

# Horseman's Green Community Hall



## HALL USERS GUIDE

## Community Hall Facilities

A wide range of activities and events are held in the Community Hall, a selection is shown below and you will find more details, and information on our website.

[horsemansgreen community.co.uk](http://horsemansgreencommunity.co.uk), and Facebook page.

The Hall consists of a large bright airy space (approx. 12.4m x 7.4m), with curtains for evening use. The wooden floor is sprung making it ideal for exercise and dance classes. It has a seating capacity of 78, but with covid this is reduced to 60. Cushions are available for chairs. There are a number and variety of tables available for use.

Heating is from eight overhead electric bar heaters which are switched individually for economy. (Switches located on the right wall as you enter the kitchen) The Hall light switches are also located there.

The kitchen area is accessed via the door and the serving hatch. It is fully equipped with a full size oven and hob: microwave; fridge; drinks cooler and a dishwasher. There are a number of kettles and a good selection of glasses, crockery, cutlery and cooking pots.

Off the main hall is a small lobby offering access to male/female toilets and a small baby changing area.

The Hall has a ramp over the front steps to enable less-able people to access the Hall and hand rails at all exit doors.

To the rear of the hall is an extensive outside area laid to grass. The area is secure with fencing and gates. This area is ideal for outdoor parties/BBQs.

**A Defibrillator** is located on the front outside wall. It is registered with the Welsh Ambulance Service and is checked monthly to ensure it is always ready for use.

Please be mindful our **Community Hall is run by Volunteers who need your help to keep this facility in good condition, for everyone's benefit.**

This Guide explains about the Community Hall and also provides more detail on how to observe the Terms and Conditions of Hire which you have agreed to, as well as providing other useful tips and guidance to make your use of the Community Hall a good experience.

**Key points are:**

**Please be responsible in your use of the Community Hall**

This facility was created with a great deal of Community effort; please respect the accommodation, facilities and equipment; and also respect other users.

**Please leave the Community Hall in a clean, tidy and safe condition** – this applies everywhere, but especially kitchen and toilets. Cleaning materials can be found in the cupboard under the sink in the kitchen and in the wall cupboard in the toilet lobby.

Toilet rolls and paper towels are stored in the lobby cupboard. The paper towel holder is opened with the key that hangs in the lobby cupboard.

**As the Community Hall is run by Volunteers – there is no-one to clean up after you, so please leave it as you would like to find it.**

For safety and cost reasons, please **switch off all electrical appliances and water taps** before leaving the building.

- The lighting and heating boards are on the kitchen wall to the right of the door into the kitchen. Please ensure every switch is off before leaving the hall.
- The ceiling light nearest the main door on the left-hand side can only be switched off at the door. This is so you don't have to walk across the Hall in the dark. Switch this off please before leaving the building.
- The switch for the outside flood light over the main door is situated inside, alongside the door.
- If you need outside lighting to exit the building please switch off the main outside light then press the 'floodlight delay off' switch this will give you 5 minutes to exit the building, lock up and replace the keys in the key box.
- **No supplementary heating appliances of any kind are allowed.**

**As a user it is important that YOU recognise that you have a responsibility for the health and safety of yourself and others using the Community Hall.** Those booking the Hall must ensure that there is a clearly responsible person present at all events; and that any children (under 18) are properly supervised by an adult at all times.

**Please take special note of the fire safety instructions, which can be found by each emergency exit door. Do not under any circumstances switch off or cover up the emergency lights.**

## **Terms & Conditions of Use**

### **Introduction**

It is important when you hire or use the Horseman's Green Community Hall that you have read and understand these terms and conditions, **and the additional terms and conditions in place during covid-19**. If you are in any doubt as to the meaning of any part of this document, please contact the Bookings Administrator.

For the purpose of these conditions the term Hirer means any individual hirer or, where the hirer is an organisation, the authorised representative.

These terms and conditions should be read in conjunction with the Community Hall Booking Form and its policies, copies of which are retained in the Community Hall Guide and website.

Signing or signifying agreement to the booking confirmation form certifies that the Hirer is aware of these terms and conditions, will abide by them and will ensure that those who use the Hall in conjunction with their booking, act in accordance with them. It will be assumed that anyone signing on behalf of an organisation is duly authorised by them to do so.

In the event of someone using the Community Hall without signing or specifically agreeing to the booking confirmation form, then it will be deemed that they are aware of these terms and conditions, will abide by them and will ensure that those who use the Community Hall in conjunction with their booking act in accordance with them.

### **Responsibilities**

The Hirer responsibilities: they

- must be at least 18 years of age
- shall ensure that any activities they are organising have been adequately risk assessed and that those attending are informed of any precautions that have been put in place
- will be responsible for ensuring that all users are aware of the procedures for safe and correct use of the equipment and facilities and report any deficiencies or damage on the occasion of each use and will be responsible for the conduct of persons attending a function in the Community Hall.
- should ensure that at least one responsible adult is present at all times during the let period to ensure adequate supervision
- **shall leave the Community Hall in a clean, tidy and safe condition** – this applies everywhere, but especially kitchen and toilets. The basic approach is to leave the rooms and the facilities as you found them. Please note, for safety, *no more than 5 chairs to be in each stack*
- shall ensure that nothing is done on the premises in contravention of the law relating to gaming, betting and lotteries and that the premises should not be used for any illegal or immoral purposes, or for any purpose which might offend public taste
- must ensure no activity should be carried out which causes offence to other users of the Community Hall and neighbouring premises

### **Community Hall Management Committee (CHMC) responsibilities:**

The Community Hall is insured against any claims arising out of the negligence of the CHMC.

Risk assessments, including fire safety and Covid-19 mitigation have been carried out for known

hazards by the CHMC; copies being retained in the Community Hall guide which can be found in the kitchen and on the website

Guidance notes for manual handling and use of stepladders can also be found in the Hall guide.

### **Availability**

Multi-let bookings may take priority over individual one-off bookings.

Preferential treatment will be given to local activities that provide opportunities for the local community to engage in a range of social and learning activities to improve their quality of life.

### **Charges**

Charges for all bookings and any special discounts or other provisions are shown clearly on the booking confirmation form. A copy is included at the back of this guide.

### **Bookings**

Hirers making multiple bookings may be asked to provide an agreed number of free-of-charge classes etc. throughout the year; there will be no hall hire charge for such classes etc.

### **Cancellations**

#### **Refusal of booking**

The Trustees reserve the right to refuse any booking without notice or to cancel this hire agreement at any time either before or during the term of the agreement upon giving 7 days' notice in writing to Hirer. The Hirer shall be entitled upon such notice to reimbursement of such monies including the deposit, or a proportion of the same if part of this money is to cover damages etc., as have been paid by the Hirer

#### **Cancellation by Hirer**

If the Hirer wishes to cancel the booking up to 14 days before the confirmed date, any hire fee already paid will be refunded in full.

For cancellations made within the final 14-day period, the Trustees reserve the right to charge the full hire cost.

Immediate payment may be requested for any booking made within 14 days of the event.

One months' notice is required for any multi-let group who no longer wish to use the Community Hall.

#### **Cancellation by CHMC**

The CHMC reserves the right to cancel this hiring in the following circumstances:

- The Community Hall being required for use as a Polling Station for a Parliamentary, or Local Government election.
- The CHMC have reasonably considered that such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements.
- Unlawful or unsuitable activities will take place at the premises as a result of the hiring.
- The premises become unfit for the use intended by the hirer.
- Any emergency requiring the use of premises.

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

### **Payments**

All bookings will be invoiced immediately following the event and must be paid for in full within

seven days of the invoice date.

### **Deposits**

**Security/damage deposits may be required in some circumstances and will be agreed before any booking is taken.**

#### **Reimbursement and additional costs**

The Hirer will be required to reimburse the CHMC for the cost of any damage, including but not restricted to structural, decorative, contents and/or electrical/mechanical which may result from a letting.

The Hirer is required to reimburse the CHMC for any additional cleaning that is necessary following their use of the Community Hall.

Dependent upon the type of event, an additional charge may be made for electricity usage, particularly where the heaters will be used for periods of more than 3 hours. The hirer will be made aware of any additional charge at the time of booking.

### **Insurance**

It is the responsibility of the Hirer to effect whatever insurance they perceive is necessary to cover their liabilities. The Community Group insurance cover does not extend to the Hirers liabilities.

**The Trustees shall not be responsible for any damage or loss to any property or injury to any person caused prior to, or during the hire period.**

### **Access to the Community Hall**

The Trustees, the CHMC, their representatives or any police officer have the right of entry to the hall at all times.

Access to the Community Hall is controlled by keys, kept in a key box to the side of the building. The Booking Administrator will provide the lock combination for the box. **The building should be locked on vacating the premises and the keys returned to the key box.**

### **Parking**

The Community Hall does not have a car park and vehicles are parked on public roads entirely at their owner's risk.

- Cars should be parked on one side of the road only; that is, on the same side as the Hall. As you arrive in Horseman's Green from the A525, you will come to the Community Hall on your right, please park onwards from the Hall using the lane straight ahead in to the hamlet.
- Do not double park as large farming vehicles frequently use the road and access may be needed for emergency service vehicles.
- Park as near to the kerb/hedgerow as possible. **All gateways and entrances should be kept clear at all times.** This includes the entrance to the black and white property immediately adjacent to the Hall.
- It is imperative that residents have access to their property at all times. There is a space in front of the Hall for loading/unloading; this area may be used by Blue Badge holders. Do not remove parking bollards that may be in place when you arrive.
- Parking bollards are available for use if needed.

You are asked to **park responsibly at all times.**

## Use of the Community Hall

The Hirer will, 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, and the behaviour of all persons using the premises whatever their capacity.

The Hirer shall not use the premises for any purpose other than that advised at the time of booking. They 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, nor allow the consumption of alcohol without written permission.

The Community Hall and its exterior areas are “no smoking” areas. It is against the law to smoke anywhere in this public area. This ban extends to the front entrance, the grassed rear and the paths around the building. All users are expected to enforce this rule.

The maximum number of people allowed in the hall is:

Seated at tables for parties: 78

Seated in rows for a show etc: 100

Standing, dancing where seats are positioned around the edges of the room: 120

It should be noted there are 78 chairs in the building. If more are required these can be hired at a reasonable charge from St Chad’s Church, Hanmer. Please speak to the Booking Administrator.

Fittings, fixtures and decorations of any kind that damage the fabric of the building are not permitted. Notices and decorations must not be stuck or pinned to the walls or paintwork.

## Licences

Alcohol

The CHMC can arrange temporary events notice (TENS) to allow the sale of alcohol. The bar area would be run by CHMC; please speak to the Bookings Administrator or the Hall Manager, if you would like the CHMC to run a bar for you. The CHMC is responsible for ensuring that any sale of alcohol is within the terms of this licence as required by the law.

## Fire safety and procedures

The Hirer must bear responsibility for fire safety during their hire.

**On arrival, all users should familiarise themselves with the location of emergency exits, fire alarm points and fire extinguishers, and with the fire safety instructions posted in the building. They should also brief those for whom they are responsible, on fire safety and evacuation procedures. Special attention must be given to the requirements of any people with disabilities.**

Conduct within the Community Hall must avoid fire hazards. No supplementary heaters of any kind are allowed. Electrical sockets must not be overloaded. Cooker etc. must be switched off when not in use and kept under observation when in use.

Candles, naked flames and fireworks are **not** allowed.

Flammable material must be handled, transported, stored and used properly.

No smoking at all is allowed in the Hall.

Emergency exits and access to fire extinguishers must not be blocked, Fire extinguishers must not be removed or tampered with.

Formal seating arrangements must include adequate gangways and free passages to allow for emergency evacuations. People must not be allowed to sit in these gangways or passages. Please discuss your requirements with the Booking Administrator or Hall Caretaker.

The CHMC policy in case of fire is: **TO GET OUT AND STAY OUT**, then phone the Fire Brigade.

### **First aid emergency**

A First Aid kit is available and mounted on the kitchen wall alongside the window

Any accident or incident, other than those of a very minor nature, must be recorded in the Accident Book, which is kept in the kitchen, and the Caretaker or Booking Administrator informed as soon as possible.

### **Calling the Emergency Services**

As there is no public telephone system to summon assistance, the Hirer will need to make their own arrangements with regard to mobile phones with sufficient signal.

The exact address is Horseman's Green Community Hall (previously known as The Scout Hut), Horseman's Green, Whitchurch, Shropshire, SY13 3EA.

### **Toilet facilities**

There are two toilets in the building, one for ladies and one for gents. As toilet and wash water go to our septic tank, hall users should **NOT** place paper hand towels down the toilet as the septic tank cannot deal with these. They should be placed in the bins provided.

Ladies are asked to take away any used personal hygiene products, bags are provided for this purpose as the hall does not have waste collections.

There is a baby changing point in the toilet lobby, please take away used nappies.

Additional toilet rolls, paper hand towels (and the key for unlocking the towel holder) and toilet cleaning materials are stored in a wall cupboard in the toilet lobby.

### **Electricity & Water**

There are two main fuse boxes, these can be isolated by using their individual main switch, one for lighting and power and one solely for the overhead heaters, situated above the emergency exit door in the kitchen.

Heating and use of water and electricity are included in the hire charge. Please use both with care, in the interests of the environment and also to help us keep our costs down.

Only cold water is piped in the kitchen, a wall mounted water heater provides hot water. Please ensure this is switched off before you leave the building.

The electrical and mechanical installations of the building must not be altered.

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, tested as appropriate and in good working order, and used in a safe manner and removed at the end of the hire period. If in doubt speak with the Hall Caretaker

Where a residual circuit breaker is provided the Hirer must make use of it in the interest of public safety.

**No supplementary heaters of any kind are allowed**, electrical sockets must not be overloaded

Any failure of equipment belonging to the Hall must be reported as soon as possible to the Hall Caretaker or the Booking Administrator.

### **Heating**

The hall is heated by eight overhead heaters which are switched separately from the kitchen. In



the interests of the environment and also to help us keep our costs down, please do not leave these on any longer than necessary

### **Ventilation**

The Hall windows can be opened to let in fresh air, please **make sure they are closed before you leave the premises.**

### **Children and vulnerable people**

The Hirer must comply with all statutory obligations including the protection of children and vulnerable people. The Hirer will be asked to certify that they have a Safeguarding Policy or that their activities do not require one. Where activities are for children or vulnerable adults, Hirers may be asked to supply a copy of their child protection policy and DBS certificate to the Booking Administrator.

### **Noise**

You are reminded that the Community Hall is situated in a residential area, and music etc., should be kept to a reasonable level. The Hirer shall ensure that the minimum level of noise is made on arrival, during the hire period and on departure, particularly at night. You are asked to ensure guests leave the premises as quietly as possible.

### **Animals**

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises other than a special event agreed by the CHMC. No animals are to enter the kitchen or toilets area at any time.

### **Sale of food**

The Hirer shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.

### **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 such sales.

The CHMC accepts no responsibility for any property left on the premises after the hiring. In the case of bazaars, jumble sales and any other occasion when property is brought into the premises for sale, all property remaining unsold at the termination of hiring **must** be removed by the Hirer.

### **End of hire period**

The Hirer is responsible for leaving the premises in good order and in the same condition they found it at the start of the hire period. The premises should be left in a clean and tidy condition, utensils and equipment put away. Lights, heaters, taps, hot water, electrical items etc. turned off.

Tables should be wiped clean, and chairs and tables stacked safely and where found on arrival. No more than 5 chairs should form one stack.

All rubbish and any other waste matter must be taken away from the building as we have no waste collections. If this is not done, any associated costs will be charged to the Hirer.

The Hirer must ensure that the premises are vacated at the agreed time. Late departure may result in an additional charge.

**All evening events must end promptly at or before 11pm**, further time is allowed for people to leave the Hall.

Property of the Hirer must be removed from the premises after the event. The CHMC accepts no responsibility for any property left on the premises after the hiring.

The building should be secured, unless directed otherwise by the Bookings Administrator, and

any contents temporarily removed from their usual positions replaced.

### **Leaving the building**

The Hirer must ensure that no nuisance is caused to local residents during the period of hiring and those hiring the Hall should ensure that they and their guests leave the area quietly.

External areas of the premises should not be used after 10pm, other than for the purposes of arrival and departure.

## **Special Conditions of Hire for Horseman's Green Community Hall during COVID-19**

**Note: These conditions are supplemental to, not a replacement for, the Hall's ordinary conditions of hire.**

- 1:** You, the hirer, will be responsible for ensuring those attending your activity comply with the **Horseman's Green Help Keep This Hall Covid-19 secure Guidelines** before entering and occupying the hall. See the attached poster which **MUST** be displayed at the hall entrance, and with further copies available in the Hall
- 2:** You undertake to comply with the actions identified in the hall's risk assessment, a copy of which is attached. You will produce your own RA which must be submitted to the Booking Officer before your event takes place.
- 3:** The hall will be cleaned between activities/events, but you will be responsible for cleaning all regularly used surfaces during your period of hire (including tables, chairs, wash hand basins, door handles) using the products supplied in the **Covid-19 Cleaning Box**. Please take care cleaning electrical equipment and switches, use cloths - do not spray! The Covid-19 cleaning box is in the Store room which only you are allowed to enter. Please return it there after use.
- 4:** You will make sure that all attending your activity understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days. If they develop symptoms within 7 days of visiting the premises, they **MUST** use the Test, Track and Trace system to alert others.
- 5:** Please check on the ventilation of the premises throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
- 6:** You will ensure that **no more than 15** people attend your activity. Please ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, and observes the one-way system within the premises. **Face masks** must be worn except when eating or drinking
- 7.** At the **START** of your activity you will read the **HG Health & Safety Instructions** to your audience. (Copy attached) You will nominate a person to be your Covid-19 Tsar for your activity. They will be responsible for checking that social distancing is maintained throughout the event.
- 8:** Consider the arrangement of furniture in the room to facilitate social distancing of 2m between individual people or groups of no more than two households; or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group. **AVOID** face to face seating. If tables are used, place them to maintain a distance of at least 2 metres between people who are face to face e.g. using a wide U-shape.
- 9.** You are asked to record the name and contact telephone number of all who attend your event. Pass this list to the Booking Officer who in turn will pass it to the Secretary. They will hold it for 3 weeks after the event.
- 10:** You will be responsible for the cleaning of the hall after use. Please follow the "**Covid-19 Cleaning Checklist for Hall Hirers**". Dispose of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided in the kitchen before you leave.
- 11:** Encourage users to bring their own drinks and food. If you use the equipment in the kitchen you will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. Please bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths. Or use the Dishwasher - instructions in kitchen
- 12:** We will have the right to close the hall if there are safety concerns relating to COVID-19, or in the event that public buildings are to close. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.

**13:** In the event of someone becoming unwell with suspected Covid-19 while at the hall you should move them to the designated safe area which is marked in a corner of the Hall. A **Covid-19 First Aid Box** is provided and contains relevant PPE and a list of instructions. Ask those present to leave the premises, observing the usual hand sanitising and social distancing precautions, and advise them to launder their clothes when they arrive home. Inform the hall caretaker on 830516.

**14:** Live performances e.g. drama, music etc. are not permitted. This will avoid risk of droplet transmission. For the same reason you must take steps to avoid people needing to unduly raise their voices, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult. **Alcohol cannot be provided or consumed under any circumstances**

**15:** Where a group uses their own equipment: please ensure this is cleaned before use and before being taken away at the end of the hire period.

## Officers of the Horseman's Green Community Group:

### **Bookings Administrator**

Lin Smith

Email: [lin.m.smith@btinternet.com](mailto:lin.m.smith@btinternet.com)

### **Hall Caretaker**

Chris Wood, Ten Oaks, Horseman's Green Whitchurch Sy13 3DY 01948 830516

Email: [christopher.wood485@btinternet.com](mailto:christopher.wood485@btinternet.com)

### **Secretary:**

Andrea Porter, 01948 830710

[akporter@btinternet.com](mailto:akporter@btinternet.com)

### **Treasurer:**

David Spence

Email: [calsarem@btinternet.com](mailto:calsarem@btinternet.com)

### **Hall address**

Horseman's Green Community Hall

Horseman's Green

Whitchurch

SY13 3EA

Website: <https://www.horsemansgreencommunity.co.uk>

Facebook:

<https://www.facebook.com/horsemansgreen/>

Horseman's Green Community Group is registered with the Charity Commission as a Charitable Incorporated Organisation, registration number 1165691. A copy of the Groups Constitution can be found in the Hall Guide and on the website.