

Topcliffe & Asenby Village Hall

Front Street
 Topcliffe
 North Yorkshire
 YO7 3RJ
 Reg. Charity No. 1003803



HIRE OF FACILITIES - BOOKING FORM & POLICY

(Including special conditions relating to Covid-19 safety requirements)

Name of person making the booking:

Organisation (if applicable):

Address:.....

.....

.....

Contact Telephone Numbers:

E-mail:

Date(s) Requested:	Days:	Months:
Start time:	Finish time:	Preparation time:

Purpose of hire (if for children's party, state age range):

Numbers to attend event(s):Is storage space required?.....

	Hire Charges 2021				
	Regular user (clubs and classes) per hour	Topcliffe/Asenby parishioner per hour	Non – parishioner per hour	Parishioner's children's party*	Non-parishioner's children's party*
Main Hall, Lower or Upper committee room, with access to kitchen	Free during 2021	Miscellaneous hires not available at present			
Miscellaneous	Outside hire of tables and chairs for external use – Not available at present Use of projector and screen – free to current regular users				
Parish Council meetings	Free of charge during 2021				
Hire for elections	£150				
*	A two hour session plus 30 minutes set up and 30 minutes clear up time.				

I have read the Standard Conditions of Hire (available on the Topcliffe and Asenby village websites – www.topcliffe.org.uk or www.asenby.net - and agree to them.

Signed..... Date

Schedule of Special Conditions

1. Permission for the consumption of alcohol during the requested hire period can only be granted if this agreement is countersigned by two members of the village hall committee. Application for a liquor licence must be discussed with and agreed by the village hall committee.

Signed..... (Hirer)
Signed..... (Committee Member)
Signed..... (Committee Member)

2. Permission for the hire period to finish later than 12 o'clock (midnight) can only be granted if this agreement is countersigned by two members of the village hall committee.

Signed..... (Hirer)
Signed..... (Committee Member)
Signed..... (Committee Member)

Additional or temporary special conditions (SC) relating to Covid-19 safety requirements take precedence and are shown in red. These conditions are additional to the hall's normal conditions of hire.

Background:

The hall will reopen on 17 May and will be made available for hire by those organisations which were hirers when the pandemic caused the closure of the hall in March 2020.

It is not mandatory, but all hirers are advised to consider preparing their own Risk Assessment before commencing activities. The Village Hall's own Risk Assessment will be given to all hirers.

For the remainder of 2021, the Committee will not charge any charges for hires that fall under the above categorisation. The Committee's decision on fees will be final.

Special Conditions

SC1: The hirer, will be responsible for ensuring those attending the 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 and exiting the hall or after using tissues.

SC2: The hirer undertakes to comply with the actions identified in the village hall's Risk Assessment.

SC3: The hirer will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during their period of hire before other members of your group or organisation arrive. The hirer is also responsible for keeping the premises clean through regular cleaning of surfaces during the hire, 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) or your own ordinary domestic products. You will be required to clean again on leaving. Please take care cleaning electrical equipment. Use cloths - do not spray!

SC4: The hirer will make sure that everyone likely to attend their 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 8 hours, and that if they develop symptoms within 10 days of visiting the premises they MUST use

the Test and Trace system to alert others with whom they have been in contact. They must seek a Covid-19 antigen test.

SC5: The hirer will keep the premises well ventilated throughout the hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

SC6: Depending on the nature of the activity, no more than 30 people can attend any activity/event in the main hall in order that social distancing can be maintained. You will ensure that people attending do so in groups of no more than 6 or two households and that such groups do not mingle. You will ensure social distancing of 2m between individuals or groups is maintained by everyone attending as far as possible, including while waiting to enter the premises, that they observe the one-way system within the premises, and as far as possible observe social distancing of 1m plus mitigation measures when using more confined areas e.g., moving and stowing equipment, accessing toilets. You will make sure that no more than one person uses each suite of toilets at one time.

SC7: 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 six or less people or 2 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, face coverings and good ventilation. If tables are being used, you will place them so as to maintain social distancing across the table between people from different household groups who are face-to-face e.g. using a wide U-shape.

SC8: You MUST keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event (or a member of any group of up to 6 people or 2 households who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance to register their attendance and by keeping a record of any who do not register using their smartphone app and the hall's NHS QR poster or your own NHS QR poster.

SC9: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the plastic bags provided before you leave the hall.

SC10: Users are encouraged to bring their own drinks and food. There is no formal catering allowed at present.

SC11: The Village Hall Committee 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.

SC12: In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated Emergency Room which is the ground floor Committee Room/Library. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. 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 Bookings Secretary on 01845 577911.

SC13: For events with more than 30 people (when allowed) you will take additional steps to ensure the safety of the public in relation to Covid-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system and inviting people to use toilets in the interval row by row.

SC14: In order to avoid risk of aerosol or droplet transmission 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.

SC15: Other special points as appropriate.

- Where a sports, exercise or performing arts activity takes place you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.
- Where a group uses their own equipment, the hirer must ask those attending to bring their own equipment and not share it with other members. Any equipment you provide must be cleaned before use.

SC 16: You will encourage all those attending your activity to wear a face covering unless an exemption or other government guidance applies to the activity. A face covering is not required when people are eating or drinking but they should be seated.

SC 17: The hall must close at 10pm.

Standard Hire Conditions

NOTE: The special Covid conditions and standard conditions operate in tandem but the special conditions take precedence over the standard conditions

1. The Hall is available for hire to local organisations, businesses and individuals in accordance with this Hiring Policy and the Standard Conditions of Hire. The Hiring of Facilities Booking Form completed by hirers and agreed with the Bookings Secretary is a formal contract.
2. Hirers must clearly state the purpose of the hiring on the booking form and indicate any licensable activities that will take place.
3. Bookings are not accepted from persons under the age of 18 years or for private parties for young people unless the hirer is an adult and an undertaking is given that the ratio of adults to young people present is at least 1:8.
4. Hirers are required to pay in full at the time of booking or by prior arrangement with the Booking Secretary.
5. A £25 deposit is required with any booking for private hire. The deposit will be refunded if there is no reported damage or loss has been caused to the premises and/or contents nor complaints made to the Village Hall Committee about noise or other disturbance during the period of the hiring.
6. Performers hiring the hall or hired and paid a fee by the committee to undertake a performance will be treated as commercial parties and must have their own public liability insurance. Performers bringing electrical equipment into the hall must ensure that all equipment has been PAT tested within a year of the performance, unless the equipment is less than twelve months old.
7. Charges will be set by the Village Hall Committee and reviewed at the AGM in May each year. The charges will be based on a standard hourly rate which may be adjusted as agreed by the Village Hall Committee for the following classes of hirer:
 - Regular bookings by voluntary/community groups.
 - Private Party Bookings by Topcliffe or Asenby residents/non-residents
 - Businesses and public bodies.
8. The Bookings Secretary will maintain a Bookings Calendar and record all bookings including contact details of the hirer.
9. The Bookings Secretary will forward a copy of every booking form to the Treasurer together with the fees collected for each hiring, or alternatively provide a receipt for fees received for each hire.
10. The village hall is checked and cleaned weekly. It is a condition of hire that all rooms are left in a clean tidy condition. Any problems should be reported to the Booking Secretary.
11. No used tea towels or dishcloths should be left in the kitchen area.
12. Hirers must ensure all lights are switched off before leaving the hall.
13. Heaters – See instructions posted near heater control units (main hall, upper meeting room and entrance lobby).
14. Fire Safety – Read fire safety instructions posted at various locations in the hall.