

# TITCHFIELD VILLAGE TRUST (TVT)

Charity No. 1184545

## HIRE of the TITCHFIELD PARISH ROOM

### Single Event/Party Hire

**THIS AGREEMENT** is made on the date (10) and between the **COMMITTEE** (9) and the **HIRER** (3) named below whereby in consideration of the sum(s) mentioned in (7): subject to the terms and conditions in Sections A, B, C & D, which form an integral part of this agreement.

#### SECTION A

**THE COMMITTEE** agrees to permit the **HIRER** to use the premises (1) for the purposes (2) and for the periods (2) all described below

1. **Premises:** The Titchfield Parish Room, High Street, Titchfield, PO14 4AQ

2. Event to be held: (Title will be Shown on TPR Web Site if Public)

**Event Title** \_\_\_\_\_ **Private/Public**

Date of Event \_\_\_\_\_ Hrs: From \_\_\_\_\_ To \_\_\_\_\_  
(no more than 12 months in advance)

3. **Applicant:** (Mandatory **ALL** Fields to be completed)

Name of Applicant \_\_\_\_\_

Applicants Address \_\_\_\_\_

Post Code: \_\_\_\_\_

Tel No.: \_\_\_\_\_

Email address of Applicant \_\_\_\_\_

Nominated Responsible Person(s)\* \_\_\_\_\_

4. **Booking Online**

To book online at [www.titchfieldparishroom.co.uk](http://www.titchfieldparishroom.co.uk) click on the **Calendar** page. You will be directed to Hallmaster.co.uk who maintain our bookings on their web site. You will be asked to enter an email address and password. You then may **Request** a Booking,. Alternatively you can email or call the Single Event Secretary(9) to request the booking if you don't want to use the Hallmaster.co.uk web site.

Any Booking will NOT be **Confirmed** until this Hire Agreement has been properly completed and received, with the Deposit, by the Single Event Secretary (9).

5. **GDPR – General Data Protection Regulations.** By completing and signing this agreement you are giving permission for the TVT to hold the applicant's information (1 to 7) on the TVT hiring databases specifically for the administration of the Hire of the Parish Room and the Hallmaster database. The TVT hiring databases will not be used for any other purpose within the TVT organisation, except with the permission of the applicant (3). For Hallmaster data protection conditions please go to their website [www.hallmaster.co.uk](http://www.hallmaster.co.uk)

**Please indicate if you will allow the Committee(9) to hold your email address after all matters relating to the hire have been completed. YES/ NO (Please delete as appropriate)**

**(NOTE: the answer will be YES, if the HIRER does not answer the question)**

**To unsubscribe please email or write to the Chairman (9). Note the Hallmaster database will allow us to Archive your data, but not delete it permanently.**

6 **Charges and Cancellation Policy**

Hire charges for single events eg. childrens parties, Adult events etc. can be found on our web site [www.titchfieldparishroom.co.uk](http://www.titchfieldparishroom.co.uk). Please email [tpr@oldupperfarm.co.uk](mailto:tpr@oldupperfarm.co.uk) if your requirement is not covered by the table shown on the web site or if you have a query. Cancellations must be received at least a week before the Hire date (2)

7 **Hiring Fee** £ plus Returnable deposit of £ 25 ((Twenty Five Pounds)

a **Payments, Deposits and Cancellation Policy**

- a. Deposits by Cheque Please. (**MUST be attached to this form or no reservation will be confirmed**) Deposit CHQ's will be presented for payment if there is damage to the Hall or if any cancellation is not within this Hire agreements cancellation policy(6).
- b. Hiring Fee should be paid at least two weeks in advance to the **“TITCHFIELD PARISH ROOM”** by
- BACS to Account No. 01041665 Sort Code: 40-36-33, (**please email the Event date and Applicant Name**) to the Treasurer [tpr@oldupperfarm.co.uk](mailto:tpr@oldupperfarm.co.uk) when you make the transaction, or
  - By Cheque, payable to **“TITCHFIELD PARISH ROOM”** and **post the Cheque to the Treasurer (9), with Event date and Applicant Name.**

9. **COMMITTEE**/Authorised representatives of the TVT for the Titchfield Parish Room Hire:

Mr D Hands	or	Mr Nick Girdler	or	Lesley Blackburn
<b>Treasurer and</b>		<b>Chairman and</b>		<b>Party/Single Event</b>
<b>Multi-Events/Regulars</b>		<b>Correspondence</b>		<b>Bookings Manager</b>
8 Gardner Road		7 Frog Lane		3 Garsons Close
Titchfield		Titchfield		Titchfield
Hampshire		Hampshire		Hampshire
PO14 4EF		PO14 4DU		PO14 4EN
01329 846038		01329 847930		07486 891728
<a href="mailto:tpr@oldupperfarm.co.uk">tpr@oldupperfarm.co.uk</a>		<a href="mailto:TitchfieldVillageTrust@outlook.com">TitchfieldVillageTrust@outlook.com</a>		<a href="mailto:Tprbookings@virginmedia.com">Tprbookings@virginmedia.com</a>

10. **Acceptance**

- a. **THE HIRER** agrees with the **COMMITTEE**(9) that a Responsible Person\* will be present during the hiring and to perform the provisions and stipulations contained or referred to in Sections A, B, C & D, which form an integral part of this agreement. (an understanding of which the Hirer acknowledges)
- b. **IN THE EVENT** the Premises(1) or any part thereof being rendered unfit for the use for which it has been hired the **COMMITTEE** shall not be liable to the Hirer for any resulting loss or damage whatsoever.
- c. **THE HIRER** agrees that if they are an event manager/organiser they have their own public liability insurance or if they are hiring an outside contractor to run their event, the contractor will have their own public liability insurance (it is the Hirers responsibility to verify this). The Titchfield Parish Room public liability insurance does not cover the liability of the event managers/organisers and the **COMMITTEE** shall not be liable to the Hirer for any resulting loss or damage whatsoever.
- d. **THE COMMITTEE** will allocate a key, to the premises(1), to the **HIRER** who must take reasonable care of their allocated key. The **HIRER** will be responsible to the **COMMITTEE** for any loss caused by their failure to take sufficient care of their allocated key. Key allocation instructions are available from Single Event Secretary who is also a Keyholder or visit the web site [www.titchfieldparishroom.co.uk](http://www.titchfieldparishroom.co.uk) for instructions.

Signed by the Applicant at (3) above

I declare that the information given in this agreement is correct to the best of my knowledge and I acknowledge that any misstatement or misrepresentation will invalidate this agreement.

Signed \_\_\_\_\_  
Applicant

Dated \_\_\_\_\_

\* A Responsible Person will act as the Fire Marshall and Accident co-ordinator see **Section B**

## SECTION B

1. At least one person must be nominated as a **Responsible Person** for the Hire Period who will act as the Fire Marshall and Accident co-ordinator for the whole Hire period and
  - A. Keep a Roll Call of everyone present
  - B. Unlock the Fire Double Doors and open to test their functioning and then close.
  - C. Check the area immediately outside all Fire Doors, for any obstruction, in particular that the waste bins do not block a free exit.
  - D. Ensure the Fire Double Doors are closed but unlocked whenever the building is in use.
  - E. Ensure before leaving the building that the Fire Double Doors are shut and fully locked with the locking device
  
2. In the event of Fire the Fire Marshall **MUST**  
**Evacuate the building immediately using the 2 Main Fire exits (Main Fire double doors & Main Entrance) (Use of the Small Room external Door can also be made - same key as the main entrance)**
  - a. Call the Fire Brigade (999)
  - b. Assemble everyone in the Queens Head Car Park or Barry's Meadow Car Park.
  - c. Conduct a role call to ensure everyone is accounted for (Give list to Fire Service)
  - d. Use the Fire Extinguishers and turn off the Gas & Electricity (see Room Layout Diagram in the Building), if it does not endanger life. e. Do NOT re-enter the building once evacuated, unless agreed by Fire Brigade
  
3. Use the fire extinguishers, follow the instructions for their use.
  1. only on very small fires and if they are suitable:
    - a) CO2 for electrical - Type A
    - b) Foam for non-electrical fires - Type B
  
4. In the event of an Accident the Responsible Person **MUST**
  - a. Call an Ambulance (999) if necessary
  - b. Record the details of the Accident in the Accident Book in the Kitchen
  - c. Immediately inform one of the Parish Room Trustees if ambulance called

**A First Aid Kit is in the Kitchen if required**
  
5. Organisers of any event have a duty of care to their audience/members/attendees and they should ensure that they have the appropriate level of Public Liability for their event  
**The Parish Room Public Liability Insurance does NOT cover the users of the Building  
The Parish Room Public Liability Insurance is ONLY for the Parish Room Management COMMITTEE**

**THIS IS A NON-SMOKING BUILDING**

## **SECTION C**

### **(STANDARD TERMS AND CONDITIONS)**

If the **HIRER** is in any doubt as to the meaning of the following the Secretary or Treasurer to the Management **COMMITTEE** should immediately be consulted.

**For the purpose of these conditions the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.**

- 1 **THE HIRER** will, during the period of the hiring, be responsible for the 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 so as to avoid obstruction of the highway or of adjacent properties.
- 2 **THE HIRER** shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire nor use the premises nor allow the premises to be used for any unlawful purpose nor in any unlawful way nor do anything nor bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without written permission.
- 3 **THE HIRER** shall be responsible for obtaining such licences as may be needed whether for the sale or supply of intoxicating liquor (a TEN notice from the Fareham Borough Council); Note the Titchfield Parish Room **has** a licence from the Performing Right Society and from the Phonographic Performance Ltd, so all forms of music in the Room are licenced.
- 4 **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 **THE HIRER** shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the 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.
- 6 **THE HIRER** shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
- 7 **THE HIRER** shall ensure that any electrical appliances brought by him to the premises and used there shall be safe and in good working order, and used in a safe manner.
- 8 **THE HIRER** shall ensure that the minimum of noise is made on arrival and departure.
- 9 **THE HIRER** shall indemnify the **COMMITTEE** for the cost of repair of any damage done to any part of the property including the curtilage thereof or the

contents of the buildings, which may occur during the period of the hiring as the result of the hiring.

- 10 If **THE HIRER** wishes to cancel the booking before the date of the event and the **COMMITTEE** is unable to conclude a replacement booking, the question of payment or the repayment of the fee shall be at the discretion of the **COMMITTEE**.
- 11 **THE HIRER** shall ensure that no animals, except Guide Dogs, are brought into the premises unless the **COMMITTEE** specifically gives permission to do so.
- 12 **AT THE END** of the hiring, **THE HIRER** shall be responsible for leaving the premises and surrounds in a clean and tidy condition, properly locked and secured, unless directed otherwise, and any contents temporarily removed from their usual positions properly replaced, otherwise the **COMMITTEE** shall be at liberty to make an additional charge.
- 13 **THE COMMITTEE** reserves the right to cancel this hiring in the event of the premise being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, in which case the **HIRER** shall be entitled to a refund of any deposit already paid.
- 14 **IN THE EVENT** of the premises or any part thereof being rendered unfit for the use for which it has been hired, the **COMMITTEE** shall not be liable to the **HIRER** for any resulting loss or damage whatsoever.
- 15 **THE HIRER** shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act 1989 and that only fit and proper persons have access to the children.
- 16 **THE COMMITTEE** reserves the right to refuse a booking without notice or to cancel this hiring agreement, without giving any reason, at any time either before or during the term of the agreement upon giving seven days notice in writing (including emails) to **THE HIRER**. **THE HIRER** shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by **THE HIRER** to the **COMMITTEE** but the **COMMITTEE** shall not be liable to make any further payment to **THE HIRER**.
- 17 **THE COMMITTEE** may allocate to the **HIRER** keys to the premises (Section A (1)) and storage within the premises. The **HIRER** must take reasonable care of their allocated keys and storage. The **HIRER** will be responsible to **THE COMMITTEE** for any loss caused by their failure to take sufficient care of their allocated keys or storage. **THE COMMITTEE** shall not be liable, whatsoever, to the **HIRER** for any loss of damaged caused by the loss of **ANY** key to the premises or storage.

## **SECTION D (SPECIAL CONDITIONS OF HIRE)**

**To comply with the Public Entertainments License issued under  
the Local Government (Miscellaneous Provisions ) Act 1982.**

If the **HIRER** is in any doubt as to the meaning of the following, the Chairman or Treasurer of the Management **COMMITTEE** should immediately be consulted.

**For the purpose of these conditions the term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representatives.**

- 1 The **HIRER** hereby acknowledges that he understands the conditions of the Public Entertainments Licence, which is displayed in the premises.
- 2 The **HIRER**, not being a person under eighteen years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public is present and for ensuring that all conditions of the Public Entertainments Licence relating to management and supervision of the premises are met.
- 3 The **HIRER** must nominate a **RESPONSIBLE PERSON (Section B)**, which can be the **HIRER** and ensure the **RESPONSIBLE PERSON** understands their duties as proscribed in **Section B**, above.

### **Supervision**

- 3 The **HIRER** acknowledges that he/she has received instruction from **Section B** above, in the following matters:
  - \* the action to be taken in the event of fire. This includes calling the Fire and Rescue Service and evacuating the premises
  - \* the location and use of fire equipment
  - \* escape routes and the need to keep them clear
  - \* method of operation of escape door fastenings
  - \* appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- 4 In advance of the function the **HIRER** must check the following items:
  - \* The Parish Room Layout Plan, on the internal notice Boards, that shows all the Fire Exits and positions of the Fire Extinguishers
  - \* that all fire exits are unlocked and the panic bolts are in good working order
  - \* that all escape routes are free from obstruction and can be safely used
  - \* that any fire doors are not wedged open
  - \* that there are no obvious fire hazards on the premises.

- 5 There must, in addition to the nominated **RESPONSIBLE PERSON (Section B)**, be a minimum of one competent attendant on duty on the premises to assist people entering and leaving, none of whom may be less than eighteen years of age. If most of the attendees are under sixteen or disabled the number of attendants in addition to the **RESPONSIBLE PERSON** must not be less than two, or as agreed with the **COMMITTEE**. All persons on duty must have been instructed as to their essential responsibilities by the **RESPONSIBLE PERSON** in the event of fire or other emergencies, including attention to disabled persons, the location and use of the fire fighting equipment available, how to call the Fire and Rescue Service and in evacuation procedure.

### **Capacity**

- 6 The number of people on the premise must not exceed, for either seated or for dancing, one hundred (100).

### **Means of Escape**

- 7 The premise are fitted with automatic emergency lighting. Exit routes will be illuminated should the main power to the building fail.

### **Outbreaks of Fire**

- 8 The Fire and Rescue Service must be called to any outbreak of fire, however slight, and details of the incident must be given to the Chairman (9).

### **Dangerous Activities**

- 9 Activities involving danger to the public must not be undertaken.

### **Explosives and Inflammable Substances**

- 10 Highly inflammable substances must not be brought into, nor used in any portion of the premises.
- 11 No internal decorations of a combustible nature (e.g. paper, polystyrene, cotton wool) may be erected without the consent of the **COMMITTEE**.

### **Heating**

- 12 No unauthorised heating appliances may be used on the premises without the consent of the **COMMITTEE**. Under no circumstances may portable Liquid Propane Gas (LPG) appliances be used

### **Hours of opening**

- 13 The premises must not be used for public entertainment except between the hours of:

Monday to Friday 10.00 a.m. to 11.30 p.m.

Saturday 10.00 a.m. to 11.30 p.m.

(This may be extended at the discretion of the **COMMITTEE**, but no later than 1am)