

# Booking and Hire Conditions

## Bradwell War Memorial Hall

April 2024

Vanessa Ball

Thank you for choosing to hire Bradwell War Memorial Hall for your overnight stay. We are a community hall based in the village of Bradwell, run and maintained by a small group of volunteers. Please read carefully through these conditions of hire, it is expected that when hiring the hall, you are agreeing to fully comply with these standard conditions.

*An overnight booking guarantees the hire of the whole hall building and facilities, which includes:*

Main Hall

Gallery Room

Use of Library Room

Kitchen

All crockery, utensils and kitchen equipment

WC and showers

Wi-Fi

Heating

Tables and or chairs.

Please note that guests can check into the hall from **1600pm** and check out at **12pm** midday to allow our cleaning team to come in or a different booking to proceed after yours. If a different time is required, please check with the hall manager by emailing [bradwellwarmemorial@gmail.com](mailto:bradwellwarmemorial@gmail.com) and we will do our best to accommodate you.

Regular users and hirers of BWMH often store equipment and items in the building. This storage has been paid for so please refrain from allowing guests to use it.

Please ensure that all rubbish is deposited into the correct bins.

We have two coloured bins for you to use outside the hall, these are blue for recycling cardboard, paper, plastic, metal and glass. Black for general rubbish.

Please ensure all kitchen equipment is cleaned after use and put away.

We hope you enjoy your stay with us and hope you can make full use of the amenities and facilities, we also want you to be as comfortable as possible whilst you are staying with us and have no problems with chairs and benches being moved to suit, **but please ensure everything has been put back in the original place.**

BWMH charges are subject to change and we reserve the right to amend these as and when the requirement arises

## BOOKING FORM

**Should you need to cancel your overnight, you as the hirer have up to seven days before the event to cancel and a full refund will be given.**

**However, if we receive 48 hours' notice or less to cancel then unfortunately no refund will be given.**

Bookings are managed electronically. Please e-mail your requirements to [bradwellwarmemorial@gmail.com](mailto:bradwellwarmemorial@gmail.com) to secure your booking. You will receive by e-mail a booking confirmation and invoice. The hall manager will confirm how to gain access and answer any questions you may have.

Alternatively, you can post your requirements to: **Bradwell War Memorial Hall Manager, 3 Batham Road, Bradwell, Hope Valley, Derbyshire S33 9HA**. You will receive written confirmation of your booking. Please note that your booking is not finalised until you receive this confirmation.

**Email:** [bradwellwarmemorial@gmail.com](mailto:bradwellwarmemorial@gmail.com)

### Hirer

**Name:**

**Telephone No:**

**Email:**

**Address:**

Please confirm what dates and times are required:

Date(s) required	Times required

The Hirer agrees with the Bradwell Memorial Hall Committee to be present during the hiring and to comply fully with the **Standard Conditions of Hire** as listed with this booking form.

Signed by the hirer:

Date:

## Invoices

Your Invoice will be sent from our accounts manager and this detail your payment (deposit / balance / full payment) and how this can be paid. Your full payment must be received before your event takes place. Please note the accounts manager only deals with invoicing, any questions about hire must be directed to the hall manager.

## Standard Conditions of Hire

These standard conditions apply to all hiring of the Bradwell War Memorial Hall. If the Hirer is in any doubt as to the meaning of the following, the Hall Manager should be contacted.

### 1. Age

The responsible person or hirer of the hall must be aged 18 or over, and accept responsibility for being in charge of and on the premises at all times when others are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

### 2. Supervision

The Hirer shall, during the period of the hiring, be responsible for the supervision of the premises, including the care of the contents, the behaviour of all persons using the premises whatever their capacity and be responsible for the proper supervision of car parking arrangements so as to avoid obstruction of the highway. The Hirer must notify the hall manager as soon as possible of any damage caused to the hall, loss of contents or fixtures or other issues that may have arisen.

### 3. Use of premises

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and 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.

### 4. Maximum number of Persons

The hirer agrees not to exceed the maximum permitted number of people per room including the organisers]

## **5. Safety Compliance**

The hirer shall also comply with the hall's health and safety policy, which can be made available on request

(a) The Hirer acknowledges that in the event of any fire (regardless of how slight):

Action must be taken to call the Fire Brigade on 999

The hall must be evacuated via the nearest means of escape and all occupants to assemble at Assembly point A (which is at the base of Hugh Lane) Care must be taken on the road.

Guests must not stop to collect personal belongings

The hirer must inform the Hall Manager of any incidents.

(b) Before the start of a hire the hirer must be aware of the:

- ✓ Location and use of fire equipment including fire alarm points as shown in the FRA.
- ✓ Escape routes and to ensure that any means of escape are free from obstruction and can be used safely and instantly
- ✓ Method of operation of escape door fastenings.
- ✓ importance of fire doors and to keep them closed at all times.

(c) It is the hirers responsibility to ensure:

- They are aware of all fire exits and escape aids
- That there are no obvious fire hazards on the premises.
- That the Guests are made aware of what to do in the event of a fire, including location of fire exits and extinguishers.

Particular care must be taken if there are any children present or guests with additional needs. If necessary, a buddy system may need to be adopted for example if the fire alarm is sounded and those who are deaf or with hearing problems may need additional assistance. Similarly, any person with mobility issues may need assistance to escape the building in the event of an emergency.

For more information on fire safety please consult the fire brief at the end of these booking terms, for a more detailed copy of the Fire Risk Assessment please ask the hall manager.

## **6. Electrical appliance safety**

The Hirer shall not use/bring into the Hall ANY electrical equipment without the prior approval of the Hall Manager.

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe.

## ***7. Insurance and indemnity***

The hall is insured for the cover of overnight stays. We strongly recommend that you take out your own adequate insurance to insure yourself as hirer and members of your party against all claims arising as a result of the hire.

Bradwell War Memorial Hall is insured against any claims arising out of its own negligence.

(a) The Hirer shall be liable for:

1. The cost of repair of any major damage (including accidental and malicious damage) caused to any part of the premises.
2. All claims, losses, damages and costs made against or incurred by the Memorial Hall Management Committee or hall manager in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and of any nuisance caused to a third party as a result of the use of the premises by the Hirer.

(b) The Memorial Hall shall take out adequate insurance to insure the liabilities described in sub-clauses a1 above and may, at its discretion and in the case of non-commercial hirers, insure the liabilities described in subclauses (1 and 2 above)

The Memorial Hall shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the village hall management committee and the Memorial Hall's employees against (a) any insurance excess incurred and (b) the difference between the amount of the liability and the monies received under the insurance policy.

(c) Where the Memorial Hall does not insure the liabilities described in sub-clauses a1 and a2 above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to the Memorial Hall. Failure to produce such policy and evidence of cover will render the hiring void.

## ***8. Accidents and dangerous occurrences***

- The hall is supplied with a first aid kit, and burns kit for use in case of slight injury such as cuts and grazes. The responsible person must report as soon as possible to the Hall Manager, any major accidents or incidents causing serious injury. Guests must also complete the relevant section in the Memorial Hall's Accident Book displayed in the Kitchen First Aid Cupboard.

- Any failure of equipment belonging to the Memorial Hall must also be reported as soon as possible.

### **9. Explosives and flammable substances**

The Hirer shall ensure that:

- Highly flammable substances are not brought into, or used in any part of the premises.
- No internal decorations of a combustible nature shall be erected without the consent of the hall manager. No decorations are to be put up near light fittings or heaters.
- **No naked flames to be used in the Memorial Hall, including candles.**
- No unauthorised heating appliances shall be used on the premises without the consent of the Hall Manager.
- Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.
- **Under no circumstances are chip pans or deep fat fryers allowed to be used on the hall premises.**

### **10. Drunk and disorderly behaviour and supply of illegal drugs**

The Hirer shall ensure that, in order to avoid disturbing neighbours to the Hall and to avoid violent or criminal behaviour; care shall be taken to avoid the excessive consumption of alcohol. Disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity.

**No illegal drugs may be brought onto the premises. If you are found to carry drugs, possess or supply drugs, you will be removed from the premises and reported to the police. Any future booking from yourself will be removed and you will be banned from staying at BWMH.**

### **11. Animals**

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Hall Manager. **No animals whatsoever are to enter the kitchen at any time.**

### **12. Internet Use**

The hall has free WIFI which you are welcome to use during your hire of the hall. The password can be found on the white board inside the main hall. Please use this appropriately and sensibly, and ensure any children or young persons with access to the WIFI are supervised.

### **13. Cancellation**

**The hirer has up to seven days before their event to cancel and a full refund will be received. However, if we only receive 48 hours' notice to cancel then unfortunately no refund will be given.**

The Memorial Hall reserves the right to cancel a hire in the event of:

- the premises being required for use as a polling station.

- such hiring will lead to a breach of these booking terms, such as bringing illegal drugs onto the premises.
- the premises becoming unfit for use
- 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.
- An occasion when we are approached for an extended continuous period of use (e.g., Theatrical productions) which may disrupt regular users. We offer a minimum of 1 months' notice if this should occur.

If the Memorial has to cancel a booking for any reason, including those stated above, a full refund will be issued. but please be aware we reserve the right to cancel at any time.

### **13. End of hire**

The Hirer shall be 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 the Memorial Hall shall be at liberty to make an additional charge.

**Please ensure that all lights are turned off**

**Please make use of appropriate bins for all rubbish. Please ensure all rubbish is removed from the premises and not left outside the Hall.**

**Please turn the heating down.**

### **14. Noise**

We please ask that the Hirer is respectful to our neighbours and ensure that noise is kept to a minimum on arrival and departure, particularly if its late at night and early in the morning. The Hirer shall ensure that outer doors remain closed (to cut down on noise levels) and **that all music/entertainment is completely finished by 11.30pm**

Thank you for taking the time to read these conditions of hire, we hope you have a successful event and hope that you will choose to use the hall in the future.

Bradwell War Memorial Hall Committee

Standard Conditions of Hire

Revised: April 2024



## Fire Brief

### If a Fire is Discovered

If you discover or suspect a fire, you must operate the fire alarm in order to alert others of the danger.

### Evacuation of Premises

In the event of a fire or other life-threatening incident, occupants will evacuate via the nearest available exit. Particular attention must be given to the safe evacuation of anyone with disabilities or specific needs and who may require varying degrees of assistance. A buddy system will need to be actioned.

Evacuation should take place in an urgent but orderly fashion and those leaving the building should report to the **Assembly Point A**. See Fire Site Plan.

It will be the responsibility of the person hiring the hall (the responsible person) to ensure that the premises are checked as thoroughly as possible to ensure that no-one is left inside the building; special attention should be given to the toilets.

### Calling and Liaising with the Fire Service

Upon hearing the fire alarm, the responsible person will alert the Fire Service by dialling 999 on their mobile phone. There are no phones situated inside the hall, therefore it is strongly advised for the hirer or responsible person to have a mobile phone on their person in case of emergency.

Upon arrival of the Fire Service, the responsible person will meet the officer in charge and relay as much information about the incident as possible – including:

- Persons missing or trapped in the building including where and when they were last seen.
- Where the fire is, what is involved and how big it is.
- Where the building services (gas, Electricity, water) are, if not already isolated.
- Any special hazards in the building which may affect the safety of personnel
- Any other information which may be considered useful.
- Inform the Management Committee of the Hall via the Hall Manager.

*Remember that once evacuation has taken place the senior fire officer will be the person who decides whether or when it is safe for people to re-enter the building.*

### Fire fighting

If a fire is discovered in its early stages, it may be appropriate to tackle it with the nearest suitable fire extinguisher, **only if considered safe to do so and only after the alarm has been raised**. If it is not possible to extinguish the fire, every effort should be made to contain it to the room or area of origin.

Regardless of whether the fire is successfully extinguished, the Fire Service must still be called, and people must not be allowed to re-enter the building until the senior fire officer has deemed it safe to do so.

## **Purpose of the Plan**

The purpose of this plan is to ensure that all occupants of these premises know what to do in the event of a fire and to ensure that the premises can be safely evacuated should a fire occur. The Management Committee will generally be responsible for the ongoing compliance with fire safety legislation and for fire safety management in the premises. This plan will also serve to help to identify additional and specific responsibilities of others in the event of a fire or other emergency situation requiring evacuation of the premises.

## **First Aid**

A suitably stocked First Aid Kit is maintained and available for general use. **This is sited in the Kitchen in a cupboard that is clearly marked.** The Secretary to the Management Committee is nominated to ensure that it is kept stocked.

Included in the box are sterile adhesive dressings, including waterproof dressings. In the event of burns or scalds, sterile dressings can be used **but no lotions or creams.**

## **Fire Extinguishers**

See Site Plan at Appendix A.

**Foam** extinguishers are suitable for small fires involving combustible material. E.g. paper cloth and wood; also liquid fires.

**They are not suitable for electrical equipment.**

**Powder** extinguishers are suitable for fires involving all electrical equipment

## **Escape Routes:**

**Main Hall** – There are 3 designated exits. The front door (not suitable for the disabled) and 2 exits at the sides of the Hall. The exit to the left has wheelchair access and the exit to the right is suitable for single file escape.

**Kitchen** - There is an exit from the kitchen to the side of the building, If this is not available then use the nearest main hall exit or rear fire exit.

**Library/small meeting Room** – Exit via the nearest available fire exit which will be either the side exit, the main hall or rear exit.

**Gallery Meeting Room** - Exit via the rear fire exit or the Main Hall.

## **Signs and Notices:**

All designated fire exits are clearly signed and illuminated in accordance with the Health and Safety (Safety Signs and Signals) Regulations. All designated escape routes leading to the fire exits are clearly signed. The Plan shows the location of all Fire Extinguishers and these have labels for their specific uses.

“Action to be taken in the event of Fire” and the site plan are sited in each room and on the main corridor.

## Fire Prevention

### Electrical

All electrical installations and equipment are maintained and protected in accordance with manufacturer's instruction and such maintenance and repair as required is carried out by a competent person and records are maintained.

All 13A socket outlets are protected by residual current devices. These form part of the maintenance of the electrical installation.

BWMH portable electrical appliances are PAT tested and inspected periodically.

**It is the responsibility of the Hirer of the hall who wishes to use their own portable electrical items such as lights to request the use of this equipment at the time of booking and to make full technical details available on request.**

### *Hot surfaces and obstruction of ventilation equipment*

This forms part of good working practice within the Kitchen. The Hirer (responsible person) must ensure that users of the kitchen are made aware of fire risks.

Suitable notices are displayed in the kitchen area.

### *Smoking*

There is a strict "NO SMOKING" policy for the whole of the premises (including the front doorway) at all times. If any person wishes to smoke please do so in the designated smoking area at the side of the hall.

### *Accidental Fires*

Strict control of all waste accumulated during events at the hall must be maintained. The Hirer is responsible for the removal of waste at the conclusion of the event. **Bags of rubbish must not be left outside the kitchen door of the Hall.**

**The use of wax candles (with live flames) during events is strictly not allowed**

Flammable material retained at the Hall must be stored in the Storeroom with a fire door.

### *Arson*

- The responsible person for the event must control behaviour on the premises to prevent mischief or accidental fire.
- The responsible person in charge of any activity in the hall has responsibility for securing the premises at the conclusion of any event and to ensure that no person is left on the premises. The premises must also be left clean and tidy and particular attention should be paid to the kitchen.

### *Hirer Responsibility (Responsible Person)*

It is crucial that the responsible person understands their legal duties and responsibilities as part of the hiring agreement for the hall for the duration of the event or function.

The responsible person includes a person nominated by the hirer to oversee the safety of all persons attending the hall during the period of the hire. That person must familiarise themselves with the Fire Emergency Plan.