
GRUNDISBURGH VILLAGE HALL
Registered Charity No: 1190693

Policy Name:	HALL HIRE AGREEMENT
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Revision History

Version No.	Date	Prepared by / Modified by	Email Address	Significant Changes
0.1	09/02/2021	Phil Bailey	phil.bailey@btinternet.com	First Draft
0.2	22/03/2021	Phil Bailey	phil.bailey@btinternet.com	Second Draft
0.3	08/02/2022	K Tatham	secretary@gnvh.co.uk	Final

Glossary

Abbreviation	Description
VHMC	Grundisburgh Village Hall Management Committee
NSPCC	National Society for the Prevention of Cruelty to Children
RRO	Regulatory Reform (Fire Safety) Order 2005

Hiring the Hall

Grundisburgh Village Hall is located in Ipswich Road on the south-western edge of the village. One of the most sought-after villages in Suffolk, Grundisburgh is just six miles from Ipswich and three from Woodbridge. It is not just a pretty picture postcard village, but a real lively community with a broad spread of population including lots of families with young children. Because Grundisburgh provides services for surrounding smaller villages, its nearly 1,500 inhabitants enjoy amenities which a village of this size could not sustain on its own.

The Village Hall provides a large hall and is a good venue for meetings, lectures, parties, charity galas, anniversary celebrations and wedding receptions. It is also the home for local clubs and social activities. We welcome everyone from local and community groups to commercial organisations and private individuals. Whether you are looking for a comfortable meeting room, somewhere to hold an art or dance class or a children's party, or a venue to hold your birthday party, anniversary celebration or wedding reception, we can happily accommodate you.

Catering and Alcohol

Grundisburgh Village Hall has kitchen facilities which can cater for up to 120 guests. The Hall does not provide catering services, so hirers must make their own arrangements if required. Local caterers are available.

Music

The Hall has a PR license that allows music to be played in the Hall.

Hire Rates

Hire rates for the hall can be found on the website.

APPENDIX 1

Hire Agreement

HIRER'S RESPONSIBILITIES

For the purposes of these conditions, the term Hirer shall mean an individual hirer or, where the Hirer is an organisation or group, the authorised representative. The Hirer shall be over 18 years of age.

Policies

- The Hirer is required to review all the relevant policies of the VHMC (including Health & Safety), copies of which are on the website:
<https://www.grundisburghvillagehall.com/>

Supervision

- The Hirer is considered to be the Event manager and, during the period of the hiring, shall be responsible for supervision of the premises, the fabric and the contents; their care, safety from damage however slight, and the behaviour of all persons using the premises whatever their capacity: including proper supervision of car parking and young persons under 18 years.

Use of Premises

- The Hirer shall not use the premises for any purpose other than that advised at the time of booking.
- Standard operating hours are 8.00 to 23.30, although all music must cease at 23.00hrs.
- The capacity 120 persons in the main hall must not be exceeded
- The sale of alcohol in any form is not permitted unless a Temporary Event Notice has been obtained from East Suffolk Council. Alcohol is permitted for private events where not sold.
- 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 same or render invalid any insurance policies.
- The Hirer will be responsible for obtaining any licences that are needed and for the observance of the same.
- The premises will not be used for any form of adult entertainment of a sexual nature.
- No smoking is allowed anywhere in Grundisburgh Village Hall.

- Doors and windows will be managed during events to ensure that excess noise likely to cause nuisance does not escape from the building.
- The Hirer is requested to ensure that users leave quietly and have consideration for local residents.

Indemnity

The Hirer shall reimburse Grundisburgh Village Hall for the cost of any repair or damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.

Insurance

The Hirer shall be responsible for making arrangements to insure against any third-party claims which may lie against them (or the organisation if acting as a representative) whilst using the Premises. (Grundisburgh Village Hall is insured against any claims arising out of its own negligence).

Children Act–Safeguarding Children

The Hirer shall ensure that any activities for children comply with relevant legislations and that only fit and proper persons have access to the children.

Except for private parties, where events are organised for children, the Hirer shall have a valid certificate from the Disclosure and Barring Service and the Hirer shall take full responsibility for any other persons engaged to look after children.

There shall be a minimum of three competent persons over 18 years of age to supervise all children’s events. Children are not allowed in the Hall unaccompanied.

Where the event is predominantly for children under the age of 16 years there shall be additional adult supervision. The NSPCC recommends:

- Aged 0 - 2 years: 1 adult to 3 children
- Aged 2 - 3 years: 1 adult to 4 children
- Aged 4 - 8 years: 1 adult to 6 children
- Aged 9 - 12 years: 1 adult to 8 children
- Aged 13 - 18 years: 1 adult to 10 children.

Health and Hygiene

- The Hirers shall, if preparing, serving or selling food, ensure all relevant food health and hygiene legislation and regulations are adhered to.
- The Hirer shall familiarise themselves with the location of the First Aid Kit.

Fire Safety

- The Regulatory Reform (Fire Safety) Order 2005 (RRO) covers the relevant responsibilities for Fire Safety of the village hall. Under this agreement, the Hirers shall bear the responsibility for fire safety for the duration of the hire.
- The building has previously been risk assessed under the RRO so in essence the extent of your responsibilities can be summarised as follows.

The Hirer must:

- Be familiar with the layout of the building and escape routes as indicated by the green 'running man' signs and ensure that these routes are kept free from obstruction.
- Be familiar with the contents of the Fire Action Notices located at various points throughout the building, which inform you what to do in the event of a fire.
- Ensure that any electrical equipment used in connection with your hiring e.g. sound systems has been suitably tested by a competent person and is safe.
- Not use unauthorised heating appliances or highly flammable substances.
- Ensure that exit signs and the emergency lighting supply illuminating exit signs and routes is turned on the whole time the event is in progress.
- Ensure that the Fire Brigade is called to all fires no matter how small and that the Booking Secretary is informed.

Animals

- The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the Hall.

Cancellation

- If the Hirer wishes to cancel the booking before the date of the event and the VHMC is unable to arrange a replacement booking, the payment of the hiring fee shall be at the discretion of the VHMC.
- The VHMC reserves the right to refuse or cancel a booking at any time without notice, prior to or during the booking event.
- The hirer shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the hirer, at the discretion of the VHMC.