

**ST FAGANS VILLAGE HALL ASSOCIATION (VHA)  
HALL HIRE TERMS AND CONDITIONS (09.10.2020)**

**The Association agrees** that in consideration of the hire charge paid they will;

allow the Hirer use of the hall and the associated facilities as stated in the Hire Agreement. The hire period agreed should include sufficient time for set up and clean down.

permit the hirer use of all tables and chairs

provide all lighting, electrical power and heating

clean and sanitise the hall and its equipment after each hire

**The Hirer agrees in respect of Covid19:-**

**to ensure that the Welsh Government rules in respect of Covid19 social distancing and all other associated requirements in force at the time and date of the hire are strictly followed by ALL participants in the event.**

**to comply with the legal requirements of the Welsh Government Test, Track and Trace policy providing the VHA with a list of attendees to their function with contact details, a minimum of telephone number. Should any participant at their activity become unwell during the hire they must vacate the hall and the VHA advised accordingly.**

**The Hirer also agrees :-**

not to use the hall in any manner that will cause annoyance or disturbance to occupiers of adjoining properties, in particular noise emanating from a disco or live musicians must be kept at a level that does not disturb residents of the said adjoining properties;

not to cause any damage to the hall or its contents. The VHA to be notified of any damage via the email [info@stfagansvillagehall.co.uk](mailto:info@stfagansvillagehall.co.uk) ;

where the majority of the individuals using the hall are 18 years of age or under to provide adequate adult supervision (recommended ratio for children 5 years and under 1:3 for ages 6 to 18 1:7);

to be responsible for any ensuring equipment brought into the hall is cleansed and sanitised, that all insurances are in place and all portable electric appliances have been tested and approved as safe to use,

not to use any electrical equipment that might overload the hall's electrical power circuit.

not to permit smoking, the use of illegal substances or the chewing of gum in the hall. **The hall is a no smoking environment.**

not to interfere with the boiler controls in any way. The hall temperature to be controlled via the thermostat in the main hall:

to observe all fire prevention and safety regulations (see below);

that should refreshments be required to provide disposable cups, plates etc.

not to prepare food of any description on the premises. Any food to be pre-prepared and brought to the hall in sealed packages

**at the end of the hire period to,**

return all tables and to stack all chairs in the designated storage area;

clean down all work surfaces having due regard to the requirements dictated by the Welsh Government Covid19 instructions;

clear up and leave the hall in the condition that it was at the start of the hire period having due regard to the requirements dictated by Covid19 instructions

either remove all rubbish from the hall and its environs or place general rubbish in the black bins provided (outside the main hall fire exit) and recyclables in green bags to be left next to the black bins

reimburse the Association the cost of any breakages and/or the making good of any damage to the hall or its contents during the hire period.

Sign and return to the VHA a copy of these Terms and Conditions to indicate they understand these and will comply

**The Hall must be vacated by 20.00 hrs at the latest.**

## **IN THE EVENT OF FIRE**

The premises should be vacated as quickly as possible. The main priority is to ensure that everyone leaves the building. Fire exits are located at either end of the building and in the main hall.

The hirer is responsible for knowing the number of people at the event and, in the event of fire, ensuring that that number of people have vacated the premises and are moving to the assembly point, which is in the far north east corner of the car park opposite the hall.

There are 4 fire alarm points in the hall; only stop to manually activate the alarm if it is safe to do so; the hall is equipped with sensors which will activate the alarm.

After leaving the hall call 999 and advise that there is a fire in St Fagans Village Hall, Crofft y Genau Road, St Fagans CF5 6DU ( the hall is next to the Plymouth Arms pub) and the hall is best approached via Greenwood Lane.

The hall is equipped with fire extinguishers but these should only be used by people who have been appropriately trained. On the advice of the South Wales Fire Service Safety Officer the extinguishers should not be used by anyone who has not been trained in their use.

**Name .....**

**Signed.....**

**On behalf of (organisation).....**

**Date.....**