

# TOWNSHEND VILLAGE HALL, TOWNSHEND, HAYLE TR27 6AG

## TERMS AND CONDITIONS

CHARITY NO. 1077077

**PLEASE MAKE SURE YOU READ ALL OF THIS DOCUMENT CAREFULLY - hall hirers are responsible for the safety of those using the hall**

### Summary Conditions of Hire and Responsibilities

The person who has hired the hall is responsible for the following:

- Fire information and evacuation procedures
- Accidents and updating the accident register
- Health & safety of all Hall users including any legal requirement
- End of Session checklist
- Cancellation policy
- **The hirers must sign (or email) to say that the policy has been read and will be adhered to**

### Fire

There are 3 Fire exits clearly marked the locations are available on a plan of the building. **Fire exits must not be obstructed.**

**IN CASE OF FIRE - EVACUATE THE BUILDING, DIAL 999 AND ASK FOR THE FIRE BRIGADE. THE HALL POST CODE IS TR27 6AG. MUSTER IN THE CAR PARK AND CHECK EVERYONE IS OUT OF THE BUILDING.**

Contact Diane Brown on 07875 759634 or Sarah Chapman on 07842 201950 as soon as possible.

### Accident

There is a First Aid box on the shelf under the trophy cabinet and any accident must be reported in the accident book that is attached. **Any Serious accident** must be reported to the member of the management committee responsible for completing RIDDOR forms. This person is: **Sarah Chapman 01736 850 287**

### Health & Safety

It is the duty of everyone using or visiting the hall to take care of themselves and others who may be affected by their activities and to co-operate with the management committee in keeping the premises safe and healthy, including the grounds and car parking areas. This includes:

Capacity – Max 60 for dancing unseated, 55 for seated functions, 60 for seated audience. **If furniture is used then gangways of at least 1.05m must exist between sections of chairs or tables. Chairs in rows must not exceed a maximum of 7 seats and the rows must be 50cm or more apart to allow for easy evacuation.**

- Legal requirements which are detailed by the Health & Safety executive (<https://www.hse.gov.uk/>)
- Electrical equipment introduced by the hirer is well maintained and safe to use (conforms with the Electricity at Work Act 1989).
- No naked lights
- No smoking, including outside spaces
- Governance policies on safeguarding and bullying are available at: <https://www.townshendvillagehall.org.uk/wp-content/uploads/2023/11/Safeguarding-Bullying-Harassment.pdf>

### End of Session Check List

At the end of each event the hirer shall be responsible for leaving the hall clean and tidy according to the End of Session Check List.

### Cancellation

Cancellation of the booking within 48 hours of the event or “No Show” will incur the full booking charge.

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## 1. General

**The hirers must sign (email is acceptable) to say that this policy has been read and will be adhered to.**

**No smoking is allowed anywhere on the hall premises, this includes the outside spaces.**

The heating will be set for you if it is required. If you do change the thermostat setting please make sure you return it to its original temperature setting.

If you need to ventilate the hall please use the doors. There is a block to keep open the rear fire exit, a door stop to hold the door at the top of the ramp and another for the main entrance doors. It is not possible to open the hall windows. The toilet window can be opened. Please make sure that the outer doors and toilet window are closed before departure.

Please take any rubbish away with you or place it in the outside dustbin.

Only assistance dogs are allowed in the hall, no other pets.

Check you have a copy of the hall floor plan showing all fire exits, extinguishers, blanket and fire doors and that you know where these are. A group leader must make sure all attending members are aware of all the fire information and how to exit the building in case of emergency. The Fire assembly point is the car park.

Check your mobile signal; coverage varies. If you don't have a signal in the hall you should get one in the car park, check this.

## Licenses

Cornwall Council licenses the hall for the following activities (License No. PREM/00430/05)

- Live and recorded music
- Plays
- Films
- Indoor sporting events
- Performance of Dance
- Provision of facilities for making music and dancing or facilities similar thereto.

The Trustees hold a public performance license which is displayed on the board inside the main entrance renewable annually on 1<sup>st</sup> August

**If you find a fault or a problem at the hall please let Judy Scott (01736 851272) or Sarah Chapman (01736 850287 / 07842201950) know as soon as possible.**

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## 2. Fire

The hall floor plan shows all fire exits, extinguishers and fire doors.

**Fire Doors** - All fire doors are clearly marked with notices and hall users have been users that these must be kept closed at all times

**Fire Exits** - Three main fire exits; from the kitchen to the outside to the front of the hall; from the corridor outside the kitchen to the rear and the main door. These are all marked with emergency signs and lighting.

**Fire Alarms** - Three fitted in the building, in the store room, outside the kitchen door and in the main hall.

**Heat Detector** - Fitted in the kitchen and connected to the alarm system.

**Fire Extinguishers** - red water type, 3 these are in the kitchen, the main hall and corridor **Fire**

**Blanket** - in kitchen.

**Do not used the water based extinguishers on any Electrical Appliance.**

**IN CASE OF FIRE and Fire Alarm activating - EVACUATE THE BUILDING, DIAL 999 AND ASK FOR THE FIRE BRIGADE.**

**THE HALL POST CODE IS TR27 6AG.**

**MUSTER IN THE CAR PARK AND CHECK EVERYONE IS OUT OF THE BUILDING.**

In the event of fire, the person in charge of the hall or function will instruct all persons to leave the building, using the nearest exits and assemble at fire assembly point located in the lay-by outside the former chapel on the other side of the road.

On arrival of the Fire Brigade, the person in charge of the hall should report to the Officer in Charge that all persons are safe or should inform him/her of their last known position.

Nobody, other than the Fire Brigade, should attempt to extinguish the outbreak using the fire appliances provided unless there is no doubt it is safe to do so.

Contact Diane Brown on 07875759634 or Sarah Chapman on 07842201950 as soon as possible.

## 3. Accident

In the event of a minor accident there is a First Aid box on the shelf under the trophy cabinet in the main hall. **All accidents must be recorded in the accident book which is kept with the First Aid Box.**

The person responsible for keeping the first aid box up to date is: **Sarah Chapman 01736 850 287**

**In the event of a serious accident, dial 999 and ask for the Ambulance Service.**

**Any Serious accident** must be reported to the member of the management committee responsible for completing RIDDOR forms. This person is: **Sarah Chapman**

The location of the nearest hospital Accident and Emergency/Casualty departments are:

**West Cornwall Hospital, St Clare, Penzance 01736 874 113**

**Royal Cornwall Hospital, Truro 01872 250 000 (24/7)**

The location and telephone number for the nearest doctor's surgery is:

**The Surgery, School Road, Praze-an-Beeble 01209 831 386**

(This number is linked to an out-of-hours service)

## 4. Health and Safety in the Village Hall.

The Townshend Village Hall Management Committee has overall responsibility for health and safety at the Hall. They carry out all necessary Risk Assessments and statutory Safety Checks. Committee members with responsibility for aspects of Health and Safety report to the committee regularly, including any accidents, faults, misuse by hirers or other matters that could affect the health and safety of users or employees.

A plan of the hall is attached showing the location of fire exits, fire extinguishers, and disabled exits.

The person(s) delegated by the management committee to have day-to-day responsibility for the implementation of this policy statement are:

Name: Judy Scott (Chair of Trustees)  
Telephone No: 01736 851272  
Address: Gwel Meneth, Townshend TR27 6AW

Name: Sarah Chapman (Bookings Secretary)  
Telephone No: 01736 850287 / 07842 201950  
Address: 41 Bosence Road, Townshend TR27 6AL

It is the duty of everyone using or visiting the hall to take care of themselves and others who may be affected by their activities and to co-operate with the management committee in keeping the premises safe and healthy, including the grounds and car parking areas.

Smoking is not allowed in the Village Hall or on any other part of the property

The following practices must be followed in order to minimise risks:

### Fire

**Fires, pyrotechnics or any naked flame** - (with the exception of tea lights) are not allowed on any part of the property. Tea lights must be contained in a semi-enclosed container designed for that purpose.

**Emergency Doors** - are kept unlocked and clear of obstructions internally and externally as soon as the hall is to be used and throughout the hiring.

**Portable gas heaters** are not allowed anywhere in the hall.

**Evacuation Procedure** - In case of fire or any other event that is likely to cause multiple casualties or panic, leave the hall by any of three emergency exits (two exits are signed as being suitable for disabled use) and assemble at the fire assembly point, in the car park. See also Fire Notice and Hall Plan.

Company hired to maintain and service fire safety equipment:

Name: Fire Crest  
Address: Wilson Way, Pool, Cornwall  
Contract No: R30730 renewable annually February  
Location of service record: secretary's file

### Accident

A First Aid box and Accident Book are available on the shelf under the trophy cabinet in the main hall. All accidents must be recorded in the Accident Book and to Sarah Chapman 01736 850287 / 07842 201950.

### Safeguarding and Bullying policies

These are available on: <https://www.townshendvillagehall.org.uk/wp-content/uploads/2023/11/Safeguarding-Bullying-Harassment.pdf>

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## Capacity

All hirers must ensure that the hall capacities are not exceeded. Maximum number of persons allowed in the hall is:

- Dancing (unseated) 60
- Functions utilising seating at tables 55
- Closely seated audience (moveable seating) up to 60 depending on the amount of peripheral performance space that may be needed

## Equipment

Do not operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.

Do not bring on to the property any portable electrical appliances that have not been Portable Appliance Tested. All appliances must be displaying a current 'Passed Test' sticker. (Electricity at Work Act 1989)

Do not leave portable electrical appliances operating unattended.

Do not cover or place any item on or above the radiators.

All electrical equipment / emergency lighting is tested regularly. The most recent full electrical inspection was July 2022. The next one is due July 2027.

## Working in the Hall

When preparing for an event or part of the team supporting an event please observe the following rules and guidelines.

The Hall has a fully equipped kitchen suitable for food preparation. If this is used to support an event there must be at least one person who is certified to Level 2 in Food Hygiene for Catering in attendance.

Do not attempt to carry or tip the water boiler when it contains hot water.

Do not allow children into the kitchen.

There are sufficient fold up chairs available in the hall for most of the events booked. If further chairs are required, they are available from the store room where they are held on trolleys designed for their transport. These trolleys and securing straps provided must be used to transport the chairs to and from the store room. Do not stack more than the height of the main handlebar.

Do not work on steps, ladders or at height until they are properly secured and another person is present.

Do not attempt to move heavy or bulky items without the proper equipment and support.

Wear suitable protective clothing when handling cleaning or other toxic materials

Report any evidence of damage or faults to equipment or the building's facilities to Sarah Chapman (01736 850287 / 07842 201950) or to any available member of the committee.

## Management Committee Responsibility

The following persons have responsibility for specific items:

**First Aid:** Sarah Chapman 01736 850287 / 07842 201950

**Reporting of Accidents:** User, First Aider & Injured Party may all need to do this depending on the severity of the accident

**Fire precautions and checks:** Diane Brown 07875 759634

**Risk Assessment and Inspections:** Judy Scott 01736 851272

**Information to Contractors:** Judy Scott as above

**Information to Hirers:** Sarah Chapman as at 2 above

**Insurance:** Diane Brown

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## 5. End of Session Check List

The following actions are obligatory on all hirers before leaving the Hall.

1. Clear up any spillages (immediately).
2. **DO NOT** clean cooker hob with anything other than a wet cloth. If this does not work please notify Sarah Chapman (01736 850287 / 0784220195)
3. Check that all electrical appliances are turned off and unplugged
4. Turn out all lights not required for security purposes.
5. Close all internal doors.
6. Secure all outside doors and windows.
7. Return all hall equipment used to its proper storage space
8. The Hall boiler and thermostat are pre-set and should not be adjusted except by a Management Committee Member
9. Return the entry key to the key safe and **MAKE SURE THAT YOU PULL DOWN THE BLACK KNOB TO FULLY CLOSE THE SAFE**

## 6. Cancellation

Please inform the booking secretary (Sarah Chapman - 01736 850287 / 07842 201950) at least 48 hours in advance of any cancelled booking. Any cancellation received later than this or non attendance will incur the full booking charge.

## 7. Insurance

Name and address of insurer: Allied Westminster, Holgate Lane, Preston Spa, LS23 6BN

Telephone no. of insurer: 01937 845 245

Policy No: VH 88/0047440/BS8217

Date of renewal: annually 21<sup>st</sup> May

Employer's Liability insurance is held with Aviva also renewable annually on 21<sup>st</sup> May. Copies of the certificates are pinned to the notice board inside the main door.

The Management Committee will review the cover provided at each renewal date.

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