



General Conditions of Hire

Policy

These general conditions apply to all hiring and use of the Hall. The hirer is the nominated contact for any particular use of the hall, whether charged or not. If the hirer is in any doubt as to the meaning of the following, the Booking Officer or a member of the Trustees must be consulted.

The hirer are expected to and must adhere to the

- Policies,
- Conditions of Hire,
- Guidance Notes,
- Operating Instructions,
- Instructions for Operating Equipment
- Emergency Procedures

These are collectively referred to as the “Instructions”. Instructions and guidance etc notes are posted around the hall as appropriate and, or posted online.

The policies of the PDCA cover the following topics:

Bullying & Harassment	Finance Management	GDPR and Data privacy
Code of Behavior	Finance Donations	Safe Recruitment
Conflict of Interest	Health & Safety Policy	Supervision Policy
Equal Opportunities	On Becoming a Trustee	Whistle-blowing Policy

Other policies may be published on the village website as appropriate.

General conditions of hire are noted below and should be adhered to by those hiring and using the hall.

It is the hirer’s responsibility to ensure that copies of the Instructions are obtained and understood. If the hirer is in any doubt about any of the Instructions, the Booking Officer or a committee member should be consulted.

It is the hirer’s responsibility to ensure that it is safe to carry out their event. It is the hirers responsibility to ensure those attending their event follow the instructions and behave in a responsible and legal manner.

By going ahead with the hiring of the Hall, the Hirer agrees to the Conditions of Hire and agrees to complying with the Instructions as noted here or as displayed in the hall. Additional information on Polices and Guidance is on the website <http://www.pathhead.info> or in the Hall.

If anyone hiring the hall can cannot or does not intend following the instructions they must cancel their hire. Failure to follow the instructions and procedures may result the committee or trustees cancelling events at short notice or during the event and a report may made to the police.

Other conditions of hire may be imposed from time to time by the trustees as part of a specific hire or due to prevailing conditions, e.g. bad weather or changes in legislations.



General Conditions

1. Maintenance

The hirer shall:-

- be responsible for the maintaining the contents, fittings and fabric of the hall to the condition prior to hire;
- be responsible for other users within their group whatever their capacity;
- assess any damage that may impact on the health and safety of users as to whether their event should continue
- report all damage(including accidental) as soon as possible to a member of the PDCA committee;
- complete any relevant incident forms to be found;
- make good or pay for repair to damage caused by their use;

For the reasons above all hirers should familiarise themselves with the facilities, to ensure that they are not charged for damage they did not cause and to ensure emergency equipment is in order. Please find a check list on the website <http://www.pathhead.info/>

2. Use of Village Hall

The Hirer shall not use the Village Hall for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the Village Hall or allow the Village Hall to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the Village Hall anything which may endanger the same or render invalid any insurance policies in respect thereof.

Noisy, drunk and disorderly or criminal behaviour shall not be permitted either in the Hall or in its immediate vicinity. The Hirer must ensure those attending and leaving events do so quietly and respectfully so as to not disturb our neighbours or other villagers. In the event of any disturbances the police may be called or contacted after the event and a crime reported.

3. Health and Safety Compliance

The Hirer must comply with the PDCA's Health and Safety policy and with the guidance and instruction notes made available either in the hall or on the website.

Health and safety are a priority for the PDCA scio, however members of the PDCA cannot be there for every event and or check the hall between events.

Hirers must ensure they use the facilities in a safe manner. Hirers must check that the hall and the conditions at the time, including the weather, are suitable for the event to proceed. If necessary they must cancel their event or take necessary additional safety and security steps (e.g. gritting the path).

The Hirer must ensure that the Village Hall is not occupied by more than 120 people at any time. All fire exits, outside and inside must be kept clear. Both of the double doors at the front of the hall must be unlocked.



Any health and safety incidents, accidents or near misses should be reported using the incident forms provided.

4. Food Hygiene

The Hirer shall:-

- if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. Guidance is provided on food hygiene;
- note that the kitchen facilities are provided for warming or reheating pre-cooked food only;
- ensure children do not prepare or heat food and are supervised at all times;
- use the cleaning products provided, but if necessary users must provide their own cleaning products, to clean the kitchen before and after use;
- not store food in the fridge or any cupboards for any extended period nor leave it after an event. All food left in the hall, unless by prior arrangement will be disposed of;

The kitchen is not to be used for:-

- the preparation of raw foods and cooking from raw foods;
- the preparation of food for business ventures;

5. Basic Equipment

Some basic equipment is provided by the hall for general use. This includes: chairs, tables, kitchen implements and equipment. Users should not assume that all equipment in the hall is for general use but should confirm with the committee that they can use any specific set of equipment. All equipment should be used in line with guidelines posted in the hall, health and safety polices and inline with the ages of participants in any event.

All damage or breakages to equipment should be reported as incidents using the forms provided. The committee may charge for intentional damage, vandalism or dame arising from misuse.

5. Electrical Equipment

The Hirer shall ensure that all electrical equipment belonging to the Hall and any electrical equipment brought in by the Hirer are used safely in accordance with the Instructions provided, health and safety polices and in line with the ages of participants in any event.

Users should not assume that all electrical equipment in the hall is for general use but should confirm with the committee that they can use any specific set of equipment. All equipment should be used in line with guidelines posted in the hall,

Stage lights, other than the striplights should not be used without consultation with the committee or the Pathhead Players. Prior agreement must be sought from the Committee or PP if the halls stage, sound or lighting equipment is to be used.

Any equipment brought in to the hall is the responsibility of the Hirer and should comply with existing legislation or best practice - e.g. it must be PA tested



Hirers follow the instructions on switching on the heating for short periods. These are in the kitchen next to the boiler. Hirers should not change the auto/timed functions.

Public Wifi is provided for general use. If the wifi is required for any commercial activity, live streaming, gambling etc the committee should be contacted. Hirers of the hall must take responsibility and ensure the wifi is not used for inappropriate or illegal activities.

6. Accidents and Dangerous Occurrences

Guidance is provided on what to do in the event of an accident. The Hirer:-

- must report all accidents involving injury to hall users to a member of the Hall committee as soon as possible
- must complete the relevant section in the Village Hall's accident and incident forms.

Guidance of what to do in the event of a fire must be followed. Instructions are posted around the hall.

A basic first aid kit is provided in the kitchen together with accident and incident forms Hirers should clean up after the incident, some cleaning products are supplied.

7. Gaming, Betting and Lotteries

The Hirer shall ensure that nothing is done on or in relation to the Village Hall in contravention of the law relating to gaming, betting and lotteries. The Hirer is responsible for ensuring they have the necessary licenses for any events involving Gaming, Betting and Lotteries.

8. Alcohol, Smoking and Drugs

The Hirer agrees to follow The Licensing Laws, the rules of the Pathhead Sports and Social Club and the PDCA. Hirers must not sell or serve alcohol without consulting the Social Club. The bar staff will be guided by the licensing laws, no one under the age of 18 shall be permitted to consume alcohol and will not serve those they consider too drunk

No illegal drugs may be brought into the Village Hall or used in the vicinity.

Smoking including vaping and the use of e-cigarettes is not allowed in the Village Hall. Litter and cigarettes should be disposed of into the containers provided.

9. Care of Children and Vulnerable people

The Hirer shall ensure that any activities for children or vulnerable people comply with the PDCA's policies, with current legislation and best practice. This includes ensuring all children are supervised by their parents or guardians or that any other supervisors have the appropriate disclosure documents, certificates and training. The Hirer shall provide the Village Hall committee with a copy of their Child Protection Policy on request. Supervision of all events is the responsibility of the Hirer.

All events must be supervised by at least one person over the age of 21. Any events involving a significant number of young people will need to be supervised by more than one suitable



person. The Hall reserves the right to be informed of the supervision arrangements for any event. The Hall will close events that are not properly supervised.

10. Animals

The Hirer shall ensure that no animals (including birds) except assistance dogs are brought into the Village Hall, other than for a special event or as specifically agreed to by the Village Hall Committee. The hirer will be responsible for the care of and cleaning up after any such animals. No animals are to enter the kitchen at any time.

11. Start and End of Hire

The Hirer must follow the Instructions with regard to the start and end of hire. A suitable period to set up and clean afterwards must be included in the hire. A suggested minimum of 60 minutes should be added for each event - often more time may be required. Please consider carefully.

The hall must be made clean and tidy after the event and chairs and tables are returned to their storage positions Hirers should use the chair trolley to avoid damage to the floor.

Rubbish should be taken away by the hirer for safe and appropriate disposal.

Checklists are provided to help hirers set up and take down their events.

12. Payments and Deposits

The cost of the hire will be agreed at the time of booking and should be paid promptly to the treasurer before the event or by arrangement.

A deposit may be requested prior to the hire at the discretion of the Hall committee.

Should these instructions and conditions of hire not be followed the trustees shall be at liberty to make an additional charge.

The PDCA scio will seek to recover all and any unpaid bills, rentals and any costs to make good any damage to the hall or its contents or costs arising due to breaches of the conditions.

13. Stored Equipment

The Village Hall accepts no responsibility for any equipment or other property brought on to or left at the Village Hall, and all liability for loss or damage is hereby excluded. All equipment and other property brought to the hall must be removed at the end of each hiring unless agreed otherwise with the Village Hall Committee. Fees may be charged for each day or part of a day at the hire until the equipment is removed.

The Village Hall may at its discretion, in respect of any equipment or property brought in to the Village Hall and not removed by the Hirer within 7 days after the hiring, dispose of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

14. Insurance and Indemnity



The Hirer shall be liable for the cost of repair of any damage (including accidental and malicious damage) caused by the hirer or their group or attendees to any part of the Hall or its contents during the period of hire.

The village hall holds licenses appropriate to its own activities and has appropriate insurances in place and certificates which are available on request. Anyone hiring the hall for any event should ensure they hold or have obtained any additional or special licenses or permits as appropriate for their event.

15.Cancellation

The Hirer shall give a minimum of 1 weeks' notice if cancelling an event. In any such case the Hirer shall be entitled to a refund of any deposit or charges already paid less any reasonable costs incurred by the PDCA.

The Village Hall reserves the right to cancel this hiring by contacting the Hirer in the event of the Village Hall committee reasonably consider that:-

- the hire will lead to a breach of licensing conditions or other legal or statutory requirements,
- unlawful or unsuitable activities will take place at the Hall as a result of this hiring.

The Village Hall Committee may also cancel an event before it starts if they believe the weather or other conditions, e.g. a power cut, are not suitable for the event to continue or that due to damage or other events the safety of the Hall and, or attendees cannot be appropriately assured.

In any such case the Hirer shall be entitled to a refund of any deposit or charges already paid less any reasonable costs incurred by the PDCA. The Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

Any PDCA SCIO trustee or committee member or any PSSC member may ask for an event to be cancelled, stopped or suspended if in progress, if they believe:-

- there is a reasonable chance that in continuing the event or the activities there will be a breach of the above conditions,
- there will be a danger to the safety of those attending
- that criminal activity is occurring including illegal consumption of alcohol or drugs.
- that activities taking place were not as agreed,
- that there is insufficient supervision in line with this agreement

In any such case the Hirer may not be entitled to a refund of any deposit already paid and may be asked to pay any outstanding charges to the PDCA scio. The Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

15.Attachments

- Set Up Checklist
- After Event Check List
- Accident Reporting Form
- Incident and Damage Report Form



CHECKLIST: Set Up

It is the hirer's responsibility to ensure the hall is suitable set up for their event and they should agree an opening time with the committee to do this. This will include time for moving chairs and tables etc using the trolleys provided if previously agreed with the committee. The hirer should insure the weather etc is also suitable. Fire exits must not be blocked. All connecting doors shall be open at all times.

If necessary, the hirer should contact a committee member to discuss requirements. The following checklist is provided for users to complete.

<p>Safety Is access to the Hall safe? Are internal and external exits clear? Are both front double doors unlocked? Are internal wooden doors held open? Are outer toilet doors and dayroom doors (if necessary) wedged open? Are fire exits clear (inside and out)? Has appropriate supervision been set up including access control Read guidance on website and in the hall Check hand santising station is available</p>	
<p>Cleaning Record any issues wrt cleanliness. Check the toilets. Record any damage you discover. Clean and disinfect areas to be used. Clean and disinfect equipment to be used.</p>	
<p>Food Hygiene No food to be prepared. Only pre-prepared food to be provided. Clean all cutlery dishes etc before use.</p>	
<p>Electrical Ask before using any hall equipment. Do not use equipment you are not trained to use. Read instructions on electrical safety. Take care when using extension leads. Follow the instructions for heating by pressing the +1hr button so that the red light is on (repeat if necessary). Switch on Main lights in the hall and the dayroom.</p>	
<p>Any Other Comments Hirers, users or attendees will not use equipment unless agreed beforehand with the committee.</p> <p>During the Covid Pandemic: Ensure those attending wear masks when entering and leaving and when walking around the hall.. Ensure attendees do not congregate in foyer or in front of hall.</p>	



CHECKLIST: After Event

It is the hirer's responsibility to ensure the hall is clean and tidy after their event. The situation with returning chairs and tables to storage will have to be agreed as part of the hirer. The hirer should take away any rubbish they produce specifically and not fill the bins outside the hall. This does not include tissues, cloths used from the hand sanitising and cleaning stations that should be placed in the bins provided for disposal by the hall.

It is the hirer's responsibility to ensure that any equipment they used are left in a clean, tidy and safe condition. Items used should be disinfected. The following checklist will be returned to the Hall committee after the event together with any incident reports.

<p>Safety Have incidents or accidents/damage been reported? Has use of first aid items been reported? Have incidents been cleaned up? Have any shortages in cleaning materials been reported?</p>	
<p>Cleaning Cleaned up spills and brush floors Wiped and disinfected surfaces used Checked toilets (e.g. for paper/rubbish not in bins) Taken own rubbish away (excluding that at sanitising stations) Recorded damage caused during the event Clean and disinfect tables. Returned any chairs and tables as agreed with committee.</p>	
<p>Food Hygiene Removed all food from the fridge and kitchen Nothing left on the hobs or in the cooker Cleaned all cutlery or implements used Cleaned fridge if used. Cleaned and disinfected kitchen surfaces.</p>	
<p>Electrical Reported any damage to electrical equipment. Ensured the heating remains switched to auto but that the heating is not on by toggling the +1hr button so the red light is off. Switch off Main lights in the hall and the dayroom.</p>	



Pathhead & District Community Association – Accident Reporting Form

General details of incident

Date of incident..... Time of incident.....
Exact location of incident
Which organisation or individual was in control of the premises at the time of the incident
(who was the hirer?)

Person who had the accident

• Full name....., Age Sex: M/F
• Address.....
• (If applicable) nature of injury (state left or right as appropriate).....

Status of injured person (tick as appropriate)

Employee or member of village hall committee, Volunteer on village hall business
Contractor or self-employed person carrying out work for village hall
member of general public or employee of another organisation attending hall function
individual hirer or member of organisation hiring hall
other (please specify).....

Description of how accident/incident occurred

.....
.....
.....

What was injured person doing at time of incident?.....
(if applicable) Was this something they were authorised to do? Yes/No
(if applicable) Were they authorised to be where the accident occurred? Yes/No
When was the incident reported?.....date.....time
By whom was it reported?.....
Was the incident witnessed by someone else? Yes/No
Details:
Was first aid treatment given on site? Yes/No
Details:
Was hospital/medical treatment obtained? Yes/No
Details:.....
Anticipated absence from work: No time lost / Less than 3 days / 3 days or more

Action required to prevent recurrence:-

.....
.....
.....

Signed by:Name:..... Date:
Address:.....
.....

Please forward to a Committee Member or Trustee **Neil Dumbleton 07880 235351**
Mike Johnston 01875 320 238
Brian Christie 07739 278828



Change Record

27/01/2021	Committee & trustees	Policy approved by the Committee
20/01/2021	Committee	Distributed to committee
19/01/2021	ND	Addition paragraph on use of equipment,. Additional requirements on use of stage lights and and wifi. Addition of report forms as attachments.
12/1/2021	Trustees,	Policy approved by the Treasurer and The Trustees
June 20	ND	As part of the post 1st lockdown reopening plan - approved by committee