



BARROWAY DROVE VILLAGE HALL HIRING AGREEMENT

Barroway Drove Social Committee agrees to permit the Hirer to use the premises for the purpose and for the period described below:

1. Date(s) Required: _____

Time Required: _____

2. Hirer:

(a) Name (individual) _____

(b) Organisation (if applicable) _____

(c) Name of Organisation's Authorised Representative

Note: Person(s) signing must be 18 years of age or over _____

Address: _____

_____ Post Code: _____

Telephone Number: _____ Mobile: _____

3. Hiring Fee: £ _____

Deposit: £ _____

Balance: £ _____

Special Deposit * £ _____ * This special deposit will be refunded within 28 days of the date of hire provided that no damage or loss has been caused to the premises and/or its contents during the hiring period.

5. Purpose of Hiring: _____

This will be a public event YES/NO
(Delete as appropriate)

6. Is alcohol to be supplied at the event(s)? YES/NO

If yes, please refer to Standard Conditions of Hire (section3)



7. The Hirer agrees to be present throughout the hiring and to perform the provisions and stipulations contained or referred to in the Standard Conditions of Hire (an understanding of which the Hirer acknowledges) together with any special conditions set out by the Management Committee.
8. It is hereby agreed that the Standard Conditions of Hire together with any Special Conditions of Hire shall form part of the terms of the Hiring Agreement.

9. **Declaration**

I declare that the information given in this agreement is correct to the best of my knowledge and I acknowledge that any mis-statement or misrepresentation will invalidate the agreement.

I have read and understood the Standard Conditions of Hire and agree to abide by them.

Signed by the person named at 3(a) (on behalf of the organisation named at 3(b) above, where applicable).

Deposit

The Hirer shall pay as deposit at least one third of the Hiring Fee at the time of booking. The balance will be payable on or before conclusion of the event for which the Hall is hired.

THIS HIRING AGREEMENT CONTAINS SPECIAL CONDITIONS RELATING TO THE USE OF THE HALL DURING THE COVID-19 PANDEMIC (see attached)

* Please note: Indoor Bouncy Castles can be erected in the Hall; however, the Hirer must ensure that adequate insurance cover is provided as this will not be covered by the Hall's insurance policy.

Privacy Statement: Barrowway Drove Village Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, and its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the hall Secretary



Barroway Drove Village Hall COVID-19 Special Conditions of Hire

1. You, the hirer, will be responsible for ensuring your event or activity complies with all current government guidance relating to Covid-19 and that everyone attending complies 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 you should ensure attendees comply with the use of the hand sanitiser supplied when entering the hall and after using tissues and with the use of face coverings unless an exception applies for your activity.
2. You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.
3. **You will be responsible for ensuring the cleanliness of all surfaces likely to be touched** (e.g. door handles, light switches, window catches, toilets and wash basins, plus any equipment used) **before, during and at the end of your hiring period**, paying particular attention to wash hand basins and kitchen sinks (if used), and any other specific areas identified in your hiring agreement, using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. Please take care cleaning electrical equipment. Please use cloths - do not spray!
4. You will 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 they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact. You will keep a record, including contact details, of everyone attending your activity or event.
5. 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.
6. You will limit the number of people attending your activity/event in line with current guidance and as specified in your hiring agreement in order that social distancing can be maintained. You will ensure that everyone attending maintains social distancing while waiting to enter the premises and as far as possible when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than one person enters each suite of toilets at one time (with the exception of children or vulnerable adults who require support).
7. 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, including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.
8. You will position furniture or the arrangement of the room as far as possible 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 e.g. using a wide U-shape.
9. As far as possible, you will avoid using equipment which is difficult to clean. You will ensure that any equipment you provide is cleaned before use and after use.



10. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. Please remove all rubbish from the Hall before you leave.
11. You will be responsible, if drinks or food are made, 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, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.
12. 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.
13. In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should remove them to the designated safe area which is next to the stage, adjacent to the fire exits. 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. You **must** then inform the Hall Secretary on 01366 382380.
14. For performances and other events with seated audiences you will provide attendants who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.

Please note: Barroway Drove Village Hall is thoroughly cleaned on a weekly basis but it is not cleaned between each hire – it is the **responsibility of the Hirer** to ensure cleanliness is maintained at all times by following the instructions in condition 3 above.

Name of Hirer	
Type of event/activity	
Agreed capacity (maximum number of people allowed)	
Special considerations (e.g. actions identified in risk assessment / additional cleaning)	