

# Starston Jubilee Hall

(Registered Charity No 1073881)

## Standard Conditions of Hire

(Revised April 2021)

(NOTE: This document may be revised further if the COVID 19 situation changes)

**COVID 19:** Due to the current situation with the COVID 19 pandemic the conditions of hire for the Jubilee Hall have changed. Any previous hire document that you have signed is no longer valid.

Please read the following conditions very carefully and if you are willing to accept all of them then complete and sign the application.

**Note:** these conditions apply whether or not you are paying for the use of the Hall.

The original conditions for hire are shown here in **Black**. The additional conditions as a result of COVID 19 are shown in **Red**

1. The Hirer will, during the period of the hiring be responsible for:
  - Supervision of the premises, the fabric and contents
  - Care against damage, theft and alteration
  - The safety and behaviour of all persons using the premises whatever their capacity
  - Supervision of the car parking arrangements to avoid obstruction of the highway
  
- 1a. In addition you will be responsible for following the COVID 19 precautions as follows:
  - You will ensure those attending your activity or event comply with the COVID 19 Secure Guidelines while entering and occupying the hall, as shown on the poster which is displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall.
  - **Cleaning:** The hall will be cleaned thoroughly once a week but you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, wash hand basins, door handles) using the products supplied Please take care when cleaning electrical equipment. Use cloths or wipes - do not spray!
  - You will need to 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 you **MUST** contact the Hall Booking Manager or any Trustee immediately.
  - You will keep a list of names and contact numbers of everyone attending your activity or event.

- 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.
- 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.
- As far as possible you will position furniture or the arrangement of the room to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. 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.
- You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the black bin outside the kitchen exit before you leave the premises.
- If drinks or food are made you will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels and then take them away so as to reduce risk of contamination between hirers. We will provide washing up liquid and washing up cloths.
- 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 and you will not be charged for this hire.
- In the event of someone becoming unwell with suspected COVID 19 symptoms while at the hall you should move them into the appropriate toilet, provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to 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 Manager or any of the Trustees as soon as possible.
- If your event requires the use of equipment you will ask those attending to bring their own and not share it with others. If you need to store any equipment on the premises you will make sure it is cleaned before use and then again before being stored in the hall's cupboards.

2. The Hirer shall not use the premises for any other purpose than that described in the hiring agreement. The hirer shall not sub-hire use of the premises for any unlawful purpose nor bring onto the premises anything that may endanger the building, its fabric, contents and the lives of other people using the premises. The conduct of those using the premises will conform to the conditions in respect of any valid insurance policy covering the event. Alcohol **may not** be offered for sale.
3. The Hirer shall comply with the regulations and conditions made in respect of the building and type of event. Amplified music is not allowed, or any other excessive noise or such behaviour, which might cause local residents in the area to be unreasonably disturbed.

4. The hirer shall comply with all the safety conditions specified in the Fire Risk Assessment and the General Risk Assessment, particularly in respect to ensuring BOTH the escape doors are unlocked all the time the hall is being used. Also any group which included children must comply with the need to restrict the entry of children in the kitchen when it is in use. Attention is also drawn to the need to be aware of the fire action notice on the notice board and what to do in the event of a fire. Smoking is NOT permitted anywhere on the premises. The safety file is available to view in the rack on the kitchen wall.
5. The hirer shall indemnify the Jubilee Hall Trustees for the cost of repair or replacement following any damage done to any part of the property including the curtilage thereof and contents of the buildings during the period of hire.
6. At the end of the hiring the hirer shall be responsible for leaving the premises clean and tidy, ensuring that all electrical equipment is switched off and removing all litter to the appropriate wheelie bin with any food securely wrapped.
7. If the hirer wishes to cancel a booking and the Committee is unable to find a replacement booking, the original hirer could be asked to make a compensatory payment at the discretion of the Committee.
8. In the event of the hall being required for use as a polling station any booking would be cancelled and any remuneration be returned in full.
9. The Jubilee Hall Trustees reserve the right to ask for all or part of the hiring fee before or on the day of hiring.
10. Keys may be collected by arrangement with the Booking Manager. Keys should either be returned to the Booking Manager or left in the Hall letterbox on leaving. If there are any queries, please contact the Booking Manager.

## **CONTACTS**

**Hall Booking Manager:** Robert Wood: 01379 852535

**Hall Trustees:**

Michael Bartlett:	01379 852318
Geoff Broadhurst:	01379 853480
Bruce Colman:	01379 854542
John Formston:	01379 853042
Debbie Griffin:	01379 854233
Peter Grimble:	01379 852819

# Application to Hire the Jubilee Hall

Please return this signed form to:

Booking Manager:

Robert Wood

Pendlewood

Railway Hill, Starston IP20 9NJ

Tel: 01379 852535

Email: starstonrobert@gmail.com

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Please complete in Block Capitals:

1. Name of Hirer / Organisation: .....
2. Type of Event: .....
3. Estimated numbers: .....
4. Date(s) required: .....
6. Time required: .....  
(Events must finish by 11.00 pm - – please leave the premises quietly and respect local residents)
7. Person making application,  
Name: .....  
Address: .....  
.....  
.....  
Telephone:.....  
Email: .....

I have read the conditions of hire and accept them for this and any future bookings I may make. I declare that I am over 18 years old.

Signed: .....  
Name (PRINT): .....  
Date: .....

## Cheques payable to Starston Jubilee Hall

**Payment by BACS:** Starston Jubilee Hall Community Account:  
Sort Code: 20-92-08 Account No: 50837431