

Wootton Courtenay Village Hall

Registered Charitable Incorporated Organisation No 1180907

www.woottoncourtenayvillage.co.uk

Amended 1st December 2025



HIRING POLICY AND AGREEMENT

Welcome to Wootton Courtenay Village Hall.

The purpose of this formal documentation is to ensure that we keep our wonderful community hall in excellent condition and provide a well equipped, clean and safe environment for a wide range of activities.

Hiring the hall means that you are bound by the terms of the agreement and will follow the health and safety guidelines.

For its part, the Hall Management Committee will do its best to provide a well maintained, adequately equipped and safe environment.

The committee has a policy of continuous improvement, subject to funds, and is happy to consider suggestions from hirers.

Information about lighting, fire safety and heating is included in the booklet ‘Information for Hirers’ and in notices around the hall. Further information can be obtained from the chairman (see ‘Important Telephone Numbers’)

Above all, we hope that you enjoy your time in the hall!

HIRING POLICY

- The hall, meeting room and kitchen are available for hire for any lawful purpose but the Management Committee reserves the right to refuse a hiring without giving a reason
- No one under the age of 18 can hire any part of the hall.
- All hire is subject to rules set by the Management Committee, the hiring agreement and conditions set by the appropriate public entertainments licence.
- The hall has an “Alcohol Sales Licence” for social activities organized by the hall committee or village groups, village private parties or village weddings - all in accordance with the terms of the Licence. Where the hirer is a third party from outside the village, the committee may at their absolute discretion require that the hirer obtains his own Temporary Events Licence for the event.
- Hire charges are set by the Management Committee and are available on the hall web pages. [www.woottoncourtenayvillage.co.uk/home/village-hall]
- Additional charges will be made for the extension of the stage, if required. These will be discussed and finalised with you when booking.
- Payment is usually settled by invoice after the event although for some events, an additional deposit against damage is required.
- Full recompense must be made for any damage which can't be claimed on the hall insurance.
- The hall including any kitchen equipment/utensils used must be left as found, safe, clean and tidied, ready for the next hiring.
- Wootton Courtenay Village Hall is a Plastic Free Community Ally, and is actively looking to reduce its use of single-use plastic. We politely request that hirers also try, where possible, to avoid bringing single-use plastic into the hall.

STANDARD CONDITIONS OF HIRE

For the purposes of these conditions:

- Wootton Countenay Village Hall is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the Village Hall’s charity trustees, employees, volunteers, agents and invitees
- The hirer is referred to as “you”; and “your” is to be construed accordingly; “you” also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

1. Age

You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

2. Supervision

During the period of the hiring, you are responsible for:

- (i) supervision of the premises, the fabric and the contents;
- (ii) care of the premises, safety from damage however slight or change of any sort; and
- (iii) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of premises

You must not use the premises (including the car park) for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission.

4. Insurance and indemnity

You agree not to allow anything to be brought onto the premises which may endanger people or the building or render invalid the hall insurance policies.

(i) You are liable for:

(a) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents

(b) the cost of repair of any damage (including accidental and malicious damage) done to our WiFi service

(c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our WiFi service, and

(d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our WiFi service, and subject to sub-clause (ii), you must indemnify us against such liabilities.

(ii) We will take out adequate insurance to insure the liabilities described in sub-clauses (i)(a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (i)(c) and (d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:

(a) any insurance excess incurred and

(b) the difference between the amount of the liability and the monies we receive under the insurance policy.

(iii) Where we do not insure the liabilities described in sub-clauses (i)(c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Hall Secretary. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

We are insured against any claims arising out of our own negligence.

5. Gaming, betting and lotteries

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

6. Music Copyright licensing

We do not hold licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL). Where appropriate, you must hold such licence(s).

7. Music

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

8. Film

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

9. Safeguarding children, young people and vulnerable adults

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS).

10. Hall capacity

You must ensure that the maximum hall capacity of 100 persons is not exceeded but individual event capacities will be agreed with you depending on the nature of the event / stage size / seating style etc.

11. Public safety compliance

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by

children. You must also comply with our health and safety policy, the advice printed on notices, given verbally and with this hiring policy..

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Hall Secretary.

(i) You acknowledge that you have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment. (Include diagram of location when handing over keys.)
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Location of the first aid box.

(ii) In advance of any activity whether regulated entertainment or not you must check the following items:

- That all fire exits are unlocked and panic bolts are in good working order.
- That all escape routes are free of obstruction and can be safely used for instant free public exit.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no fire-hazards on the premises.

12. Noise

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

13. Drunk and disorderly behaviour and supply of illegal drugs

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

14. Food, health and hygiene

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator.

15. Electrical appliance safety

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

16. Stored equipment

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- (i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended
- (ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.

17. Smoking

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

18. Accidents and dangerous occurrences

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book. You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our Hall Secretary will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

19. Explosives and flammable substances

You must ensure that:

- (i) Highly flammable substances are not brought into, or used in any part of the premises.
- (ii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.

20. Heating

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

21. Animals

You must ensure that Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises.

22. Fly posting

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and must indemnify and keep us indemnified accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority.

23. Sale of goods

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

24. WiFi Services

You may use the village hall WiFi at no extra charge. Instructions are provided on a notice on the RHS of the stage adjacent to the red switch, that switches it on. When using the WiFi service you agree at all times to be bound by the following provisions:

- (i) not to use the WiFi service for any for the following purposes:
 - (a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
 - (b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
 - (c) interfering with any other persons use or enjoyment of the WiFi service; or
 - (d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;
- (ii) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

25. Termination of the WiFi service

We have the right to suspend or terminate our WiFi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

- (i) if you use any equipment which is defective or illegal;
- (ii) if you cause any technical or other problems to our WiFi service;
- (iii) if, in our opinion, you are involved in fraudulent or unauthorised use of our WiFi service;
- (iv) if you resell access to our WiFi service; or
- (v) if you use our WiFi service in contravention of the terms of these Standard Conditions.

26. Availability of WiFi Services

- (i) Although we aim to offer the best WiFi service possible, we make no promise that the WiFi service will meet your requirements. We cannot guarantee that our WiFi service will be fault-free or accessible at all times.
- (ii) It is your responsibility to ensure that any WiFi enabled device used by you is compatible with our WiFi service and is switched on. The availability and performance of our WiFi service is subject to all memory, storage and any other limitations in your device. Our WiFi service is only available to your device when it is within the operating range of the main hall.
- (iii) We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our WiFi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our WiFi service. Network speed is no indication of the speed at which your WiFi enabled device or our WiFi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

27. Privacy and Data Protection

- (i) We may collect and store personal data through your use of our WiFi service.
- (ii) We may process all information about you which is provided in relation to our WiFi service in accordance with your legal rights under the Data Protection 1998 and solely for the purposes of offering the WiFi service.
- (iii) By using our WiFi service, you agree to the terms of this clause 26. If you would like more information or object to anything in these conditions, you should speak to the Chairman or Vice-chairman (see contact details below).

When using the WiFi service the Hirer agrees at all times to be bound by the following provisions:

- (a) not to use the WiFi service for any for the following purposes:
 - (i) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
 - (ii) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
 - (iii) interfering with any other persons use or enjoyment of the WiFi service; and
 - (iv) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner
- (b) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

28. Cancellation

If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we may, in our complete discretion, return the deposit or require payment of the hire fee.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- (i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- (ii) our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- (iii) the premises becoming unfit for your intended use;
- (iv) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

29. End of hire

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured, with all lights, switches, cookers, kettles, central heating switched off and safe. Cleaning materials and equipment are available in the cleaning cupboard, boiler cupboard and rear toilet. You are responsible for removing all waste generated, placing it in the appropriate receptacles adjacent to the fuel tank at the top of the access ramp. When these are full, waste must be removed from site by you. We reserve the right to levy an extra charge if lights and heating are left on after a hiring. We also reserve the right to levy a cleaning charge if the hall is left in an unacceptable condition.

30. No alterations

You must not make any alterations or additions to the premises, nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. In our

discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such removal.

31. No rights

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.

HEALTH AND SAFETY POLICY

It is the intention of Wootton Courtenay Village Hall Management Committee to comply with all Health and Safety legislation and to act positively where it can reasonably do so to prevent injury, ill health and any danger arising from its activities and operations. It will require all who use the hall to engage in the establishment of safe practices and to follow the guidance set out on safety notices and in the hiring documentation.

It is our policy to

1. Provide healthy and safe operating conditions for our volunteers, committee members and hirers.
2. Keep the village hall equipment in a safe condition for all users.
3. Provide such information as necessary for volunteers, committee members and hirers.
4. Ensure that all required servicing and routine checks are made to the electric circuits, boilers, fire extinguishers, fire alarm systems and emergency lighting.
5. Respond quickly to reported safety issues.
6. Provide clear safety guidance to hirers.

The committee will nominate representatives to carry out regular bi-monthly safety checks using a checklist similar to that recommended by the Health and Safety Executive and agreed by the management committee. Records of these regular checks will be confirmed at each management committee meeting and retained in the Chairman's files.

HEALTH AND SAFETY CONDITIONS FOR ALL USERS AND CONTRACTORS

1. All entrances and exits must be clear of obstacles and hazards at all times.
2. Cars must be parked responsibly to avoid inconvenience to residents and ensure access for emergency vehicles
3. Fire escape routes must be kept clear at all times and fire exits must be kept clear and unobstructed. All fire exits must be capable of being opened at all times. The curtain positioned across the north fire exit door should be securely tied back prior to the beginning of an event in the hall, to ensure that this exit route is fully visible and available to all occupants.
4. The fire doors (any door fitted with an automatic closer) are essential to slow the movement of fire and smoke throughout the building, and must not be secured open.
5. Hirers should familiarise themselves with the location and operation of the three 'break glass' fire alarm points, which are close to the three exits, and with the position and operation of fire extinguishers. Details of fire extinguishing equipment can be found on the notice board in the lobby.
6. It is recommended that the fire assembly point should be in the road opposite the hall gates. All hirers must acquaint themselves with fire exit routes and decide on a fire assembly point if different from the recommendation.
7. All hirers are asked to familiarise themselves with the "Fire Precautions" notices which are displayed in the hall.
8. The Fire Service shall be called to any outbreak of fire, however slight, by dialing 999. The full postal address of the hall should be given, along with the 'What 3 Words' location. The postal address is:
Wootton Courtenay Village Hall,
Roadway Lane,
Wootton Courtenay,
Minehead,
TA24 8RH

and the 'What 3 Words' location is **outhouse-surpasses-splinters**.

The Chairman or Vice-chairman shall then be notified as soon as is reasonably practical (contact details are given below).

9. On discovering a fire, or in the event of the fire alarm operating, the hirer is responsible for evacuating the building. A roll call is to be taken at the pre-arranged assembly point. Ensure that no-one re-enters the building. The hirer is responsible for ensuring that anyone with limited mobility or other specific needs is assisted as necessary. If the ovens, cooker or dishwashers are in use, they must be turned off. Only if there is no danger by doing so, try to put out the fire with a suitable Fire Extinguisher.

10. Although the hall has absorbent matting at both entrances care should be taken to ensure that damp feet and wet clothing do not produce a slip hazard. Adequate coat hooks are provided close to the entrance and wet clothing should not be taken into the main part of the hall
11. Any spills must be cleared immediately to prevent slipping.
12. Broken glass must be cleared away safely and removed from the premises. A member of the hall committee should be informed of any breakage.
13. Although the hall has absorbent matting at both entrances care should be taken to ensure that damp feet and wet clothing do not produce a slip hazard. Adequate coat hooks are provided close to the entrance and wet Care should be taken with hot water from the taps, kettles and the urn.
14. Any concerns about electrical installations, plugs, leads etc. must be notified to a member of the management committee and noted in the incident book. (See 'Important Telephone Numbers')
15. Any electrical equipment where there are signs of damage, exposure of components or water penetration etc. must not be touched
16. All hirers should acquaint themselves with the position of lighting switches, and emergency lighting.
17. Care should be taken with hot liquids and fats. Use of deep fat fryers is discouraged: but if used then the hirer must familiarise themselves with the special Wet Chemical extinguisher which is located in the kitchen.
18. Kettles should not be over filled and leads should not trail over the edge of work surfaces.
19. Kitchen spills must be cleared immediately to prevent slipping
20. Children under the age of 12 should not be allowed in the kitchen under any circumstances.
21. Cleaning materials must be used according to the instructions on the label and kept out of the reach of children
22. Do not use equipment unless you are fully conversant with its operation. Always ask for advice and help. (See 'Important Telephone Numbers')
23. If the stage is used, extreme care must be taken. There are potential falling hazards on all four sides. It is the hirer's responsibility to ensure that all additional scenery and lighting for their specific requirement is safely installed to ensure that both the hirer and members of the audience are safe. Any additional staging required by the hirer must be advised at the time of booking and the Management Committee will be responsible for erecting the extension and demounting after the booking. A charge will be made for this service.
24. All persons should exercise care in storage areas while removing and replacing items. All items should be replaced safely so that they cannot fall and cause an injury.
25. Care should be taken when moving chairs and a trolley is available for moving them. Chairs stored beside the stage should be stacked in tens, whilst those in the main hall area should be stacked in fives. For safety reasons, never stack stairs more than ten high.
26. When removing and replacing equipment stored under the stage it is recommended that two adults assist with this to prevent injury to hands and backs.
27. Do not attempt to lift heavy items by yourself. Always ask for help.
28. If ladders/stepladders are used, ensure that they will not slip by the use of an appropriate anti slip pad and that one adult stands on the bottom rung to provide added stability and support. Never use a ladder/stepladder by yourself. Always ensure that you have assistance. Users of ladders must take full responsibility for their own safety. Use of ladders/step ladders owned by the hall is undertaken at your own risk. Although our ladders/step ladders are believed safe, we cannot guarantee their safety. In the interests of safety, the hall folding ladder is kept padlocked and only committee members have the code to unlock the padlock.
29. If you are in the hall by yourself, please ensure that you have a mobile phone in case of an emergency and ensure that someone knows where you are.

Hygiene

1. Paper towels are provided in the kitchen and hot air driers are situated in the toilet areas
2. Plastic gloves, available in the cleaning cupboard, are available for cleaning toilet areas or for dealing with spilt blood.
3. All surfaces on which food is prepared or eaten must be thoroughly cleaned with an appropriate cleaner.
4. Hands must be washed thoroughly before food preparation and a special sink is reserved for this purpose in the kitchen.
5. It is the responsibility of hirers to ensure that the toilets are checked and, if necessary, cleaned after each hiring. Gloves and cleaning materials are available in the cleaning cupboard.

First Aid

A basic First Aid Box is kept in the kitchen. This is regularly checked but please note in the accident book what you have used so that it can be quickly replaced.

Accident Report Book

It is a requirement that details of any accident no matter how small is entered in the yellow accident report book. The book is kept on top of the filing cabinet in the small room.

Incident Report Book

If you note anything which is dangerous, broken, injurious to health or there is a “near miss” please make a note of it in the yellow incident report book. The book is kept on top of the filing cabinet in the small room.

Emergency Generator

The hall is equipped with a small generator which can support heating and lighting, together with **some** kitchen appliances, in the event of a power cut. Contact the Chairman or Vice-chairman if the emergency generator is needed.

CONTACT TELEPHONE NUMBERS

Chairman	Mr Alan Rowe	01643 841573 or 07966 068908
Vice-chairman	Mr Brian Matthews	01643 841372 or 07774 453374
Bookings	Mrs Dee Binnie	07776 474435

Date of hire

Hirer

Signed by and accepted on behalf of the Hirer.....

Name (block capitals)

Date