

Northlew Victory Hall

Schedule of Standard Conditions of Hire

This information can be supplied in larger type please ask.

These standard conditions apply to all hiring of the Hall. If the Hirer is in any doubt as to the meaning of following, the NVH secretary or booking clerk should immediately be consulted.

1. Supervision

The Hirer shall, during the period of the hiring, be responsible for; supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity; including proper supervision of car parking arrangements to avoid obstruction of the highway.

2. Use of Premises

The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

3. Licences

The Hirer shall be responsible for adhering to all the rules and regulations set out in the Sale of Alcohol Application Form or where a specific entertainment is required which is not provided within the scope of the premises licence.

Northlew Victory Hall Management Committee can provide a bar facility for your event if requested. Please enquire when booking, there is no charge for this service. All profits will go to NVH in their entirety. We do not offer a bring your own drinks policy with a supplied bar option, if anyone is found doing so, a discretionary corkage fee of £4.50 per bottle will apply.

4. Gaming, Betting and Lotteries

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

5. Public Safety Compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, local Authority, Local Magistrates' Court or otherwise, particularly in connection with any event which includes public dancing or music, or other similar public entertainment or stage plays. Fire Doors must be kept shut except in an emergency.

The Hirer accepts that there are some limitations on the use of the Hall by disabled person specifically that the stage area and the fire exit from the kitchen are not wheelchair accessible.

6. Health and Hygiene

The Hirer shall if preparing, serving or selling food, observe all relevant food and health and hygiene legislation and regulations. Any person cooking food in the kitchen shall hold the Foundation Certificate in Food Hygiene. The Hirer is responsible for ensuring that this clause is fulfilled.

7. Electrical Appliance Safety

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe and in good working order and used in a safe manner.

8. Indemnity

The Hirer shall indemnify and keep indemnified each member of Northlew Victory Hall Management Committee and the Victory Hall's employees, volunteers, agents and invitees against (a) the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises and (b) all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer. Northlew Victory Hall is insured against any claims arising out of its own negligence.

9. Risk Assessment

The Hirer shall ensure that a suitable risk assessment is in place for the activities they carry out during their hall hire period. Note, Northlew Victory Hall's Risk Assessment is in place to fulfil insurance requirements, and it does not cover

the Hirers activities. Northlew Victory Hall's Management Committee will not be liable for any injuries, however serious, during the hall hire period.

10. Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury as soon as possible to a member of the Victory Hall Management Committee and complete the relevant section in the Victory Hall's accident book (stored in the First Aid Box in the kitchen). Any failure of equipment either belonging to Northlew Victory Hall or brought in by the Hirer must also be reported as soon as possible.

Certain types of accident or injury must be reported on a special form to the local authority: The Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

11. Animals

No animals whatsoever are to enter the kitchen at any time.

12. Compliance with The Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons have access to the children.

13. Sale of Goods

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

14. Bookings

A £10 deposit is required to secure all bookings, and this will only be confirmed once the money and completed booking form are returned to the booking secretary. On the day of the event, the remainder of the fee is to be paid on collection of the key. If paying by BACS, deposit required to secure booking in the usual way. The balance needs to be paid 24hrs before the collection of the key. If the balance has not been paid, you will be refused the key, this will be checked upon

collection. Cash or cheque would then be necessary to complete your booking. Please inform the booking secretary of your payment method in this instance.

Under 18's must have a parent/guardian present for the duration of the hiring period. The phone number of said responsible adult must be written on the booking form. ID will be required for proof of age when attempting to buy alcohol by younger members of the community.

15. Cancellation

If the Hirer wishes to cancel the booking before the date of the event and Northlew Victory Hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of Northlew Victory Hall Management Committee.

Northlew Victory Hall reserves the right to cancel the hiring by written notice to the Hirer in the event of (a) the premises being required for use as a Polling Station for Parliamentary or Local Government election or bye-election.

(b) The Victory Hall Management Committee reasonably considering that (I) such hiring would lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (II) unlawful or unsuitable activities will take place at the premises as a result of this hiring (C) the premises becoming unfit for the use intended by the Hirer.

In any such case the Hirer shall be entitled to a refund of any monies already paid, but the Victory Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

16. End of Hire

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition (or an additional charge may be made) with all lights and water heaters switched off and the Hall properly locked and secured unless directed otherwise. Any contents temporarily removed from their usual positions shall be properly replaced otherwise Northlew Victory Hall shall be at liberty to make an additional charge.

17. Noise

The Hirer shall ensure that the minimum of noise is made before, during and after the period of hiring. The Hirer is responsible for ensuring that the noise level of the function is such that it does not cause interference with other activities within the building or inconvenience for occupiers of nearby premises. All Fire Doors must be kept shut except in an emergency.

18. Stored equipment

The Victory Hall accepts 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 fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

Northlew Victory Hall may, at its discretion in any of the following circumstances, namely

(A) in respect of stored equipment, failure by the Hirer either to pay any storage charges due and payable or to remove the same within 7 days after the agreed storage period has ended.

(B) in respect of any other property brought on to the premises for the purposes of the hiring, failure by the Hirer to remove the same within 7 days after the hiring dispose of any such item by sale or otherwise on such terms and conditions as it thinks fit; Northlew Victory Hall may charge the Hirer any cost incurred in storing and selling or otherwise disposing of the same.

19. No alterations

No alterations or additions may be made to the premises, nor may any fixtures be installed, or placards, decorations or other articles be attached in any way to any part of the premises without the prior written approval. Any alteration, fixture or fitting or attachment so approved shall at the discretion of Northlew Victory Hall remain in the premises at the end of the hiring and become the property of Northlew Victory Hall or be removed by the Hirer who must make good to the satisfaction of the Hall any damage caused to the premises by such removal.

20. No rights

The hiring agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

21. Data protection

The information supplied will be held by the booking secretary for a period of up to one year, after which it will be destroyed. It will only be used in accordance with contacting the user about the booking.

Information may be shared within the committee if the box is ticked on the booking form enabling a member to get in contact with the user if the booking secretary is unavailable.

Information will not be shared with any other organisations.

If you wish to discuss personal data, please contact our Data Protection Officer, Miss Kaitlyn O’Connell on 07817370788

22. Extenuating circumstances

Occasionally, there are bookings that take precedence over regular bookings. For example, funerals or weddings. These are very rare, and in this instance, regular bookings will be offered another time at their convenience by the booking secretary.

23. Price increases

The booking secretary will give 4 weeks’ notice to all user groups if there is to be a price increase.

24. Damage Clause

The Hirer shall be responsible for any damage caused to Northlew Victory Hall, its contents, or any part of its property during the period of hire. The Hirer agrees to take all reasonable precautions to prevent damage and to ensure the proper use of the premises. In the event of damage, the Hirer should notify the NVH committee immediately and maybe required to cover the full cost of the repair or replacement. By signing the hire agreement, the Hirer acknowledges and accepts responsibility for any damage incurred during the hire period.

25. Safeguarding

A copy of our Safeguarding policy is available on request or on our website.

Northlew Victory Hall: Information Sheet

Safety and Fire Routine

The exact location of the Fire Exits, Alarm Panels and Fire Extinguishers must be noted before the Hall is occupied and the manner of opening Fire Doors should be made known to your guests. Diagrams of locations and exit routes are posted throughout the Hall. Fire Doors must be kept shut except in an emergency. During the period of hire all exits must be kept clear and the emergency exit signs must be lit. In the event of a fire, the Hall should be evacuated in an orderly manner using all appropriate exits, closing all doors behind you and mustering all guests out and proceed to the square. Call the Fire Brigade by dialling 999. Only re-enter the premises if the Authorities have confirmed it is safe to do so. Details of the incident shall be given to the Secretary of the Hall Management Committee or to the Booking Clerk.

Smoking is not permitted anywhere on the premises. Smoke machines are not permitted as detectors are fitted throughout the building.

No decorations of a combustible nature (e.g., candles, polystyrene, tissue) shall be used in the Hall without the consent of the Management Committee.

There is a small first aid box in the kitchen, also a Report Book in which you may record any comments on the Hall, any breakages, or other items to be brought to the attention of the Management Committee.

Maximum permitted capacity of the Hall is 200, or 150 if seated.

Opening Hours

The Hall is licensed from 1000 to 0100 - Monday to Sunday. These are the latest times by which the Hall must be vacated and dark.

Heating

The Hall is heated by the means of an air source heat pump. The heat is preset; therefore, you are unable to adjust it. It takes a minimum of two hours to reach the set temperature. Any queries, please contact the booking secretary.

Hall Assets

The Hall is fitted with a Hearing Aid Induction Loop: if you wish to use this for your event, please advise the Booking secretary. The Hall has 105 stackable banquet chairs, 50 plastic chairs, 10 folding tables, 4 small rigid tables, The kitchen

contains range electric cooker fridge, 100 each of dinner plates, rimmed bowls, mugs, cups, saucers and tea plates; metal cutlery; stainless steel urn and electric kettle.

Car park

4 Cars can park outside the Victory Hall (but must not block the exit doors) the main park is in the square.

Consideration for Others

Please ask you guest to leave quietly at the close of your event without disturbing the local residents.

Please leave the Hall clean and tidy, as you would wish to find it

Any comments or observation that you may have regarding your hire should be addressed to the Hall Management Committee.

We Wish You a Happy and Successful Event.

May 2025

NORTHLEW VICTORY HALL RISK ASSESSMENT

Date:	16/05/2025	
Location:	Northlew Victory Hall	
Assessor Name:	Kaitlyn O'Connell	Signature: K.A.O'Connell

Hazard - anything that has the potential to cause harm
Hazardous event - when someone/something interacts with the hazard and harms results
Risk - is the combination of the likelihood of a hazardous event occurring and the consequence of the event
Risk = likelihood x consequence

RISK RATING CALCULATOR

<p>Likelihood that the hazardous event will occur</p> <p>1 = very unlikely 2 = unlikely 3 = fairly likely 4 = likely 5 = very likely</p>	<p>Consequence of hazardous event</p> <p>1 = insignificant - no injury 2 = minor - minor injuries needing first aid 3 = moderate - up to three days' absence 4 = major - more than seven days' absence 5 = catastrophic - death</p>
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ACTION LEVEL TABLE

<p>20-25 15-16 8-12 3-6 1-2</p>	<p>Stop - stop activity and take immediate action Urgent action - take immediate action and stop activity, if necessary, maintain existing controls rigorously Action - improve within specified timescale Monitor - look to improve at next review or if there is a significant change No action - no further action but ensure controls are maintained and reviewed</p>
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IDENTIFIED HAZARDS	LIKELIHOOD	CONSEQUENCE	RISK SCORE = L x C	PROCEDURES ALREADY IN PLACE	LIKELIHOOD RE-SCORE	CONSEQUENCE RE-SCORE	NEW RISK SCORE = L x C	ANY FURTHER ACTION REQUIRED
Slip/trip/fall Hazards	3	3	9	Good discipline and observation. Users should not place objects so as not to obstruct exit ways. Handrails fitted in disabled toilet and good refurbishment and maintenance of floors. Any children must be accompanied by an adult. Adequate housekeeping, any faults are notified to the maintenance straight away.	2	3	6	
Electrocution from contact with live parts	2	4	8	Any equipment faults are reported to the maintenance team. Correct fire extinguishers in place. Equipment PAT. Access to the kitchen electrical equipment restricted to adults only for users or volunteers to ensure kettles, cookers etc. are used sensibly.	1	4	4	

Working at height	3	3	9	Users instructed to request assistance from maintenance should any working at height be required.	1	3	3
Manual handling	3	3	9	Lifting must be kept to minimum and kept within individuals' capabilities. Users instructed not to lift heavy items but to request assistance from the maintenance team.	2	2	4
Intrusion; unwanted visitors onto premises	2	3	6	All doors accessing the snooker room are kept locked and only agreed persons are allowed access it.	1	3	3
Visitors to the Hall	2	5	10	The Northlew Victory Hall is for use by the general public. A responsible person is put in charge when hiring the hall and will follow their own risk assessments which are put in place. Hirers are reminded of what to do in the event of a fire. It would be unreasonable to expect everyone to sign in and out of events, but this would be down to the event organizer to determine.	1	5	5
Injury or death caused by fire	2	5	10	Users are aware of the correct procedure for a fire evacuation. All Trustees are trained to respond to fire alarms. The maintenance team will weekly check fire exits are free from obstruction, but the hirer must also ensure they are kept clear. If candles are lit, these are lit in a controlled manner. The hirer must complete a check when the event has ended to ensure all candles have been safely extinguished.	1	5	5

Maintenance	2	5	10	Users and volunteers using the building know how to report and seek clarification if they have any concerns. Only the maintenance team or trained contractors are to make any significant changes to the interior/exterior unless otherwise agreed.	1	5	5
Cold temperatures in the Hall	2	2	4	The maintenance team will ensure that the heating is turned on if required before an event. Radiators/heaters are positioned in safe places. Users and volunteers are required to ensure that these are not covered so as not to cause fire.	2	2	4

May 2025