



Terms and Conditions of Hiring Quatt Village Hall

The Hirer confirms that he or she is not a person under 18 years of age and hereby accepts responsibility for being in charge of and present on the Premises at all times when the public are present and for ensuring that all terms and conditions of this Agreement are complied with. Where the Hirer is an organisation then the Hirer agrees to nominate a person to be responsible as required under this clause and to inform the Village Hall Manager who such person is prior to the event.

If the Hirer or nominated person is a regular user, the Village Hall Committee may agree to the Hirer or nominated person to access the building using the main door key. The Hirer or nominated person will be given a security code to the key box for them to access the key. The key must always be placed back into the security box before leaving the building. At no time should the security code be disclosed to other persons. Please notify the Village Hall Manager if for any reason you think the security of code has been breached.

The Hirer shall ensure that highly flammable substances are not brought into, or used in any part of the premises and that no internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the committee. No decorations are to be put up near light fittings or heaters. No naked flames e.g. candles can be used within the hall.

The Hirer shall agree to take all reasonable steps to ensure that there is no excessive consumption of alcohol. The Hirer will take all reasonable steps to prevent (and if necessary deal with any) drunk and disorderly behaviour whether on the premises or in its immediate vicinity. Alcohol will not be served to any person suspected of being drunk or to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. The Hirer will take all reasonable steps to ensure that illegal drugs are not brought onto the Premises, nor consumed in the vicinity.

If you include the kitchen in your hire and are going to prepare food, or have caterers, please refer to the food hygiene checklist addendum included at the end of this hiring agreement.

Quatt Village Hall committee reserves the right to request a refundable security deposit of £50 for certain functions and or groups. As directed by the committee the Hirer shall 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.

Maximum number in the hall is 100 (including organisers and band members).

Please leave the hall as you found it (tables put away, chairs carefully stacked). Sweeping brushes and hoover are in the store room. Dustpan and brush is in the tall kitchen cupboard.

Please take rubbish away from the premises.

Please turn the heating off (if used) - controls are in the store room.

Please turn off all lights including the rear car park lights (switch next to kitchen door) and outside lights above the side ramp access and the kitchen access (1 switch for both in the store room). The lights at the front corners of the building and at the main entrance are on a timer and will turn themselves off.

Please make sure taps are turned off in the toilets.

Please turn off the water heater in the kitchen (switch is to the left of the kitchen window).

The main entrance (for guests arrival and departure) is at the front of the building (left hand door as you face the front of the building from the main road).

Fire exits are the main entrance of the building and also through the meeting room where the ramp is accessed. Do not use the kitchen as a fire escape route (unless you are in the kitchen!) and do not block the fire exits. In the event of fire, Emergency services must be called even if the hirer has attempted to extinguish the fire with the Village Hall Fire extinguishers. Please also call the Trustee number on the fire signs mounted by the extinguishers. Evacuate the premises to the meeting point, which is on the pavement in front of the hall, keeping access to the building clear for emergency vehicles.

Please consider our neighbours, especially when leaving the building late at night.

Most importantly, please have a good time! We thank you for booking our hall and hope that you will want to book it again in the future.

Quatt Village Hall Trustees.

As hirer I have read and agree to the Standard and Special Conditions of hire and agree to abide by them. I agree that these shall form part of the hiring agreement. I further agree that none of the provisions of this agreement are intended to or will operate to confer any benefit on a person who is not named as a party to this agreement.

Signed by _____ One of the present Trustees of Quatt Village Hall Management Committee.

Print name Date

Signed by _____ The hirer or their authorised representative

Print name Date

Please sign and return this form with your deposit, we will email you a receipt and confirm your booking unless you specify otherwise. Please ensure full payment of the agreed fee reaches us at least one month before hire is due to commence. Cheques should be made payable to: Quatt Village Hall and sent to: The Booking Secretary, Stephanie Hinton, 1 Quatt House, Quatt, Bridgnorth, WV15 6QW

If you have any queries please email us via quattvillagehall@gmail.com

Telephone the Booking Secretary on 01746 781214



Addendum for Hirers of Quatt Village Hall Kitchen

Checklist for the safe use and preparation of food

- Quatt Village Hall will provide a clean and safe kitchen.
- Quatt Village Hall will provide appropriate cleaning materials. This will include the following: 2 dishwasher tablets, a rubbish bag, washing up liquid, sanitizer, disposable JCloths, kitchen specific mop and bucket and a sweeping brush.
- Please bring your own aprons or some are available upon request.
- Colour coded chopping boards and knives are available to use.
- Temperature controlled fridge, 2 dishwashers, hot water And a Range Cooker are available.
- If outside caterers are used we expect them to fully comply with food hygiene standards and certification should be available to view by Quatt Village Hall if requested.
- If you are doing your own catering, food hygiene and safety is your responsibility as per the hire agreement.
- After your session is finished, please empty the dishwasher of the washed equipment, remove any unused food from the fridge and take all rubbish, including food waste and recycling with you. Many Thanks.

Addendum

Quatt Village Hall Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the village hall's ordinary conditions of hire.

A1:

You, the hirer, will be responsible for ensuring those attending your activity or event comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues.

A2:

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy. A checklist is to be completed, dated and signed by each group hirer/leader, after each session, which will provide a record of the management of risk and will act as a compliance document.

A3:

The hall will be cleaned before your arrive either by the previous hirer or Quatt Village Hall Committee. You will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products. The main hall floor is to be steam cleaned after use. A cleaning pad for the steamer will be provided and after cleaning the pad should be put in a bag and placed into the plastic box marked for washing. The box is stored in the kitchen. All hirers/ group leaders shall wipe down the main entrance door key before locking it away in the security box on leaving the building. Please make sure the security box is clean. Please note that only hirers/ group leaders should be aware of the security code to the box.

You will be required to clean on leaving, being responsible for cleaning all touch points, door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during the period of hire of your group or organisation and to keep the premises clean through regular cleaning of surfaces, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location, disposable gloves and aprons included) or your own ordinary domestic products.

Please take care cleaning electrical equipment. Use cloths - do not spray!

A4:

You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact. It is your responsibility to have a list of contact details of each person attending your session to manage your Track and Trace.

A5:

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

A6:

You will ensure that no more than 21 people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, observes the entering and exiting system within the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will, as far as possible, keep numbers using the W/C and Lobby, a **pinch point** area, to 1 person. If this is not possible, you will need to coordinate between the users of the facilities that they do not enter or exit the **pinch point** at the same time.

A7:

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to COVID-19, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

A8:

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face to face, and good ventilation. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape.

The Village Hall will provide 21 of its soft seating chairs for use during group activities. These are to be cleaned by wiping the hard surfaces and spraying a mist of cleaner onto the seat and back areas.

A9:

You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.

A10:

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, take all rubbish away with you when you leave the hall, including bags in the toilets. Rubbish bags are provided in the kitchen.

A11:

You will encourage users to bring their own drinks and food or you will be responsible, if drinks or food are made, for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. There will be paper towel provided or you will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will also provide washing up liquid and washing up cloths. The dishwashers will be available to use, but they must be emptied after use.

A12:

We will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly. You will not be charged extra for time taken to clean the hall after your session.

A13:

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall, you should remove them to the designated safe area which is the **meeting room**. The Village Hall Committee has provided an easy clean chair, a box containing tissues, sanitiser wipes, disposable gloves and masks, disposable aprons and plastic bags for rubbish (please double bag). Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the hall Secretary on 07455 832002 or 01746 781214.

A14: Live performances e.g. drama, music are not permitted at present. This is in order to avoid risk of aerosol or droplet transmission. For the same reason you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

A15:

You will avoid using equipment, which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before use, between use and before being stored in the hall's cupboards. Any equipment belonging to the Village Hall that is used (e.g. sound system) will be cleaned and left in the appropriate manner. Do not use a spray on electrical items.