**ALBOURNE PARISH COUNCIL**

**Management Custodian Trustees of Albourne Village Hall**

**Registered Charity No. 273399**

**Terms and Conditions of Hire**

**Bookings**

The hall is available for hire at the discretion of the Management Custodian Trustees and a booking form must be completed and sent to the bookings secretary to secure a hire. Email confirmation of the hire will be sent once the booking form and payment have been received.

# Hiring Fees

Hire Fees are payable at the time of booking or at least six weeks in advance of the hire date. A deposit may be required - returnable if everything is left in good condition and cleaners are not required to clear litter/replace furniture etc. Fees include the use of the kitchen and all accessible equipment, tables, chairs,etc.

Our preferred payment method is by BACS or Faster Payments to Sort code 30-18-30 Account no 01898092. Please quote your organisation name or your surname in the payment reference. Any cheques should be made payable to “Albourne Village Hall” and sent to the Booking Secretary.

# Liability & Insurance

All users should have adequate insurance cover for their own and third party liability, personal injury and damage to property both brought in and belonging to the Village Hall. The Village Hall does not have insurance to cover such events and cannot accept responsibility for accidents or incidents unless directly attributable to faults in Village Hall property or fabric.

The Management Custodian Trustees shall accept no responsibility or liability for any item of property left in the cloakrooms or elsewhere on the Hall premises by a hirer or anyone attending a function.

In the event of any accident causing injury to any person within the premises or damage to the property the Hirer should report it to the Booking Secretary within 24 hours.

**Fire & Safety Precautions**

A standard First Aid box is sited in the kitchen. Groups needing to meet particular requirements should check the equipment provided against their needs.

Hirers should note the positions of fire-fighting equipment and the procedure to be followed for evacuation of the premises.

Hirers are required to keep access to all Fire Exit Doors clear at all times.

No paper or any other decorations may be used in the Hall unless adequately fireproofed and it is the responsibility of the Hirer to see that this condition is met.

Drawing pins may not be used. Sellotape and Blu Tack should not be used on any painted surfaces.

Smoking, candles and smoke machines are prohibited in Albourne Village Hall.

Portable Appliances brought in should be tested by qualified electrician. (PAT)

Before leaving the Hall the Hirer must check that all portable electrical equipment has been disconnected. Any electrical equipment brought in and/or used by the hirer must be protected by one or more residual current devices having an adequate current loading and a 30ma tripping current.

Petrol driven wheelchairs are not permitted. Wheelchairs must be sited where they will not cause an obstruction in an emergency and where a ready means of escape is available. Each occupant of a wheelchair must be accompanied by an able-bodied adult who will be responsible for him or her.

# Stewarding

One person over 21 years of age, nominated by the hirer shall be in charge of and present in the premises at all times when the public are on the premises. The person in charge shall not be engaged in any duties, which will prevent them from exercising general supervision.

# Usage

The Hall floor has been sealed and users must not scatter any substance of any sort (e.g. French chalk) to make the surface more or less slippery for dancing, as such action could lead to damage to the sealant. Stiletto heels and wheeled shoes / roller skates are prohibited. Inflatables, such as bouncy castles are not permitted in the Hall. To protect both the floor and ceilings, no bouncy castles or wheeled shoes / roller skates are permitted.

The use of confetti either inside or outside the Hall is strictly prohibited.

All items brought in must be removed immediately after the function. Hirers must not enter the Hall to make deliveries or for any other purpose except during their booked session without prior agreement from the Booking Secretary.

Hirers are responsible for washing up and returning items to their original place and sweeping the hall, toilets and kitchen floor if necessary. The Hirer is not expected to mop the floor (apart from any spillages please!) but should sweep up any "debris" at the end of the hire period.

Hirers must see that the Hall is left clean and tidy, with furniture and equipment replaced where found. Cleaning equipment including vacuum cleaner is available in the storage cupboard. All chairs and tables must be returned to their original site and chairs must be neatly stacked (no more than 8 per stack).

## The hirer is responsible for removing all rubbish from the site.

Before leaving Hirers MUST CHECK that all windows and doors (including Fire Exits) are secured, taps turned off, all electric lights are switched off and the toilets checked. Please note the lights in the ladies/disabled toilet are movement sensitive and will turn itself on and off.

## Security and Risk Assessment

All users please note that they will be held responsible for the security of the buildings and contents during and following their booking.

Keep fire extinguishers accessible and never block Fire Doors either from the inside or on the outside.

Do not allow strangers to use the facilities.

Before you leave the premises check all areas and please make sure the toilets are also flushed.

Close and lock all windows and doors before leaving.

If the building is left insecure, the hirer will be held responsible for any damage incurred by any intruder.

Internal doors should all be left closed. Ensure all lights are off. The outside lights are on a time switch and will turn off automatically.

Do not affix anything to windows or glass in the Hall or use drawing pins anywhere in the building. Do not use staples on doors, frames, display cases or other woodwork, plaster etc. Any damage caused will be charged at cost of repair.

## Liquor Licences

Hirers providing intoxicating liquors for consumption in the Hall shall obtain any necessary licences and shall comply with the law in all respects. A copy of the licence obtained should be given to the booking secretary at least two weeks prior to the hire.

**The village hall premises licence is not available to hirers.**

The Hall is in a residential area and it is requested that people should make as little noise as possible when leaving an evening function.

# Emergency Evacuation

The Hall is an emergency evacuation point for several facilities in the Parish. In the event of a severe emergency, hirers may have to evacuate the premises at short notice. In this event they will not be charged for their booking, but the Hall cannot accept responsibility for any losses incurred.

# Cancellation

At the discretion of the Management Custodian Trustees, a booking cancelled within four weeks of the date of the hire will be charged up to 50% of the fee.

The Management Custodian Trustees cannot accept liability in the event of the non-availability of the Hall due to circumstances beyond its control. Hirers may wish to take out their own insurance to cover this risk.

# Access

Hirers will be notified by the Booking Secretary during the week before the hire of the current Keysafe Code number. When accessing the safe at any time during the hire the numbers must be "retumbled" (so that anyone just passing by cannot see the number).

**General data protection**

Albourne Village Hall uses personal data for the purposes of managing the Village Hall, its bookings and finances. Data may be held for up to 7 years for accounting purposes and for longer when required by the Hall’s insurers. If you want to see a copy of the information about you that we hold please contact the booking secretary.

**Safeguarding**

Hirers who are working with children or vulnerable adults must have an appropriate safeguarding policy which they are responsible for implementing.

## ALBOURNE VILLAGE HALL BOOKING FORM

Albourne Village Hall **Bookings Secretary**

The Street Gretta Gate

Albourne Henfield Road

West Sussex Albourne

BN6 9DH BN6 9DE

 Tel: 07513 453679 albournemail@gmail.com

**Please read the conditions of hire and then complete and return this form to the Booking Secretary either by email quoting your payment transfer details or by post with your cheque to the above address.**

Time Required:

Please allow time to set and clear up.

From: To:

Date Hall required:

 Time

Reason for hire:

Name of hirer:

Name of Nominated person in charge

(if different from Hirer above)

Address:

Postcode:

Email:

Mobile Number:

Other Contact Number:

I intend to sell alcoholic drinks at Albourne Village Hall during this hire period. YES / NO

**If you answer YES you must provide the booking secretary with details of the necessary licence from Mid Sussex District Council within two weeks of your hire date.**

**THE VILLAGE HALL PREMISES LICENCE IS NOT AVAILABLE TO HIRERS.**

## I confirm that I have read, understood, and will fully comply with the Conditions of Hire, accepting liability for any damage to the Hall during the hiring. I also confirm I have read and understood the guidelines “ARE YOU SERVING FOOD IN ALBOURNE VILLAGE HALL”

**Signed .......................................................................................... Date ........ / ........ / .............**

**Albourne Village Hall**

**Food handling And Hygiene Guidelines**

This policy has been produced to provide essential and helpful guidelines for people wishing to serve food in the village hall.

# When hiring the hall –

## Visit the venue and consider the facilities that are available to ensure that they meet your needs.

-Is the kitchen big enough?

- Is there enough space to separate raw and cooked foods?

- Are the cooking facilities adequate?

- Is there enough fridge space?

- Will there be enough hot water for keeping the kitchen, equipment and utensils clean?

- There are NO chopping boards to prepare raw and cooked foods.

## Check list for equipment and resources you may need to bring

-Washing up liquid/sanitiser/disinfectant/hand soap

- Paper towels

- Rubbish bags

- Bags/boxes for recycling waste

- Tea towels/dish cloths

- hand towels for washing

## You may need to bring extra equipment e.g.

* Knives
* Servers
* Bowls etc
* Coloured chopping boards for raw and cooked food as these are not provided.

**Plan Properly**

* Transport food quickly and hygienically in clean containers
* Keep perishable foods at safe temperatures, including during transportation
* If foods have to be cooked this must be done as quickly as possible

## On Arrival

* Check that the equipment is working properly (the fridge temperature should be 3°C
* If you have any cuts or broken skin ensure the affected areas are covered with blue plaster
* Tie long hair back
* Wear clean clothing and cover with an apron
* Clean surfaces before unpacking and preparing food
* Wash hands regularly with hot soapy water, especially after handling raw foods or going to the toilet
* Minimise direct handling or touching of foods – use tongs or other utensils wherever possible

# Hygiene

Good food hygiene is about controlling harmful bacteria, which can cause serious illness. The four main things to remember when producing food are

* Cross contamination
* Cleaning
* Chilling
* Cooking

## Cross Contamination

* Keep raw and ready to eat food apart at all times
* Red boards must be used for raw meat preparation
* Raw meat should be wrapped and kept at the bottom of the fridge
* Ensure regular hand washing
* Cover foods

## Cleaning

* Always clear and clean as you go
* Wipe surfaces with a sanitiser

## Chilling

* The ideal fridge temperature is between 3-5 c
* Chilled foods should be served quickly at a temperature of 8 c
* If you are chilling cooked food, try to store in the fridge as soon as possible

## Cooking

* If re-heating food, ensure it reaches a temperature of at least 82°C for 2 minutes
* If you are serving hot food, maintain a temperature of no less than 63°C

When planning your menu, think about high risk foods and where they can be stored. These include

* Cooked meat and poultry
* Cooked meat products such as gravy, stews and soups
* Milk, cream and most dairy products
* Products made from raw eggs
* Shell fish and sea foods
* Cooked rice

Always cover food to avoid cross contamination. Bacteria cannot be seen but can grow extremely fast. They can be introduced from

* People (eg poor personal hygiene)
* Raw to cooked foods
* Rubbish
* Pests
* The environment (eg work surfaces)
* Food storage

Bacteria need food, moisture, warmth and time to survive and can grow quickly. By removing these conditions you can stop them growing.

**Remember: never handle food if suffering from a stomach upset or skin infection.**