

Standard conditions of hire for Pillerton Priors Village Hall

1. The Village Hall Management Committee reserves the right to accept or decline an application from any intending hirer. A deposit is payable once the hiring is accepted
2. Full settlement of the hire must be completed before commencement of the hire except where the Committee has agreed otherwise.
3. Should the hiring be cancelled by the hirer the Committee reserves the right to keep the deposit that has been paid to cover administrative costs and loss of possible income from other hirers.
4. The hirer will be held responsible for any loss or damage done to buildings, furnishings, fittings, surrounding grounds and boundary fences during the hiring.
5. After the hiring once the Committee is satisfied that there has been no loss or damage and that the hall and grounds has been left clean and tidy, and litter free the deposit will be returned to the hirer. Please ensure that kitchen waste is removed and placed in the external bins.
6. Each hirer shall be responsible that the arrangements for the hire comply with current regulations.
7. The hirer shall be responsible for maintaining order and good behaviour at all times. External noise levels must be kept to a minimum to prevent disturbance to neighbours, particularly at the end of evening functions.
8. All 3rd party organisations hiring the hall must have their own public liability insurance and must provide a copy of their public liability certificate prior to hiring the hall. This requirement does not apply to private individuals hiring the hall.
9. Bouncy Castles may be used either outside on the playing field or inside in the Main Hall. The hirer is responsible for ensuring that any bouncy castles are hired from a reputable operator that provides both public liability and products liability insurance together with a risk assessment for the equipment hired. The hall hirer is responsible for operating the equipment in accordance with the guidance from the bouncy castle hirer.
10. It is the responsibility of hirers to ensure that children within the Hall are supervised at all times and that they are given adequate assistance in the event of a fire alarm or an evacuation.
11. No one under 18 years of age may hire the hall.
12. Cars may not be parked so as to cause an obstruction at the entrance/exit.
13. It is the responsibility of hirers to ensure the hall is securely locked after use, as the building should never be left open and unoccupied.
14. Children are welcome to play in the Playing Field under Adult supervision if the weather is fine. However please do not allow them to play in the WI Garden Area at the top of the slope immediately adjacent to the Hall.
15. Animals are not allowed in the hall or within the grounds unless prior approval has been given.
16. The Village Hall Management Committee cannot be held responsible for articles or vehicles damaged or lost whilst in the Village Hall or grounds.

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Licence Conditions of Pillerton Priors Village Hall

The Village Hall is licensed by the Stratford-on-Avon District Council for the following maximum number of people. UNDER NO CIRCUMSTANCES MUST THESE NUMBERS BE EXCEEDED

Entertainment

For each category of entertainment the maximum number of persons, including all staff and artistes, to be admitted to the premises shall not exceed:

Music, Singing & Dancing

Main Hall When used for dancing	99 persons
Main Hall when used for closed seated audience	99 persons
Main Hall when used for dancing and seated at tables	79 persons
Main Hall when used for seated at tables	99 persons
Small Hall When used for dancing	60 persons
Small Hall when used for closed seated audience	60 persons
Small Hall when used for seated at tables	37 persons

Performance of Stage Plays / Cinematographic Exhibitions

Main Hall close seated audience	99 persons
Small Hall close seated audience	60 persons

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Health & Safety Policy of Pillerton Priors Village Hall

KITCHEN

All electrical equipment will be tested annually by a competent electrician and labelled fit for use. Cutlery and chinaware will be inspected annually for damage and replaced as necessary. Worktops and units inspected for damage & repaired. First aid box to be checked and replenished as necessary.

MAIN HALL AND JOHN FINDON ROOM

All electrical equipment will be tested annually by a competent electrician and labelled fit for use. Chairs and tables will be inspected at regular intervals for damage and repaired. Floor to be inspected at regular intervals for damage and repaired.

TOILETS

All sanitary ware to be inspected for damage at regular intervals.

GENERAL

Doors and windows to be inspected for damage at regular intervals. Electrical system to be checked annually by a competent electrician and a certificate issued. Fire alarm and fire fighting equipment to be checked annually by a competent contractor and a certificate issued. Fire alarm system to be checked and recorded at regular intervals. Store room equipment see separate risk assessment.

EXTERNALLY

Car park to be kept in a tidy condition. Playing field to be kept mown and in a tidy condition. Goal posts & fences to be inspected at regular intervals and kept in a sound condition.

Any defects to be reported to The Village Hall Management Committee.

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Pillerton Priors Village Hall Fire Risk Assessment

Pillerton Priors Village Hall is a purpose built single-storey building which comprises an entrance lobby and corridor with 6 rooms off this: Main Hall, John Findon Room (Small Hall), Kitchen, Female toilets, Gents toilets and Disabled toilet.

There is a gravel car park to the side of the building, with ample parking. The hall has two emergency exits leading directly out of the building; the main entrance located in the lobby and a second emergency fire exit at the far end of the Main hall. They are clearly lit with emergency lighting.

The Hall is hired by a range of voluntary organisations, private individuals and statutory organisations for a variety of activities, some of which are licensable.

A written agreement, consisting of an emailed or online booking request and the booking confirmation, which is subject to our Terms and Conditions of hire, between the Village Hall and the Hirer forms the basis of the Hiring arrangement. The Hire Agreement and Standard Conditions of Hire draw the hirers' attention to the health and safety and licensing obligations that the booking places upon them.

Alcohol may be served on the premises. If alcohol is to be sold, then the hirer is responsible for obtaining the appropriate licence from Stratford-on-Avon District Council.

<https://www.stratford.gov.uk/licences-permissions/licensing-act-2003.cfm>

Principal Uses of the Village Hall

The Village Hall is used for a wide variety of functions. These cover, but are not limited to, Scouts, Cubs, Beavers, Brownies, Guides, badminton, public meetings, dance lessons, musical events, plays, private parties and charity fund raisers.

The Village Hall Management Committee encourages all regular users of the Hall to carry out their own Fire Risk Assessment, highlighting the areas that pertain to their own group of users and their activities.

The Village Hall Management Committee encourages hirers to make themselves aware of the exit routes, the fire-fighting equipment and the plan of the Hall detailing the location of the equipment and the escape routes. The plan is available to all Hall users, is published on the web site and is also on the notice boards in the entrance hall.

People at Risk of Fire

Staff and Volunteers: The Village Hall Committee does not employ any staff. Volunteers would typically be accompanied by a committee member and be familiar with the village hall.

Trades People: The committee employs local trades people on both an ad-hoc and scheduled basis for the purposes of cleaning, safety checks and building maintenance. The cleaner has a key to the building and is generally on her own when working. Trades people may be provided with the code to the key safe or may be escorted by a committee member.

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Hall Users (up to 99 maximum in-side at any time): Hall users will generally be familiar with the Hall. Those that are not will find the simple layout easy to navigate and assimilate.

The Main Hall area is open plan and has 2 easily identifiable fire exits whilst the Small Hall has one easily identifiable fire exit. Emergency lighting is installed over the fire exit in the Main hall, outside the main entrance and on the walkway to the side of the building and this is tested regularly.

A fire alert and detection system with audible sounders is installed, and this is tested regularly.

There is a fire door fitted with push-bar releases that exits directly outside at the rear of the Main Hall. The main double entrance doors to the Hall must be kept unlocked whenever the Hall is in use for a function.

Disabled Persons: At a typical function there may possibly be a limited number of disabled persons. It is the responsibility of Hall hirers to ensure disabled persons are given adequate assistance in the event of an evacuation. Emergency exit doors at the rear of the Main Hall are on a level with the paths outside, which are either concrete or finished with tarmac, so there are no barriers to wheelchairs.

Children: It is the responsibility of hirers to ensure all children within the Hall are supervised and that they are given adequate assistance in the event of an evacuation. Regular hall user groups, like Beavers, Cubs and Scouts, are expected to have carried out their own Fire Risk Assessment.

Other Members of the Public (who are not using the Hall): Members of the public may use the playing field.

Possible Causes of Fire

Source of Ignition	Source of Fuel	Source of Oxygen
Faulty electrical system in mains power supply, ring mains or lighting circuits.	Any material close to the source of the fault (e.g. the cupboard in which the consumer unit is located, skirting boards, plaster board, wood panelling).	Open to the air
Faulty portable electrical equipment (e.g. kettles, hot water boiler, microwave, vacuum cleaner, air purifiers, amplifiers, etc)	The portable device itself and then any combustible materials close to it.	Open to the air
Smoking	Material in waste bins or any other areas where cigarettes may be left or disposed of.	Open to the air
Cooking accidents	Hot oil igniting on the hob or under a grill. Food burning in the oven or on the hob.	Open to the air
Arson	Could be any source.	Open to the air
Candles and other naked flames	The candles and combustible materials close to them.	Open to the air

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Control Measures

Fire hazard	Likelihood (L to H)	Risk	Measures to avoid or reduce:	
			The hazard	Risk to people
Fire inside the hall	Low	Smoke inhalation. Burns. Death. Particular attention to be paid to people who are sleeping overnight or attending large events.	Ensure sufficient and correct firefighting equipment is available and that a qualified practitioner inspects it at least once per year and provides advice on changing or moving locations as appropriate. The location of fire-fighting equipment and exits are clearly marked on a plan of the village Hall, which is published on the notice boards. A test of continued illumination in event of a power failure will be done regularly. Ensure that village hall furnishings are made of a non-combustible material or a material that has been fireproofed to the standard applicable at the time of purchase. This includes window curtains, chairs, etc. Hall users will be asked to remove all their rubbish when they leave the building (i.e. emptying any bins)	Ensure Hall users/hirers know how to evacuate the building, where the fire-fighting equipment is located and where the assembly points are. A fire alert system with appropriate detectors has been installed so that an alarm can be raised if a fire is discovered. Ensure the hirers know that they must organize a fire marshal to check the building has been vacated after alarm and that the fire brigade has been called out (as appropriate). Ensure all Fire Exit doors are checked for illumination, ease of opening and that the Emergency Exit Routes are clear on a regular basis. The Management Committee tests the ease of access to and through the escape routes and to the assembly points at least once per year and logs the results. Users will be made aware of their responsibilities under the Premises License (via the Booking process). Regular User Groups will be advised that they should carry out their own Risk Assessment.
Fire on the premises outside the Hall.	Very low	Evacuating people towards the source of the fire		Ensure hirers understand and accept their responsibility to evacuate the building in the event of a fire and to allocate a responsible person to ensure the evacuation is coordinated properly and safely.

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Faulty electrics in mains power supply, ring mains, lighting circuits, kitchen appliances or portable devices.	Very low	Electrocution while attempting to put out the fire with water.	A qualified practitioner checks the fixed wiring once every 5 years and portable appliances are checked every year. A Certificate of Inspection will be obtained for each inspection.	Ensure suitable (not water) firefighting equipment is available close to the likely sources of electrical fires.
Smoking	Low	Smoke inhalation. Burns.	A No Smoking policy enforced throughout the premises. No Smoking signs strategically placed near entrance to the building.	
Cooking accidents	Medium	Smoke inhalation. Burns / Scalds.	Ensure users are aware of appropriate safety precautions concerning the use of the cooker. No deep fat fryers allowed. There is a fire blanket available close to the hob, for putting out oil fires.	
Children playing with matches or other combustibles	Low	Smoke inhalation. Burns.		Ensure hirers are aware of their responsibility to supervise children while inside the Hall.
Arson	Very low	Smoke inhalation. Burns.	Ensure Hall hirers are aware of their responsibility for the Hall during their occupation and take reasonable steps to prevent wilful damage and lock up on departure.	Wherever possible, locking mechanisms for ensuring internal safety without comprising emergency routes

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Risk Assessment of Pillerton Priors Village Hall

CHAIRS

No more than two chairs to be carried by any one person at a time.

TABLES & STAGE UNITS

Two people required to carry and stack each table. Two people required to carry and stack each stage unit.

FLOORS

Wet floors to be signposted.

LIGHTING

All rooms and corridors have sufficient lighting. The main switches are located in the kitchen. The hall has two emergency exits leading directly out of the building, the main entrance located in the lobby and a second emergency fire exit at the far end of the main hall. They are clearly lit with emergency lighting.

ELECTRICAL

Equipment is to be used only for the purpose it was designed for. Hirers bringing in their own electrical equipment should ensure that it is not left plugged in when unattended and that care is taken to ensure that there are no trailing electrical cables or leads.

CLEANING

Suitable gloves to be worn when cleaning using chemicals.

STORAGE – CORRIDORS AND WALKWAYS

No items are to be left or stored in the corridors or in walkways or in front of doors.

CAR PARK

The car park has a gravel surface to minimise slip and trip risks. No vehicles should be parked so as to cause an obstruction to the entrance / exit. The car park has lighting, which should be turned off by the last person(s) leaving the hall. If you will be arriving or leaving the hall during the hours of darkness, then please bring a torch or use a phone torch.

ACCESS

Access to the hall from the car park is via a non-slip concrete ramp. There is a single low step at the entrance to the building, as a result, wheelchair users are advised to seek assistance when entering or leaving the building. Once inside the hall, the entire hall is on a single level.

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FIRE

The hall is a NO SMOKING area. Smoking, vaping and e-cigarettes are NOT permitted within the hall. No fireworks, gas appliances, flammable substances or ignited candles are permitted inside the building. The hall has a fire alarm system with appropriate detectors in to trigger the alarm in the event of fire.

Fire extinguishers are situated in the kitchen and main hall and are routinely inspected. A fire blanket is provided in the kitchen next to the hob.

No deep fat fryers are permitted to be brought onto or used on the premises.

Hirers are encouraged to make themselves aware of the exit routes, the firefighting equipment and the plan of the hall detailing the location of equipment and the exit routes. The plan is available to all Hall users and is displayed on the lobby notice board and on our website.

The building electrics are checked on a regular basis. All electrical equipment within the building is regularly PAT tested. The solar panels are subject to an annual maintenance check.

Please see the separate Fire Risk Assessment for further details.

All regular user groups are advised to carry out their own Fire Risk Assessment and the Hall Management cannot be held responsible for a group not carrying out its own Fire Risk Assessment.

ASBESTOS

The hall contains no asbestos.

GAS CONNECTIONS / LPG

The hall does not have any gas or liquid petroleum gas on site.

LEGIONNAIRES DISEASE

The hall does not have any equipment, such as showers or humidifiers that involve spraying / sprayed water that could contain legionella bacteria.

Data Protection Policy

Introduction

Pillerton Priors Village Hall Management Committee (PPVHMC) is committed to a policy of protecting the rights and privacy of individuals. We collect and use certain types of Data in order to carry on our work of managing our hall. This personal information is collected and handled securely. Some of the key Data Protection Policy and Procedures information is summarised below for your convenience.

Applying the Data Protection Act within the charity

Personal data held by PPVHMC which falls within the scope of the Data Protection Act and General Data Protection Regulation is categorised below. We will ensure that the data is used only for the purposes described. Access to personal information will be strictly limited to those trustees, staff and volunteers who require the information in order to discharge their responsibilities.

a. Information provided by hirers and held within the hall booking and accounting system which is required to process bookings of the hall and associated payment.

The information we require to enable us to properly provide facilities for hire is collected on the Hallmaster site (www.hallmaster.co.uk) or on a Booking Form. Our lawful basis for collecting this information is to enable a contract to be drawn up between the hirer and us (the supplier), as requested by the hirer.

i. What Information do we require?

Name, address, email address, telephone numbers and bank details (the latter for bookings where deposits are repayable)

ii. How do we use this information?

We use this information to communicate with the hirer to ensure that the booking and invoicing process can function efficiently. Bank details are held to facilitate the return of any deposit provided.

iii. How long do we keep this information?

We keep personal data for 2 years from the date of the last booking made. We keep information on the Hallmaster site for a period of 7 years to satisfy external accounting requirements.

b. Information held about trustees some of which is required to be submitted to the Charity Commission in the Annual Return.

Full contact and certain personal details of all current trustees are held for the purposes of good administration and also to enable the hall secretary to complete the annual return to the Charity Commission, which is required by law. All data held for a trustee is deleted from the village hall systems and the Charity Commission database when a trustee stands down.

c. Details about events and associated points of contact on website calendars, facebook and other media outlets.

Any data in this category is only published with the full approval of the event sponsor, organiser or point of contact whose consent would therefore be deemed to have been given.

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Privacy Notice and Consent Policy for Pillerton Priors Village Hall

Pillerton Priors Village Hall Management Committee (PPVHMC) uses personal data for the purposes of managing the hall, its booking and finances, running and marketing events at the hall, staff employment, trustee documentation and its fundraising activities. Data may be held for up to 7 years for accounts purposes but data retention is regularly reviewed and when no longer required personal data will be deleted permanently from the village hall information systems. If you would like to know more about how we use your personal data or want to see a copy of information about you that we hold, please contact the village hall Data Protection Officer (see below).

A consent notice is included on official emails associated with bookings and bookings enquiries, on the PPVHMC booking form and on all invoices. The requirement for it is detailed in the PPVHMC Conditions of Hire.

The Data Protection Officer

The Data Protection Officer on the management committee is:

Dominic Sant (Chair of the Village Hall Management Committee)

DPO Contact Details:

Email:

bookings@pillertonpriorsvillagehall.co.uk

Post:

The Data Protection Officer
Pillerton Priors Village Hall Management Committee
c/o Millfield Farm
Pillerton Priors
Warwick
CV35 0PE

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Pillerton Priors Village Hall Inventory

TABLES

- 13 x . Folding Tables 1.2m x 750mm wide
(inside use only)
- 5 x ... Folding Tables 1.8m x 800mm
(Inside or outside use)
- 6 x .. Solid Tables 850mm x 850mm
(inside or outside use)
- 2 x .. Timber Tressle Tables 2.5m x 640mm
(inside use only)

CHAIRS

- 103 x Chairs

KITCHEN

- 105 x Forks
- 120 x Knives
- 111 x Large Spoons
- 110 x Teaspoons
- 90 x . Large Plates
- 100 x Small Plates
- 100 x Dishes
- 75 x . Saucers
- 40 x . Cups
- 50 x . Mugs
- 1 x .. Large Teapot
- 4 x ... Standard Teapots
- 4 x ... Chopping Boards
- 2 x ... Large Saucepans
- 4 x .. Trays
- 1 x ... Glass Jug
- 2 x .. Cream Jugs
- 5 x ... Salt and Pepper Pots
- 46 x . Wine Glasses
- 30 x . Glass Candle Holders
- Selection of Serving Utensils

WHITE GOODS

- 1 x Microwave
- 2 x Kettles
- 1 x Large Water Heater
- 1 x Fridge
- 1 x Cooker
- 6 x Waste Bins
- 1 x Storage Heater (in John Findon Room)

CLEANING

- 1 x Vacuum Cleaner
- 2 x ... Large Brooms
- 1 x ... Small Broom
- 1 x Mop and Bucket
- 1 x Dust Pan and Brush

OTHER ITEMS

- 1 x First Aid Kit
- 1 x Fire Blanket
- 3 x Fire Extinguishers
- 3 x Toilet Brushes and Holders
- 1 x Small set of Steps
- 1 x ... Dartboard
- 1 x Badminton Metal Net Stands
- 2 x Goal Posts
- 1 x Netball Hoop
- 1 x Small set of Steps
- 1 x Portable Disabled Ramp
- 2 x ... Picnic Benches
- 1 x Memorial Seat
- Curtains at Windows
- Portable Stage
(on request at additional charge)

ELECTRICITY

By meters that take £1 and £2 coins which are located in the kitchen