



Dinder Village Hall

(Registered Charity 269110)

Dinder Village Hall, Sharcombe Lane, Dinder, Wells, Somerset, BA5 3PF

Glossary of Terms

DVH – Dinder Village Hall and its car park

Committee – The Committee of Dinder Village Hall

Hirer – the person or organisation hiring Dinder Village Hall

Hire Period – The period of time that the Hirer is booked to use DVH

Hall Manager – De Hiscox at Orchard Mead, Sharcombe Lane, Dinder (next door to the Hall). Telephone: 01749 673335.

Email: manager@dindervillagehall.co.uk

Description

- Area - Dinder Village Hall is a community resource for the residents of the Village and Parish of Dinder.
- Facilities – DVH consists of the main hall with fold-down stage as well as kitchen, bar area, conservatory, and toilets.
- Licence – DVH has a licence from Mendip District Council for the Sale of Alcohol, Performance of Music and other public activities.
- Insurance – DVH has full insurance for its legal responsibilities including Employers and Public Liability. However, the insurance does not cover the activity and liability of the Hirers who are required take out their own insurance related to their respective activities.
- Accessibility – DVH has step-free access with a ramp up to the front door.
- Lavatories – DVH has Ladies and Gents lavatories, and one Accessible toilet (shared with the Ladies).
- Capacity – DVH usually has capacity for 80 people, additional numbers by special arrangement. Current social distancing regulations require significantly lower permitted numbers dependant on the activity.
- Equipment – DVH has tables (large and small), chairs, a fully equipped kitchen (including cooker and refrigerator), piano, electronic organ and staging. Crockery and cutlery are provided, but please note that we do not keep sharp knives at DVH. The equipment is for use in the Hall only.
- Heating – There is a modern heating system at DVH, which is efficient and effective. Please ensure that this is always turned off when you leave.
- Fire extinguishers – Up-to-date fire extinguishers and fire blanket are kept at DVH. There is also a First Aid Box in the kitchen.
- Defibrillator – This is positioned on the external front wall of the Hall.
- Wi-Fi – There is access to superfast broadband (60 and 200 Mb/s) at DVH. Please ask for the password if needed.
- Audio Visual – A fully equipped AV system with internet access can be hired by special arrangement and at an additional fee.

Terms of Hire

1. DVH is available to be booked by individuals and organisations in return for the current charge as agreed by the Committee.
2. Eligibility – There is no restriction in the hiring of the Hall as long as the activity is health and safety compliant, legal, conforms to common decency and is not offensive in nature. In the current circumstances all activities have to be fully compliant with social distancing and other Covid 19 protection measures
3. Charges – There are two rates for the hire of DVH, depending on whether the Hirer is resident in the Parish of Dinder or not, and the frequency of hire over a period of time. The hire charge is £12 per hour, with a reduced rate of £10 per hour for residents of Dinder, and for regular users who book the Hall on average at least once a month. The hire charge is inclusive – please avoid excessive use or wastage of electricity and water.
4. Availability – DVH is available to be booked 8am to 11.30pm every day of the year (with the sole exception of elections when the booking starts earlier).
5. Hire Period – The Hire Period commences from the time the Hirer enters the Hall or the booked time for the hire (whichever is earlier) and concludes at the time the Hirer leaves the Hall or the booked departure time (whichever is later).
6. Set-up time – When booking a session at DVH it is essential that the time includes the set-up and pack-down time and not just the actual time of any public event. This is a condition of our insurance. This is to include any time needed to sanitise the Hall in advance of and after the session.
7. When the Hall is booked in the evening it is a requirement that any activity, dancing, live or recorded music should cease at 11pm. The final half-hour is for packing up and cleaning. The Hall site must be vacated by 11.30pm.
8. Keys – these will be available for collection from the Hall Manager, De Hiscox, at Orchard Mead (next door to the Hall) on the day of the hire and are to be returned immediately after the ending of the Hire Period. Again, this is a requirement of our insurance.
9. Booking Form – A booking form is to be completed in advance and submitted to the Hall Manager.
10. Risk Assessment – Every Hirer is required to undertake a risk assessment in relation to their activity in the Hall including any Covid 19 compliance requirements related to social distancing and sanitising.
11. Confirmation – Confirmation for the booking will usually be made by email.
12. Contact – All contact in the first instance with the Hall Manager.
13. Cancellation – If the booking is cancelled within 7 days of the date of the session the Committee reserves the right to invoice the Hirer in full for the booked time unless it is able to fill it with another booking. Regular Hirers will be charged for all their booked times unless they give clear 7 day notice of cancellation in advance of any of their bookings.
14. Invoices – These are processed once a quarter and will be sent out by email after the booking. Please do not offer to pay cash to the Hall Manager.
15. Payment Terms – The payment for the use of the Hall is due strictly within 30 days after the date of the issue of the Invoice. The Committee reserves the right to charge interest on overdue accounts.

Conditions of Hire

16. Covid-19 – When making a booking at DVH, the Hirer agrees to ensure that they bring with them anti-viral spray and wipes and that they clean the front door handle before entering. After entering the Hall, it is the Hirer's responsibility to wipe down immediately all switches, door handles, sockets, sinks, toilets, tables and chairs they intend to use with antiviral wipes or spray and cloth.
17. All Hirers are required to keep a register of people attending with contact details (address/email/telephone) so that they can be traced if necessary.
18. If anyone has symptoms of Covid-19 and this is apparent on their arrival then they are to be requested to go home and not to enter the Hall. If they have already entered the Hall they must be asked to leave the Hall immediately and the Hirer should inform the Hall Manager. Any surfaces touched by them are to be cleaned with antiviral wipes immediately.
19. When making a booking at DVH, the Hirer agrees to ensure that it is clean, tidy and sanitised after their session and ready for the next Hirer to come in. Any time required for packing up and cleaning is to be included in the Hire Period.
20. The Committee reserves the right to charge a cleaning fee if the Hirer leaves the Hall in an unsatisfactory condition.
21. Damage – The Hirer is expected to take care of the property of DVH and is responsible for the replacement/repair of anything damaged during their hire, including floor coverings. The Committee reserves the right to make an additional charge to cover replacement/repairs for any damage caused. Any damage is to be reported to the Hall Manager.
22. Security – The Hirer is responsible for the security of the building whilst they are on site and are to ensure that no property belonging to DVH is removed from the building. They are also responsible for who enters the building and the activities they undertake.
23. Locking up – Please ensure that all lights (internal and external) and heating and taps are turned off and the property is secured. Please ensure that all switches, sinks, toilets, tables and chairs are cleaned with antiviral wipes or cloths sprayed with antiviral spray when you leave.
24. Health and Safety – The Hirer is responsible for the health and safety of their guests. It is their responsibility to ensure that no hazards are set in place that might create a risk. There is a First Aid box and an Accident Book in the kitchen. In the event of an accident, please inform the Hall Manager.
25. Fire – In case of fire, there are extinguishers and fire blankets in the Hall. These are regularly serviced. If you need to use one, please report this immediately to the Hall Manager.
26. Safeguarding – DVH at no point acts 'in loco parentis' for children in the building. Children remain the responsibility of their parents or of a responsible person in their place. Parties for teenagers need to be agreed in advance with the Hall Manager and must be managed at all times by one or more responsible adults in accordance with the numbers attending.
27. Dogs are not permitted in DVH, with the exception of Guide Dogs (or equivalent) in fulfilment of their role.

28. Music – Hirers are responsible for arranging their own Performing Rights Music Licence for any music played.
29. Music Leakage – It is a condition of our licence that music is only played or broadcast inside DVH, so as not to impact neighbouring properties.
30. Food – Use of the kitchen at DVH is included in the hire of the building. It is the Hirer’s responsibility to ensure that all food preparation and provision always meets appropriate health and hygiene regulations and that the kitchen is fully cleaned at the end of the Hire Period.
31. Alcohol – DVH has a bar for village events only. This is kept locked and secure. The bar is not normally available as part of the hire of the Hall. Any Hirer is permitted to bring a reasonable quantity of alcohol onto the site for the use of their event. It remains their responsibility to ensure that their guests drink appropriately, and that their behaviour is not affected by alcohol.
32. Noise – Please remember that DVH is in the heart of our village and keep external noise to a minimum, both during your event and when travelling to and from DVH.
33. Smoking – Smoking is only allowed outside on the front forecourt of the Hall. Please dispose of cigarettes and matches responsibly in the sand can provided. Smoking is not permitted under any circumstances in the Hall or the toilets. Smoking is also not permitted outside in the areas to the back or sides of the Hall.
34. Rubbish – The Hirer is responsible for the disposal of their own rubbish and to ensure that the internal bins are emptied at the end of their Hire Period.
35. Parking – There is car parking for a limited number of cars around DVH. Overnight parking is not permitted. Please ensure that your guests are careful where they park, both within the DVH car park and also along Sharcombe Lane, to allow plenty of space for farm traffic and emergency vehicles.

I have read and agree to comply with all the Conditions of Hire of Dinder Village Hall.

Signed:

Name:

Date:

Please return this form to De Hiscox at Orchard Mead, Sharcombe Lane, Dinder. Telephone: 01749 673335. Email: manager@dindervillagehall.co.uk