of Hiring without notice but will send a copy of the amended Terms and Conditions to Regular Hirers.

### **3. USE OF PREMISES**

- 3.1 The Hirer shall not use the Premises for any other purpose than that described in the Hiring Agreement.
- 3.2 The Hirer 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 may endanger the Premises or render invalid any insurance policies in respect thereof.
- 3.3 No cooking equipment shall be brought onto the Premises without prior written permission of LPC.
- 3.4 No laser beams, drones, artificial smoke, fireworks, or any highly inflammable substances are permitted inside, or in the vicinity of the Premises or any external paved areas.
- 3.5 No decorations of any description are to be affixed to the walls or woodwork of the Premises except with the prior written approval of LPC and such walls and woodwork are not to be marked in anyway.
- 3.6 The entrance of the Premises shall always be kept clear of any displays, stands or decorative materials unless the prior written consent of LPC has been obtained for the placing of such displays.
- 3.7 No alterations or additions of a permanent nature are to be made during the period of hire to any part of the Premises, either inside or outside, or to the approaches thereto, or to the fittings or machinery, or to the electrical installation or equipment, nor shall any interference be made with the approaches to or exists from the Premises without the written consent of LPC.

### **4. GENERAL BOOKING INFORMATION**

- 4.1 Minimum hire of premises is 1 ½ hours.
- 4.2 No animals except Guide Dogs/Assistance Dogs are permitted on the Premises, unless specifically agreed in advance by the LPC in writing and no animals whatsoever are to enter the kitchen at any time.
- 4.3 Smoking is not permitted anywhere on the premises. Under the Health Act 2006, it is a criminal offence to smoke in any part of the Premises and it is a criminal offence for the Hirer to permit smoking.
- 4.4 The Hirer must:
  - 4.4.1 Ensure that the hire period booked allows sufficient time for setting up before the event and for clearing away and cleaning after the event ready for the next user.
  - 4.4.2 Hirer must consider the neighbours by ensuring that the volume of any music is kept at a reasonable level, doors and windows are kept closed, if necessary, and guests leave quietly at the end of the hire period.
  - 4.4.3 Promptly vacate the Premises at the end of the hire period.
  - 4.4.4 Ensure that the hired Premises are only used for the purpose specified on the booking form and not to sub-hire the Premises or allow them to be used for any unlawful purpose or in any unlawful way.
  - 4.4.5 Be responsible for the care and supervision of the Premises, and for the behaviour of all persons present.
  - 4.4.6 Be responsible for supervising car parking arrangements by those present for the Hire of the Premises to avoid any obstruction of the public highway.
  - 4.4.7 Ensure that the maximum number of 170 people allowed on the Premises at any one time is not exceeded.
  - 4.4.8 Ensure that there are sufficient responsible adults (over the age of 25) present for the number of people in attendance at the event:
    - 4.4.8.1 at least 2 responsible adults present for any event with up to 25 people in attendance.
    - 4.4.8.2 at least 4 responsible adults present for any event with over 25 people in attendance.
    - 4.4.8.3 The number of responsible adults present must be doubled if the majority of those attending are under the age of 16.

### **5. PAYMENT OF CHARGES**

- 5.1 Annex A provides detail of the Hire charges.
- 5.2 Once completed form has been received you will be sent an invoice for payment in full, only once this has been paid will the booking be confirmed.
- 5.3 A deposit will be taken for Adult Party bookings and other bookings at the discretion of the Clerk at the time of booking and returned to the Hirer following checks required. LPC reserves the right to charge other categories of users as deemed necessary or vary the level of deposit.
- 5.4 In the case of bookings where payment has not been made LPC reserves the right to refuse admission.
- 5.5 The hire charges include the cost of electricity used at the Premises by the Hirer save that LPC reserves the right to charge Hirers for excessive electricity usage by invoice which must be paid within 7 days of receipt.
- 5.6 LPC reserves the right to review the hire charges of the Liss Village annually for implementation on 1<sup>st</sup> April each year and will notify hirers at least 28 days before this date of any changes.
- 5.7 LPC reserves the right to refuse or cancel a booking if hire charges from a previous booking remain unpaid.

### **6. REGULAR HIRERS**

- 6.1 Regular Hirers who also become Key Holders will be asked to sign a separate Key Holder Declaration.
- 6.2 All Regular Hirers shall obtain a policy of insurance against third party risks / public liability. A copy of the policy must accompany the application form or be received by LPC not less than 28 days prior to the date of the first hire session, except in circumstances previously approved in writing by LPC. The Regular Hirer shall provide a copy of the policy if insurance cover is renewed after the initial booking is confirmed.

## **7. BEGINNING AND END OF HIRE PERIOD**

- 7.1 The Caretaker or Designated Key Holder will meet you outside the Premises at the start of your hire period (or just before) to open up, to provide information related to the facilities and answer any questions you may have. The Caretaker or Designated Key Holder will return at the end of the hire period to lock up.
- 7.2 The Hirer is responsible for setting up and tidying away and cleaning at the end of their sessions.
- 7.3 The Hirer is responsible for ensuring the Premises is left in a clean and tidy condition at the end of their session. LPC reserves the right to charge the Hirer for any additional time used if the Premises or Hirer is not finished within the Hire Period booked, the Hirer agrees to pay the balance outstanding within 14 days of notification of that sum from LPC.
- 7.4 The Notice Board next to the kitchen contains important information for hirers such as the caretaker phone number should any issues arise during the hire period, Fire Action Plan, full address for emergency services if required, location of the First Aid box, Accident Book Incident and Report Forms and the Wi-Fi code.

## **8. CLEANING AND CLOSING ARRANGEMENTS**

- 8.1 The Hirer is responsible for ensuring that the Premises are left clean and tidy, in a suitable condition for use by the next hirer. Particular attention should be paid to ensuring:
  - 8.1.1 Tables and Chairs are returned to their original home: Tables - entrance hall. Chairs - back of hall, stacked to a maximum of 5 high, to be kept clear of the fire extinguisher.
  - 8.1.2 Kitchen is left in a clean and tidy state if used. Surfaces and oven must be wiped clean, and all plates and cutlery are returned to their original home.
  - 8.1.3 Floors must be left in a clean condition and swept or mopped if required.
  - 8.1.4 Appliances are turned off (excluding the fridge)
  - 8.1.5 Lights are turned off.
  - 8.1.6 Windows and doors are closed and locked.
  - 8.1.7 Rubbish is disposed of in the bins provided. Excessive amounts of rubbish must be removed from the Premises at the end of the period of hire and taken elsewhere for disposal.
- 8.2 Cleaning materials and equipment are available in the Caretaker's storeroom at the back of the Premises.
- 8.3 LPC reserves the right to deduct an appropriate amount from the security deposit to pay for any damage caused or any additional cleaning and if the sum incurred exceeds the security deposit, the Hirer agrees to pay the balance outstanding within 14 days of notification of that sum from LPC.

## **9. HEALTH & SAFETY**

- 9.1 To minimise the chances of accident or injury, Hirers should adopt a common sense and responsible attitude to health and safety.
- 9.2 The responsible adults must read the Fire Action Plan, in Annexe B, and be familiar with the location and operation of the fire extinguishers as well as the procedures for orderly evacuation of the Premises in the case of fire or another emergency.
- 9.3 All doors, gangways and exits must always be kept clear of obstruction and Fire Exit Notices and extinguishers must not be obscured.
- 9.4 The Hirer should ensure all fire exit doors are left unfastened and unobstructed and immediately available for exit including the exit onto the Veranda.
- 9.5 **At the commencement of hire, the Hirer should identify for attendees the location of Fire Exits; and adhere to Fire Drills if the alarm sounds, vacate the Premises immediately, assemble by in the Whistle Stop pub car park and dial 999.**
- 9.6 No portable heaters are to be used on the Premises.
- 9.7 Small candles on birthday, anniversary or wedding cakes may be used by a responsible adult provided that the candles are not left unattended at any time. Other naked flames must not be used without prior written permission of LPC.
- 9.8 All chairs, tables and other equipment must be arranged in such a way as to allow free and easy access to the Fire Exits and with consideration for people's safety in moving around them, especially if a disabled person is in attendance.
- 9.9 Chairs should be stacked 5 high only, away from the fire extinguisher, and tables handled by two persons.
- 9.10 The Hirer should ensure that any equipment brought with them onto the Premises to be used there shall be safe and in good working order and, where appropriate, be PAT Tested.
- 9.11 If food is being prepared, served, or sold at the event, the Hirer must ensure that all relevant food, health, and hygiene regulations are observed.

## **10. CHILD SAFETY**

- 10.1 The Hirer is responsible for the supervision and general safety of all children (under the age of 18 years) while they are on the Premises. The Hirer must be present throughout the period of hire.
- 10.2 The Hirer must ensure that any activities for children under 8 years of age comply with the provisions of the Children Act of 1989 and that the relevant checks (e.g. DBS) have been carried out on people with unsupervised access to the children.
- 10.3 The Hirer must take all reasonable steps to keep children out of those parts of the Premises that might present a potential danger to them (e.g. the kitchen) unless they are supervised by a responsible adult.
- 10.4 The Hirer should not allow children to move the tables and chairs unless assisting under strict supervision by a responsible adult.

## 11. ACCIDENTS

- 11.1 Hirers are responsible for providing First Aid cover as necessary.
- 11.2 The First Aid Kit and Accident Book can be found in the kitchen on the shelf under the serving hatch.
- 11.3 The Hirer must report any accident involving injury to the public to the Caretaker or Assistant Parish Clerk as soon as possible.
- 11.4 The incident should be recorded on an Incident Report Form which can be found in the Accident Book and this should be returned to the Parish Clerk as soon as possible.

## 12. INDEMNITY & INSURANCE

- 12.1 The Hirer shall indemnify LPC against any and all the liabilities and shall keep LPC fully indemnified against all damage, losses, costs, expenses, actions, demands, proceedings, claims and liabilities made against, suffered or incurred by LPC arising from the Hirer's use of the Premises.
- 12.2 The Hirers shall be responsible for covering the cost to replace or repair any damage, breakage or theft that has occurred during the letter period and will be charged the cost of repair, or replacement as determined by LPC.
- 12.3 All Regular Hirers shall obtain a policy of insurance against third party risks / public liability. A copy of the policy must accompany the application form or be received by LPC not less than 28 days prior to the date of the first hire session, except in circumstances previously approved in writing by LPC. The Regular Hirer shall provide a copy of the policy if insurance cover is renewed after the initial booking is confirmed.
- 12.4 LPC does not accept liability for any damage to, or loss of, any property or articles placed or left in or on the Premises.
- 12.5 LPC 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 Premises.
- 12.6 LPC does not accept any responsibility whatsoever for any loss or damage caused to the personal property of the users of the facilities and/or the Premises.
- 12.7 A Hirer failing to comply with any of these regulations and conditions will be liable to forfeit the use of the Premises and/or the facilities, without any adjustment of fees.

## 13. CANCELLATIONS

- 13.1 If the Hirer cancels a booking, LPC reserves the right to make the following cancellation charges:

Amount of notice given before the date of hire	Cancellation Charge*
Less than TWO WEEKS	100% of the booking charge (no money will be refunded)
More than TWO WEEKS but less than ONE MONTH	50% of the booking charge
More than ONE MONTH	FULL REFUND minus a £10 administration charge

\* In special circumstances, LPC may waive or reduce the amount of the cancellation charge at its own discretion

- 13.2 LPC reserves the right to refuse a booking without being obliged to give a reason.
- 13.3 LPC reserves the right to cancel a booking at any time in the event of unforeseen circumstances and may, at its own discretion, offer compensation which will be limited to a maximum of the hire fee for the event. LPC will not be liable for any further and/or consequential losses.

## 14. LICENSING TERMS

- 14.1 The Hirer must not sell alcohol on the Premises without the prior written consent of LPC.
- 14.2 Prior to giving any consent LPC will require a copy of the relevant licences and permissions as required by the Licensing Act 2003.
- 14.3 During licensed events, it is the responsibility of the Hirer to prevent crime and disorder, maintain public safety, prevent public nuisance and protect children from harm.

## 15. LISS PARISH COUNCIL'S COMMITMENT

- 15.1 LPC will do its best to provide the Premises are in a suitable state for the activities agreed. However, LPC cannot be held liable for any circumstances or events outside of its control.
- 15.2 LPC will ensure that the Hirer's booking request is dealt with in a timely manner and an email confirmation will be sent to the Hirer at the earliest opportunity.

**If the Hirer has specific requirements, please get in touch with the Assistant Clerk: 01730 892823 or email [assistantclerk@lissparishcouncil.gov.uk](mailto:assistantclerk@lissparishcouncil.gov.uk) or call 01730 892823**

## HIRE CHECK LIST

Annexe E

### At the end of your session please ensure:

- ✓ You are ready for the caretaker to close up, any delays may incur charges
- ✓ Tables and chairs: safely stored away with chairs stacked max. 5 high, not blocking the fire extinguisher
- ✓ Dispose of any bin bags with food waste in outside bins
- ✓ Floors: if required clean with broom & brush (located in Caretaker's Storeroom)
- ✓ Windows: all closed
- ✓ Lights: turned off
- ✓ Doors: closed and locked
- ✓ Any damage must be reported to the caretaker or office

### If using the kitchen during your session please ensure:

- ✓ Surfaces are wiped clean
- ✓ Kettle emptied of any water and switched off at the wall
- ✓ Food removed from the fridge
- ✓ Used kitchen equipment must be thoroughly washed, dried and returned to its appropriate cupboard
- ✓ Dispose of any bin bags with food waste in outside bins
- ✓ Any breakages must be reported to the caretaker or office