

YCSA - Ystradowen Community and Sports Association - Hiring Agreement

Completing the booking request is your confirmation that you accept and you will comply with the following YCSA Hiring Agreement

Any queries should be directed to Mobile 07494 555125 or Email ycsabooking@gmail.com

1. **Entry to the Hall** – Prior to your booking you will be provided with access information.

2. **Use of Premises** – **The Hirer** shall not use the premises for any purpose other than that on the on-line booking form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose including gaming, betting and lotteries. **The Hirer** must not bring anything onto the premises which may endanger the premises.

3. **Supervision** – **The Hirer** shall, during the period of the hiring, be responsible for supervising the premises and the behaviour of all persons using the premises, this includes proper supervision of car parking arrangements. **The Hirer** shall ensure that no activities take place that would be offensive to the Community.

4. **Indemnity** – **YCSA** cannot be held liable for either personal injury accidents resulting from taking part in the Hirer’s activities; nor can **YCSA** be held liable for the loss or damage to the Hirers goods and equipment, however caused.

5. **Insurance**

- **YCSA** insure the Hall buildings and contents owned by **YCSA** for standard cover (eg fire, theft and damage).
- **YCSA** insure against 3rd party claims resulting from the proven fault of **YCSA**, or as a result of defects or failure of **YCSA** fixtures, fittings and equipment
- **YCSA** insure for Employers Liability cover
- **YCSA DO NOT** insure against Personal Injury Accidents incurred as a result of activities carried out under the control or supervision of the **Hirer**. It is exclusively the decision of the Hirer whether or not they should provide such insurance.
- **YCSA DO NOT** insure against loss or damage to equipment and goods owned by the Hirer or their customers whilst such goods and equipment is either used or stored within **YCSA** premises. It is exclusively the decision of the **Hirer** whether or not they should provide such insurance.
- For the avoidance of doubt **YCSA** cannot be held liable for either personal injury accidents resulting from taking part in the Hirer’s activities; nor can the **YCSA** be held liable for the loss or damage to the Hirers goods and equipment, however caused.

6. **Insurance for parties** – **Hirers** should note that specialist party equipment such as bouncy castles and trampolines can be dangerous if the user does not comply with the equipment providers instructions and if the Hirer allows such equipment to be used without properly qualified supervision.

- It is the **Hirers responsibility** to ensure that the equipment supplier provides a proper and valid insurance policy to cover accidents resulting from the use of equipment. It is also the Hirer’s responsibility to ensure that all equipment is correctly installed.
The Hirer is required to provide **YCSA** with proof of insurance to prove that the Bouncy castle is properly insured. **YCSA** can recommend 2 Insurance companies that can provide satisfactory insurance cover.
- Bouncy Castles should not be placed directly below the ceiling projector or exceed 9ft height indoors.
- For the avoidance of doubt, **YCSA** cannot be held liable for any claims resulting from the use of such equipment at parties in the **YCSA Village Hall**.

7. **Compliance with The Childcare Act 2006 and 2016 Amendment** – **The Hirer** shall ensure that all activities for children comply with the provisions of the Childcare Act 2006 and the Safeguarding Vulnerable Groups Act 2006 and only fit and proper persons who have passed the appropriate Criminal Records Bureau checks should have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. **The Hirer** must have a CRB check and Safeguarding Policy in place and made available on request.

In addition, the **YCSA** has a Safeguarding Policy (see our website) with a Designated Safeguarding Person should further clarification or assistance be required.

8. **Public Safety Compliance** – The **YCSA HEALTH AND SAFETY POLICY** document is displayed on the Hall notice boards. **The Hirer** and Hall users should particularly note the following safety procedures which must be adhered to at all times:

- Stacking chairs – please limit the stack height to 10 chairs (grey plastic) and 8 chairs (upholstered blue)
- Stacking folding tables – stack tables on the special storage trolleys (maximum 7 per trolley). Please see the notice on the trolleys.

9. **FIRE SAFETY** - the **Hirer** should check the following items:

- All fire exits are unlocked at the start and secured at the end.
- All escape routes are free of obstruction and can be safely used for instant free public exit
- Fire doors are not wedged open.
- Exit signs are illuminated.
- There are no obvious fire hazards on the premises.
- Prior to the start of each session indicate the **fire exits** and the **assembly points** – all weather court or car park to the rear of the Hall

10. **Fire Precautions and Procedure** – The Halls are equipped with fire and smoke alarms and fire extinguishers.

It is important that you as the designated hall **Hirer** knows what to do in the event of a fire.

- You will be in charge until the fire brigade arrive.
- Make sure all your group know what to do in the event of a fire, including, pointing out the fire exits and assembly point
- Do not bring anything into the hall that could be a source of ignition or be flammable. For example balloons filled with flammable gasses, battery operated igniters, flammable paints and sprays.
- Ensure that any electrical appliances brought by them to the premises and used there shall be in a safe and good working order

In the event of discovering a fire or the fire alarm sounding

- Alert all occupants
- Leave the building by the nearest fire exit. Leave any equipment you may have brought with you. If it is electrical, if possible turn it off.
- Ring the Fire Brigade immediately by ringing 999.
- Only tackle a small fire if you feel competent to do so.
- Gather all occupants at the assembly point (All weather court or rear car park). Account for everyone.
- When the fire brigade arrive they will ask you if there is anyone trapped in the premises.

11. **End of Hire** – **The Hirer** shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced.

- Return tables and chairs to the positions they came from
- Wash and return crockery and cutlery to cupboards
- Sweep the floors - brushes and dustpan available in the kitchen.
- Take all rubbish and recycling home – (no Council black bag facility)
- Extinguish all lights, including toilets
- Ensure that the Village Hall is properly locked and secured as instructed.

12. **Noise** – **The Hirer** shall ensure that noise and disturbance is kept to a minimum on arrival and departure. Users shall be asked to leave the premises quietly and with respect for neighbours.