

I confirm that I have read and understood the terms and conditions, and the Health and Safety Policy and Child Protection Procedures attached.

Signed by Person Responsible for Hire:Date

On behalf of:

Terms & Conditions

1. A booking will be confirmed in writing on behalf of Oxted Community Hall Management Limited ("OCH") by the Hall Manager after this application form has been: -
 - a. Completed and signed by the person responsible for the booking ("the Hirer") and
 - b. Returned to the Community Hall, 53 Church Lane, Oxted, RH8 9NB (tel. 01883 717776)
 - c. Payment in full of the hiring fee and any deposit required, in accordance with the hiring schedule
 - d. and when the summary of practical matters has been initialled, signed and returned.
2. It is important that hirers respect the time slots that they have booked, both during the day (when other hirers may follow them) and at the end of each day when a volunteer has to lock the building.
3. A booking may not be changed or cancelled within four weeks prior to the date booked, nor shall the Hirer allow any departure from the stated purpose of the booking or permit any sub-letting.
4. If the spaces booked by the Hirer shall, for any reason outside the control of OCH, not be available, then the Hirer shall have no claim against OCH other than for refund of any hire charges already paid.
5. The floor of the main hall is wooden, but it is not constructed to meet the standards of BSEN 14904:2006 and may therefore not be suitable for intensive indoor sports activities.
6. The Hirer is responsible for complying with any legislation, regulations and local authority or other requirements and for obtaining any licences or permissions or other approvals or consents applicable to the booking including where relevant:
 - a. The conditions attached to the music and dancing licence including the permitted numbers of 200 admitted or 100 seated.
 - b. The access at all times to fire exits without obstruction
 - c. The safe use of the car park including the provision of attendants when appropriate
 - d. The safe use of the kitchen under proper supervision
 - e. Satisfying and complying with any requirements for the provision and sale of alcohol including obtaining a Temporary Event Notice from Tandridge District Council for the booking
 - f. Any copyright requirements for the performance of dramatic or musical works
 - g. The fire regulationsand the Hirer shall indemnify OCH and its Directors against any liability arising from the failure of the Hirer to comply with this condition whether by act omission or default and whether knowingly or unknowingly.
7. The Hirer shall not apply for a licence to sell alcohol at the Community Hall without the prior written permission of the Hall Manager, although alcohol may be served at private functions without the need for a licence.
8. Where the Hirer is part of a commercial activity, the Hirer is required to have Employers and Public Liability insurance cover with a reputable insurance company for at least two million pounds and the appropriate certificate shall be displayed in the Hall for the duration of the booking. (The British Insurance Brokers Association tel 020 7623 9043 will give assistance).
9. The Hirer shall report any damage caused during the booking to the Hall Manager and shall be liable for reimbursing OCH committee for the cost of making good such damage however caused, and the Hirer shall not make any claim against OCH or its Directors for any loss of or damage to the property or for injury to any person during the booking or for any event causing the Hall to be unusable for the booking.
10. The Hirer shall ensure the good conduct of those using the Hall for the booking and deal appropriately with any complaint made including allowing access by any police officer or the representative of OCH and if required shall close any booking not properly conducted.
- 11. The Hirer's attention is drawn to OCH's Child Protection Procedures and the Health & Safety Policy, which are attached.**
12. The Oxted Community Hall is a NO SMOKING area. **No smoke hazers or dry ice machines may be used. If this point is not adhered to and the fire alarm is set off £100 will be deducted from the damage deposit. If the Fire Brigade is called out a greater sum will be deducted.**
13. No notices, banners or any other hangings shall be attached to the internal walls of the building – the management may be able to make spaces available on OCH notice boards, which shall be maintained in accordance with current fire safety standards.

Oxted Community Hall

Health and Safety Policy

Responsibilities

Hirers should be aware of and give thought to their responsibilities for the safety of people attending their activity.

A responsible person should be alert to take control should an emergency situation require action, such as vacating the building or other appropriate action.

Evacuation

It is essential that no furniture or equipment obstruct any exit, and nor should any layout be unduly restrictive of movement within the building.

If evacuation is required a check should be made that no one remains anywhere in the building, so far as this can be done without risk. A roll call should be taken to ensure that all are accounted for.

The particular needs of vulnerable persons should be clearly understood, such as the elderly and infirm, the physically handicapped, those with limited sight or hearing, and children. In an emergency, for example wheelchair users may require able-bodied assistance.

Note should be taken that there are a number of exits: through the main entrance lobby, and through four doors in the main hall.

Burns and scalds

Those using the kitchen should keep in mind the potential for burns and scalds, especially to avoid small children or the elderly and infirm putting themselves at risk. After using the cooker the main switch on the wall must be turned off to avoid unintended switching on of the cooking elements, and all small (not fridge or dishwasher) appliances should be unplugged from wall sockets.

Fire

Fire protection equipment within the building includes emergency lighting, a fire alarm system, a number of fire extinguishers and fire exit signs. Electrical protection against equipment faults is by a residual circuit breaker. A first aid box is kept in the kitchen, together with an Accident Book. In the event of a fire the Fire Service should be called immediately.

Accidents and incidents

Particulars of any accident or incident occurring during occupation of the building which did or could give rise to an injury must be recorded in the Accident Book as soon as possible after the accident or injury, but in any event before the premises are vacated by the hirer. The report must include:

- Name, address and telephone number of persons injured
- Exact time and place of the occurrence
- Detailed description of the accident or incident, including a description of any apparatus or equipment involved
- Name, address and telephone number of any witness(es) to the accident
- Signed witness statements should be obtained, if possible.

Accidents and incidents, or any untoward event, should be reported to the Hall Manager as soon as possible, but in any event within 24 hours.

Oxted Community Hall

Child Protection Procedures

All bookings are conditional on Hirers working within the Oxted Community Hall Child Protection Procedures set out below:

A register of children or young people attending the club/ activity should be kept. This should include details of their name, address, date of birth and next of kin.

No child or group of children or young people (under 16 years old) should be left unattended at any time.

No person under the age of 16 years should be left in charge of any children of any age.

There should always be at least two leaders for any group of children and young people, no matter how small the group. Small groups with single leaders may meet in a large room or in adjoining rooms with an open door between. If a child or young person is being interviewed alone, there should be another adult nearby.

While maintaining the recommended number of leaders per group, the gender should also reflect the group, i.e. there should be at least one male leader if possible where boys are present, and always at least one female leader where there are girls present.

You must keep a list of names of all paid and voluntary workers with regular and direct contact with children and update it at least annually.

You must obtain, and store confidentially and indefinitely, a signed declaration of past offences from all current paid and voluntary workers who have regular and direct contact with children. This must be updated at least every 5 years.

Any reports of child abuse shall be taken seriously and dealt with in confidence, quickly and sensitively. The Chairman of Oxted Community Hall Management Limited shall be kept informed if allegations are made in respect of an activity carried out in the course of a hiring of the Oxted Community Hall, and of the status of any investigations.

Signature of the booking form confirms that the Hirer is in compliance with these procedures. If the Hirer fails to comply with these procedures a booking may be terminated and future bookings will be refused.

1 September 2018

SUMMARY OF PRACTICAL MATTERS

We are proud of the fantastic way the Oxted Community Hall has become so popular and appreciate the huge input the community made to its creation. We would therefore appreciate Hirers taking good care of the Hall and to that end require all Hirers to confirm their agreement to the following practical matters by initialling each one and signing at the bottom of the page.

1. I agree that my deposit will be banked and held against accidental breakages or damage, extra cleaning incurred, refuse left out or for over-staying the agreed booking time.
2. I agree that I will not attach any hangings, posters or banners of any kind to the internal walls of the building.
3. I agree to take home any recyclable bottles and glass as part of the community's Green agenda, and that all other refuse will be secured in tied black sacks and placed into the Biffa bin provided.
4. I agree that for every black sack left to be cleared there will be a £10 charge, for every sack left outside the Biffa bin there will be a £5 charge and for any bottles left outside the hall premises and in the car park there will be a £25 clear up charge.
5. I agree to leave the hall premises in at least as good a condition as found, including the kitchen and toilets, and note that there will be a £20 per hour cleaning fee charged if subsequent cleaning is required.
6. I agree to bring washing up liquid, hand soap and tea towels and to wash and dry any cutlery and crockery used and to replace everything back in their cupboards.
7. I agree to empty kitchen bins and bring fresh black bin liners.
8. If I have held a party or caused any spillage, I agree to mop the floors as part of my cleaning afterwards using a damp mop – a wet mop may cause damage to the Hall's wooden flooring.
9. I agree to check that all windows and doors are secured before leaving the premises and that the front door is also securely shut.
10. I agree that I may not enter the premises before my booked time and must leave by my agreed exit time. I understand that in the evenings there will be a £50 charge for each half hour I overstay my booked time after the additional half hour I am given to clean up and depart.
11. I understand a volunteer from the hall will come to lock up after me.

I, (print name), agree to abide by the above, which form part of the agreement with the Oxted Community Hall, and recognise that charges will be made against my deposit if any of the above are breached.

Signed(hirer's name) Date