

THORVERTON MEMORIAL HALL

HIRE AGREEMENT 2021

STANDARD CONDITIONS OF HIRE

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.



1. Age

You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

2. Supervision

During the period of the hiring, you are responsible for:

- (i) supervision of the premises, the fabric and the contents;
- (ii) care of the premises, safety from damage however slight or change of any sort; and
- (iii) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of premises

You must not use the premises (including the car park) for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises. You must not allow the consumption of alcohol or bring alcohol onto the premises without our written permission.

4. Insurance and indemnity

- (i) You are liable for:
 - (a) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence to any part of the premises including its curtilage or its contents
 - (b) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence done to our WiFi service
 - (c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our WiFi service, and
 - (d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of

our WiFi service, and subject to sub-clause (ii), you must indemnify us against such liabilities.

- (ii) We will take out adequate insurance to insure the liabilities described in sub-clauses (i)(a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (i)(c) and (d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:
 - (a) any insurance excess incurred and
 - (b) the difference between the amount of the liability and the monies we receive under the insurance policy.
- (iii) Where we do not insure the liabilities described in sub-clauses (i)(c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Hall Secretary. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

Specific insurance cover must be taken out by you if a Bouncy Castle is to be used on the premises at your event, and you must produce the policy and current receipt or other evidence of cover to our Hall Secretary.

We are insured against any claims arising out of our own negligence.

5. Gaming, betting and lotteries

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

6. Music Copyright licensing

You must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, you must hold such licence(s).

7. Music

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

8. Film

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

9. Safeguarding children, young people, and adults at risk

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable

steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

10. Public safety compliance

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our health and safety policy.

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Hall Secretary.

(i) You acknowledge that you have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Service and evacuating the hall.
- The location and use of fire equipment.
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Location of the first aid box.

(ii) In advance of any activity whether regulated entertainment or not you must check the following items:

- That all fire exits are unlocked and panic bolts are in good working order.
- That all escape routes are free of obstruction and can be safely used for instant free public exit.
- That any fire doors are not wedged open.
- That there are no fire-hazards on the premises.

11. Noise

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

12. Drunk and disorderly behaviour and supply of illegal drugs

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

(i) no one attending the event consumes excessive amounts of alcohol

(ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

13. Food, health and hygiene

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. There are two refrigerators with temperature gauges in the kitchen.

14. Electrical appliance safety

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

15. Stored equipment

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

(i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended

(ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.

16. Smoking

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

17. Accidents and dangerous occurrences

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book. You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our Hall Secretary will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in

accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

18. Explosives and flammable substances

There are many thatched houses in the village and so as to limit the risk of fires You must ensure that:

- (i) Highly flammable substances are not brought into, or used, in any part of the premises.
- (ii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent;
- (iii) no fires, fire bowls or fireworks are lit.

19. Heating

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances or light any fire anywhere on the premises.

20. Animals

You must ensure that Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises.

21. Fly posting

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and must indemnify and keep indemnified us accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority.

22. Sale of goods

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

23. WiFi Services

When using the WiFi service you agree at all times to be bound by the following provisions:

- (i) not to use the WiFi service for any for the following purposes:
 - (a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
 - (b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;

- (c) interfering with any other persons use or enjoyment of the WiFi service; or
- (d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;
- (ii) 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.

24. Termination of the WiFi service

We have the right to suspend or terminate our wifi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

- (i) if you use any equipment which is defective or illegal;
- (ii) if you cause any technical or other problems to our WiFi service;
- (iii) if, in our opinion, you are involved in fraudulent or unauthorised use of our WiFi service;
- (iv) if you resell access to our WiFi service; or
- (v) if you use our WiFi service in contravention of the terms of these Standard Conditions.

25. Availability of WiFi Services

- (i) Although we aim to offer the best WiFi service possible, we make no promise that the WiFi service will meet your requirements. We cannot guarantee that our WiFi service will be fault-free or accessible at all times.
- (ii) It is your responsibility to ensure that any WiFi enabled device used by you is compatible with our WiFi service and is switched on. The availability and performance of our WiFi service is subject to all memory, storage and any other limitations in your device. Our WiFi service is only available to your device when it is within the operating range of the main hall.
- (iii) We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our WiFi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our WiFi service. Network speed is no indication of the speed at which your WiFi enabled device or our WiFi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

26. Privacy and Data Protection

- (i) We may collect and store personal data through your use of our WiFi service.
- (ii) We may process all information about you which is provided in relation to our WiFi service in accordance with your legal rights under the Data Protection 1998 and solely for the purposes of offering the WiFi service.
- (iii) By using our WiFi service, you agree to the terms of this clause 26. If you would like more information or object to anything in these conditions, you should speak to:

When using the WiFi service the Hirer agrees at all times to be bound by the following provisions:

(a) not to use the WiFi service for any for the following purposes:

(i) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;

(ii) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;

(iii) interfering with any other persons use or enjoyment of the WiFi service; and

(iv) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner

(b) 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.

27. Cancellation

If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we may, in our complete discretion, return the deposit or require payment of the hire fee.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

(i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;

(ii) our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;

1) the premises becoming unfit for your intended use;

2) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

28. End of hire

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge.

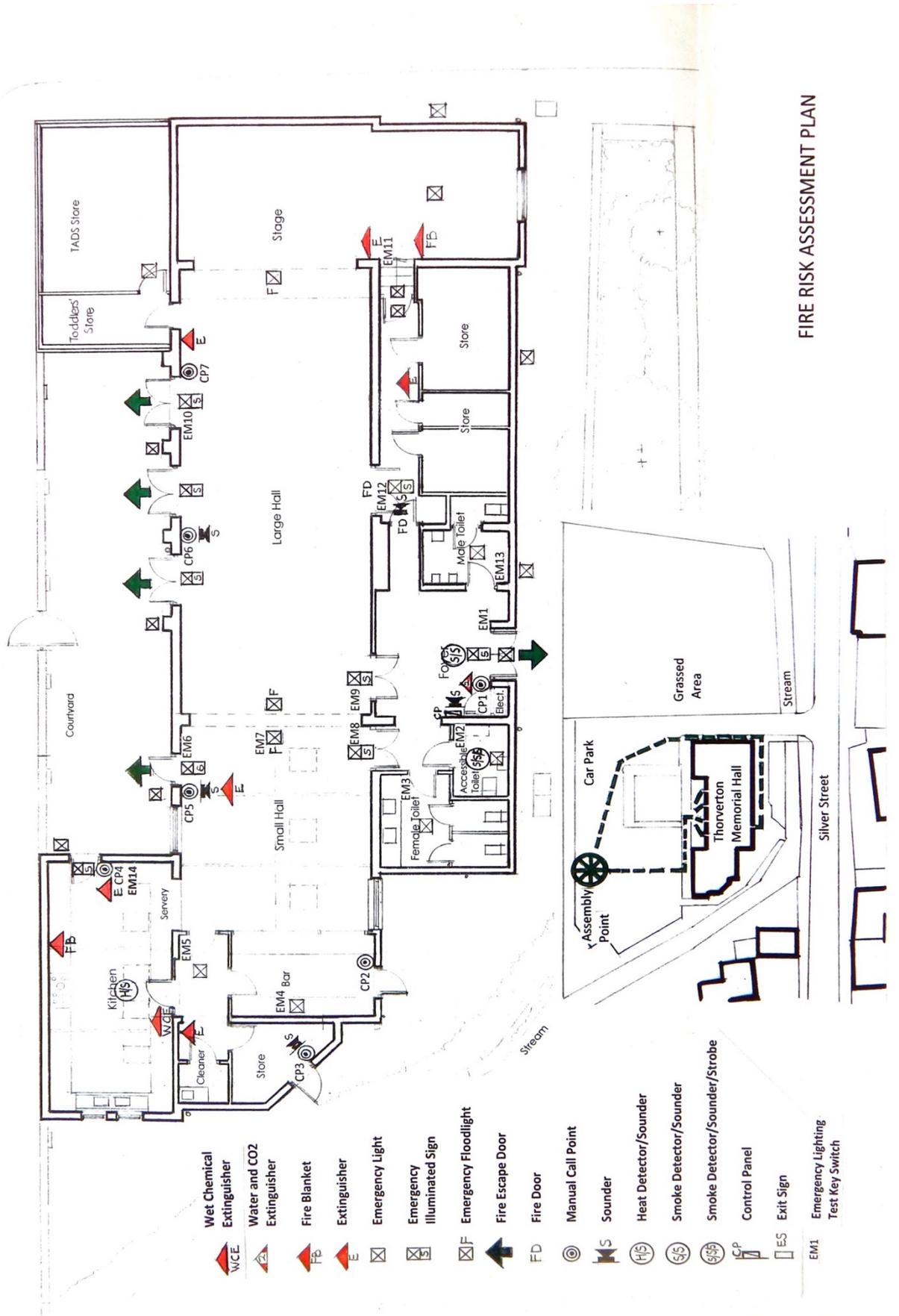
29. No alterations

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such removal.

30. No rights

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.

Appendix A – Fire Risk Assessment Plan



FIRE RISK ASSESSMENT PLAN

Appendix B

Responsibilities of the Temporary Responsible Person

As the Temporary Responsible Person for the event/function, you have legal duties with regards to the safety of those persons assisting or attending the event.

1. Before the session, event or function you should establish and be aware of:

- a) what fire protection systems are present (e.g. different types of fire extinguisher and their location);
- b) how a fire will be detected;
- c) how people will be warned if there is a fire;
- d) what helpers should do if they discover a fire;
- e) how the evacuation of the premises should be carried out;
- f) where people should assemble after they have left the premises: at the far side of the car park, as indicated on the Fire Risk Assessment Plan and as the notice in the planted border of the car park;
- g) what procedures should be made to check whether the premises have been evacuated;
- h) identification of key escape routes and exits and how people can gain access to them and escape to the assembly point;
- i) arrangements for fire-fighting;
- j) how the fire and rescue service and any other necessary services will be called;
- k) procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks;
- l) what instruction helpers need and the arranging of this instruction;
- m) limitation on numbers of people attending the event; and
- n) checking that all escape routes are clear of obstructions and combustibles.

2. Before the session, event or function you should decide:

- a) the safe number of people in the Hall;
- b) the arrangements for fire-fighting;
- c) the arrangements for means of escape for disabled persons;
- d) the duties and identity of helpers who have specific responsibilities if there is a fire;
- e) the arrangements for safe evacuation of people identified as being especially at risk, such as those unfamiliar with the Hall, those with disabilities, children, members of the public and visitors;
- f) how you will proceed if the fire detection and alarm system is out of order;

- g) who is responsible for calling the fire and rescue service and any other necessary services; and
- h) your plans to deal with people once they have left the building, especially children.

3. At the start of the session, event or function you should notify all those present about:

- a) the no smoking policy;
- b) the fire detection and alarm system signal;
- c) who is supervising and how to identify them;
- d) location of all exits and escape routes;
- e) the emergency exit signs being lit only on power failure;
- f) the opening of the exit doors from the Kitchen and Bar by use of the handle and thumbturn;
- g) taking only valuables immediately to hand but not to collect other belongings
- h) the location of the assembly point; and
- i) what will happen after that (e.g. re-entry to the building).

4. During the session, event or function you should ensure that;

- a) escape routes and exits do not become blocked;
- b) the four courtyard emergency lights, two courtyard spotlights and car parking area spotlight are switched on (and switched off at the end of the event);
- c) the no smoking policy is adhered to;
- d) no naked flames are started;
- e) rooms do not become overcrowded;
- f) noise levels cannot drown out the fire alarm; and
- g) if necessary, the number of persons in the building is limited or controlled.

5. At the end of session, event of function you should:

- a) check that heaters and cookers are turned off;
- b) check that all electrical appliances are turned off and unplugged;
- c) turn off all lights not required for security purposes;
- d) close all internal doors; and
- e) secure all outside doors and windows.

Appendix C

Fire Emergency Plan

- 1.0** In the event of a fire either the fire alarm will automatically sound or one of the seven manual call points will have been activated. The manual call points are located next to each external door and the clear plastic cover must be pushed to activate the alarm. The temporary responsible person will immediately instruct all persons to leave the building using the nearest available emergency exit door and assemble at the designated assembly point at the far side of the carpark (as shown on the Fire Risk Assessment Plan and indicated on the notice in the planted border of the car park). Although there is the possibility of a false alarm, the initial action is evacuation of the building. If the location of a fire is immediately detected and is obviously manageable, it may be possible to extinguish it but where any doubt exists, evacuation must remain the priority.
- 2.0** **Call the Fire Service. Call 999.** If no mobile signal is possible, the phone of a near neighbour should be used. The nearest public telephone is opposite the Church at the end of the Bury. The postcode for the building is **EX5 5LT**. Once the building has been evacuated, no-one should be permitted to re-enter unless it has been deemed safe to do so. Access for the Fire Service should be maintained; any obstructions at the entrance or in the car park should be removed. Those assembled in the car park should be kept as close to the edge of the car park as possible so as to allow free access for fire engines to the rear of the building. On arrival of the Fire Service, the Temporary Responsible Person should report to the Officer in Charge that all persons have been evacuated or their last known location. Fire extinguishers located in the Hall should only be used to attempt to extinguish a fire if the fire appears obviously to be easily manageable and it is safe to do so without risk to health. In the event of a false alarm, the Temporary Responsible Person will have information concerning resetting procedures.

To assist Devon Air Ambulance, the Grid Reference of the Millennium Field, behind the Hall is **SS 926020**. The night-time landing area is the Recreation Ground.

The nearest defibrillator is situated on the wall of the doctors' surgery in The Bury, with a further defibrillator at the WI Hut adjacent to the Recreation Ground.