

CHUDLEIGH COMMUNITY PROJECT

Registered Charity No. 900204



COMMUNITY HALL, CHUDLEIGH COMMUNITY PRIMARY SCHOOL CONDITIONS OF HIRE – COVID-19 Version

1. The Booking Form/Invoice must be completed and signed, with one copy being kept by the hirer and the other returned to the booking secretary. Payment must be made by the date shown on the booking form. Discounts given will be forfeited if, for whatever reason, payment is not received on time. Individual arrangements may be made at the discretion of the booking secretary. Cheques should be made payable to 'Chudleigh Community Project'.
2. The hirer must be no younger than eighteen years old, and there must be a responsible adult present on the premises at all times during the booked period over the age of 21 years.
3. Seven days' notice of cancellation is required, or the booking fee may be retained.
4. The time booked must be the actual period of occupation of the hall, including setting up and clearing up time, so as not to cause difficulties for the caretaker or other hirers. Minimum booking period of 2 hours applies at weekends and bank holidays.
5. 'Special Requirements' (e.g. for chairs/tables/equipment; if the hall especially needs to be warm/cool; if the kitchen is required; if a bar license is being applied for; for staging/lighting etc.) need to be clearly detailed by the hirer on the Booking Form.
6. Cancellations may have to be made if the school needs the hall for parents evenings etc.; the Community Project undertakes to give a minimum of two weeks notice of such cancellation, and to refund hire fees in full if an alternative time cannot be found.
7. Smoking or vaping is not allowed anywhere in the school or grounds. The use of naked lights or flames during performances is prohibited unless prior written consent of the Licensing Authority has been obtained.
8. No alcoholic drinks may be bought, sold or consumed without prior permission from the Community Project, whose consent in writing is needed before a temporary license for the sale of alcohol is obtained.
9. The hall is licensed for music, singing and dancing, and other similar public entertainment from 9am to Midnight except Sundays when the time is 9am to 8pm
10. The hirer should make sure that all safety exits are unblocked and unlocked, and is responsible for supervision of events for purposes of safety and protection of the premises.
11. The hall and toilets should be left clean and tidy in a 'leave it as you would want to find it' condition at the end of the booked period. (Carpets should be vacuumed; hall floor swept; all tables wiped clean before replacing; toilet floors cleaned.) If extra cleaning is necessary you will be charged £15/hr.
12. Any spillages must be cleared up immediately.
13. Any portable appliances brought on to the premises by hirers must be safe and remain the responsibility of the hirer. A current PAT test is recommended. Any appliances that appear to be faulty must be marked accordingly and not used.
14. Please ensure that during the length of the hire period the double doors in the reception area remain closed so that the security lock is engaged.
15. The hall should be vacated at the end of the booked period. Please remain on the premises until the caretaker arrives to secure the building, or the next hirer arrives.

16. Commercial hirers must provide a copy of their public liability insurance documentation prior to the commencement of the booking.
17. The hirer is responsible for obtaining a Phonographic Performance Licence as needed.
18. Community users organising activities for young people and vulnerable adults are responsible for ensuring the legal Safeguarding requirements are in place.
19. Whilst every effort is made to avoid such occasions, there are times when community events need use of the hall that may affect regular bookings; it is the committee's aim that as much notice as possible is given for such events.
20. All arrangements for booking the hall must be made through the Bookings Secretary, and not with the caretaker. The Hall Bookings Secretary is currently:
Julie Tock
10 Holly Close, Chudleigh TQ13 0QH
Email: hall@chudleighpool.org.uk
Phone: 077646 91506
21. **COVID-19 Requirements:**
 - a) All hall hirers will be expected to have completed their own COVID-19 Risk Assessment and abide by the government's COVID-19 guidance.
 - b) The hirer is responsible for any cleaning required before, during and after their use of the hall, and for removing off site of any refuse generated.
 - c) The hirer must ensure that the premises are occupied by participants only for the agreed hire period.
 - d) All hirers should keep records of attendees for track and trace.

Last Revised 4/7/2021