**BASCHURCH VILLAGE HALL HIRE DETAILS**

The person(s) making the booking is responsible for Baschurch Village Hall during their period of hire.

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The booking is not confirmed until the hirer(s) has read and agreed to the conditions in this form and the payment for the hours above has been confirmed as received by the lettings secretary;

Please make **bank transfer** payment of above **total** to:

**BASCHURCH VILLAGE HALL TRUST Account No: 00133992 Sort Code: 30-92-04**

**(please reference name and date of booking on transfer)**

Keys to the building can be collected from a keysafe at the hall by prior arrangement and they must be returned immediately after use. Conditions of hire and cleaning checklist are attached. The booking in Hallmaster confirms clear understanding and acceptance of all documents in relation to hire

**Agreement for Hire of Baschurch Village Hall**

**Conditions of Contract**

# 1. THE HALL

Means Baschurch Village Hall or any part thereof including car park, sports field and other areas of the land or buildings associated with the Baschurch Village Hall Trust.

# 2. THE HIRER

1. Shall be the person(s) named on the Baschurch Village Hall Application form
2. Agrees to pay the hire fee as agreed with the Lettings Secretary when booking the hall
3. Will accept responsibility for all breakages and damage caused
4. Will supervise car parking to ensure efficient use of the car parking area. No parking is allowed in Eyton Lane
5. Will not sub-let the premises or use the premises for any unlawful purpose or for the purpose that will endanger the Hall or invalidate the insurance provisions in respect thereof
6. Indemnifies the Trust Committee in respect of all costs, claims, damages, proceedings, suits, actions or losses arising in respect of any incidents accidents, injury (including death) or other event and any associated issues in relation to the Hirers use of the Hall or in respect of this agreement, including the cost of repair of any damage as a result of the hiring

# 3. CONDITIONS OF HIRE

For all private parties the conditions of hire include the completion of the cleaning checklist and notification to the lettings secretary of any damage which has occurred to fixtures and fittings whilst hiring the hall. The hirer agrees that any charges for damage sustained during their period of hire will be chargeable back to themselves. Indoor inflatables are permitted with agreement the hirer/provider holds their own indemnity insurance. Access keys to the Hall will not be released until this Agreement for Hire has been signed and the booking paid. **A charge of £25 will be made for the loss/mislaid of any keys.**

**4. LICENSED BAR – The Hirer will:**

1. The hirer shall inform the lettings secretary if they intend to serve, consume, sell or distribute alcohol and shall pay the respective fee for use of the committee’s licence.
2. Be responsible for providing such bar facilities and for ensuring the bar area is thoroughly cleaned after use.
3. Collect no monies at the door
4. Not allow admission after 9.45pm
5. Ensure that alcohol is not sold to anyone below the age of 18 years old
6. Ensure that alcohol is consumed in a responsible manner
7. Take all reasonable steps to avoid anti-social and drunken behaviour

# 5. CANCELLATION

If the Hirer wishes to cancel the booking before the date of the event and the Trust Committee are unable to secure an alternative booking the repayment of the fee will be at the discretion of the Letting Secretary or Trust Committee. In any event, there will be a 50% retention of the Hire Fee for any cancellation made within 7 days of the proposed hiring.

**6. THE TRUST COMMITTEE reserve the right:**

1. To refuse any application
2. To terminate any function not being conducted in an orderly fashion
3. To apply special conditions to the hiring
4. To cancel any hiring in the event of the Hall being required for use as a Polling Station or for any other community purpose. Under these circumstances all monies will be returned immediately
5. To make a further claim against the Hirer in respect of any damages to the property or additional cleaning costs

# 7. COMPLIANCE WITH LEGISLATION and POLICY

The Hirer shall be required to use the Hall only in full compliance with all relevant Health and Safety legislation/regulations and the hall Equality & Diversity Policy (below) applicable at that time. The Hirer shall also strictly comply with all other relevant legislation applicable to the intended use of the Hall. If further information is required in this regard, the Hirer should contact the Lettings Secretary

# 8. DISCLAIMER

The Hall is made available for use by the Hirer on the strict condition that it is hired “as seen”. No liability can be accepted by the Trust Committee in respect of any claims for damages or injuries arising out of the use of the Hall, the car park or any of the surrounding premises. The Trust Committee provide no warranty in respect of the condition of the Hall or for its suitability and safety for the intended use by the Hirer. The Hirer will be expected to make their own assessments as to risk and to compile any method statements which may be required for the intended use or hire of the Hall. Furthermore, no liability is accepted by the Trust Committee in respect of any theft of belongings or property at the Hall.

**9. TRANSFER OF AGREEMENT**

This agreement is personal to the Hirer and the Trust Committee and is non-transferable and non-assignable.

PLEASE DO NOT SELLOTAPE ITEMS TO PAINTWORK – DAMAGE CAUSED MAY BE CHARGEABLE.

For any clarification on terms & conditions please contact Rachel Greenley on [r\_greenley@hotmail.com](mailto:r_greenley@hotmail.com) or 07950 551713

# BASCHURCH VILLAGE HALL EQUALITY AND DIVERSITY POLICY

Baschurch Village Hall Trust values social and cultural diversity and aims

to ensure you will find the hall to be an inclusive and welcoming community space.

Our values based on trust, integrity and respect. We seek to provide an environment free from harassment, discrimination and victimisation.

We will not tolerate any form of discriminatory behaviour against actual or potential users,

visitors or committee members. The committee aims to actively promote equality of opportunity and challenge discriminatory attitudes.

Equality and diversity effects everyone as we all operate in diverse communities with people of different genders, ethnic origins, sexual orientation, ability, beliefs, values, and working styles.

It is important to understand what we mean by equality and diversity, how it impacts on everyday life and the reasons for and benefits of promoting it.

DEFINITION OF EQUALITY

Equality is about fair treatment. ‘Equality’ means treating all groups of people fairly, providing

equality of opportunity and removing barriers to success. It is not about treating everyone the

same because different people have different needs. For example, making reasonable adjustments for disabled people, moves to equality of opportunity and helps prevent discrimination. Increasing our understanding of the needs of different groups of people promotes good relations between people.

Our equality principles are:

• Challenging Inequality

• Celebrating Diversity

These principles recognise and support the equality characteristics set out in the 2010 Equality Act which are:

• Age

• Disability

• Gender reassignment (transgender)

• Marriage/civil partnership

• Race

• Committed to Safeguarding

• Religion or belief

• Pregnancy/maternity leave

• Sex

• Sexual orientation

DEFINITION OF DIVERSITY

Diversity is about respecting difference. ‘Diversity’ refers to individual difference. People are

unique and differ from one another in a range of ways. Differences may or may not be visible

and may include personal characteristics such as background, culture and personality. We value

diversity, which means that we aim to encourage and respect all users of the village hall.

We will respond appropriately as a committee to actively combat and visible or reported harassment and bullying.

**BASCHURCH VILLAGE HALL SAFEGUARDING POLICY 2023/24**

1. **Purpose**

**Safeguarding and promoting the welfare of children and adults at risk from abuse or neglect.**

This policy defines how Baschurch Village Hall operates to safeguard children, young people and adults at risk of abuse or neglect.

We have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our trustees, volunteers and staff.

1. **Definitions**

**Children and young people** are defined as those persons aged under 18 years old. This policy will apply to all staff, contractors and volunteers and will be used to support their work.

Safeguarding and promoting the welfare of children is defined as:

* protecting children from maltreatment
* preventing impairment of children’s health and development
* ensuring that children grow up in circumstances consistent with the provision of safe and effective care
* taking action to enable all children to have the best outcomes.

**Adult at risk of abuse or neglect**

For the purposes of this policy, adult at risk refers to someone over 18 years old who, according to Section 42 of the Care Act 2014:

* has care and support needs
* is experiencing, or is at risk of abuse or neglect
* as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

**Persons affected**

* All trustees, volunteers and staff.
* All those attending any activity or service that is being delivered from the village hall charity property.
* All visitors and contractors.

1. **Policy principles**

There can be no excuses for not taking all reasonable action to protect children and adults at risk from abuse or neglect. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age or illness.

Baschurch Village Hall charity has a zero-tolerance approach to abuse.

Baschurch Village Hall charity recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.

Baschurch Village Hall charity is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

Baschurch Village Hall charity is aware of the work of their local safeguarding Board/Partnership and other support of organisations on the development and implementation of procedures for the protection of children and adults at risk. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

Baschurch Village Hall Committee is committed to the following principles:

* The welfare of the child, young person or adult at risk is paramount.
* All children, young people and adults at risk have the right to protection from abuse.
* Safeguarding is everyone’s responsibility: for services to be effective each professional and organisation should play their full part; and
* All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

1. **Procedures**
2. All members of the committee will sign the Declaration of Acceptance of Office for trustees which includes declaration that they have no convictions in relation to abuse.
3. All members of the committee will familiarise themselves with safeguarding responsibilities, undertake training where appropriate on safeguarding issues including whistleblowing where it is available and offered by their local safeguarding board/partnership or other local support organisation **and** ensure that they understand the principles set out in this policy at 3 above.
4. All members of the committee will work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
5. All members of the committee, helpers or other volunteers will not have unsupervised access to children or adults at risk unless appropriately vetted.
6. The hall committee will follow safe recruitment practices.
7. A member of the committee will be appointed to be responsible for child and adult at risk safeguarding matters. This person will have responsibility for reporting concerns that arise, as a matter of urgency to the relevant safeguarding agency.
8. The named person is RACHEL GREENLEY until 31/12/2024.
9. All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The appointed person will know who to contact and where to go for support and advice in relation to an allegation, a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children or adults at risk who has:

* Behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.
* Possibly committed a criminal offence against, or related to, a child or adult at risk; or
* Behaved towards a child (or children) or adult at risk in a way that indicates they may pose a risk of harm to children or adults at risk.

1. The hall committee will ensure that all hirers of the hall have signed a hiring agreement. This will require all hirers who wish to use the hall for activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, to either produce a copy of their Safeguarding Policy and evidence that they have carried out relevant checks through the Disclosure and Barring Service (DBS) when requested to do so or, confirm that they have understood and will adhere to the hall’s principles and procedures with regards to safeguarding.
2. The village hall management committee will carry out an annual review of this policy.