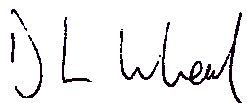


Members of the Buildings Committee are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke on Tuesday 18th February 2020 at 7.30pm

This Meeting is Open to the Public

AGENDA

1. Apologies for Absence
2. To adopt the minutes of the Buildings Committee meeting held on 21 January 2020
3. To consider Matters Arising from the above Minutes not covered elsewhere on this agenda
4. Declarations of Interest and Requests for Dispensations
5. Bishopstoke Memorial Hall
 - An update on work required
 - To respond to the architect's questions
 - To agree hiring conditions
 - To approve the booking form
6. To receive reports on community buildings, Parish-owned buildings and other buildings of note within the Parish
7. To receive the Clerk's Report
8. Date, time, place and agenda items for next meeting – Tuesday 17 March 2020 at 7.00pm in the Parish Office, Riverside, Bishopstoke



D L Wheal
Clerk to Bishopstoke Parish Council
12 February 2020

**Minutes of a Meeting of the Buildings Committee
held in the Parish Office, Riverside, Bishopstoke
commencing at 7.00pm on 21 January 2020**

Present: Cllrs Winstanley (Chair), Dean, Harris and Toher

In Attendance: Mr D Wheal (Clerk to Bishopstoke Parish Council)
Mrs Sophie Thorogood (RFO to Bishopstoke Parish Council)

Public Session 0 members of the public were present

BUILD_1920_M04/

Public Session

35 Apologies for Absence

35.1 Apologies had been received and were accepted from Cllr Greenwood and Harris.

36 To adopt the minutes of the Buildings Committee meeting held on 17 December 2019

36.1 The minutes of the above meeting had been included in the supporting papers.

36.2 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to adopt the minutes of the Buildings Committee meeting held on 17 December 2019.

37 To consider matters arising from the above minutes not covered elsewhere on the agenda

37.1 The Clerk reported that he was looking for suitable training for himself and the RFO.

38 Declarations of Interest and Requests for Dispensation

38.1 There were no declarations or requests.

39 To receive an update on transition arrangements for the Memorial Hall

39.1 The RFO had provided a full report on the transition arrangements, and progress made since the Parish Council assumed control of the building. This report is included in the minutes as Appendix A.

39.2 The Committee asked the RFO to check what safety tests are needed for the gas heaters. It was agreed that carbon monoxide detectors should be considered throughout the building.

Action: RFO

40 To recommend virement of any unused budget amounts to cover inspections, repair and maintenance costs for the Memorial Hall

40.1 The RFO had identified a number of budget heads that were likely to remain unspent this year totalling £20,000. As the testing and remedial work has already cost more than anticipated the Committee agreed to recommend that the full amount be vired to the Memorial Hall budget.

40.2 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously that the listed unspent budget heads be vired to the Memorial Hall.

41 To review the hourly hire rates for the Memorial Hall and agree any changes

41.1 The Clerk indicated that current rates are £8 per hour for weekday hiring, £20 for Saturdays and £10 for Sundays. A commitment had been made to existing regular hirers that the price would not rise substantially as soon as the Parish Council took over however the costs of transition are far higher than expected.

41.2 After discussion the Committee agreed that the hiring rate for weekdays should increase to £10 per hour, and that the weekend rate should be a flat £15 per hour. These changes should come into effect on 1st April. The Committee also agreed that existing regular hirers should have their current rates protected until 1st January 2021. The Committee also agreed that existing hirers would be allowed to benefit from the reduced Saturday rate.

41.3 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously that from 1st April prices for new and occasional hirers would be £10 per hour for weekdays with current regular hirers keeping the current rate until 31st December 2020 and that the weekend rate should be £15 per hour from 1st April with current regular hirers paying £15 on Saturdays and £10 on Sundays until 31st December 2020.

42 To discuss hiring conditions and a booking form for the Memorial Hall

42.1 Potential hiring conditions were discussed including deposits, cleanliness expectations and storage costs. The Clerk was asked to draft a suitable document for the next meeting of the Committee.

Action: Clerk

43 To make recommendations regarding a quote for maintenance and servicing of fire alarms and emergency lighting at the Memorial Hall

43.1 Committee members asked the RFO to confirm whether there is a current contract with another firm. A decision on this contract will be made at the next meeting once that information is available.

Action: RFO

43.2 The Committee also asked the RFO to go ahead with the fire risk assessment as quoted.

Action: RFO

44 To recommend transfer of the premises licence to the Parish Council

44.1 Proposed Cllr Toher, Seconded Cllr Winstanley, **RECOMMENDED** unanimously to transfer the premises licence to the Parish Council.

45 To receive reports on community buildings, Parish-owned buildings and other buildings of note within the Parish

45.1 Proposed Cllr Harris, Seconded Cllr Toher, **RESOLVED** unanimously that, in view of the confidential nature of the business about to be it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

45.2 Cllr Harris gave a report on the Bishopstoke Community Centre.

45.3 There were no other reports.

46 To receive the Clerk's Report

46.1 The Clerk indicated there was nothing further to report.

47 To agree the date, time, and place for the next meeting

47.1 The next Buildings Committee meeting will take place on Tuesday 18th February 2020 at 7:00pm in the Parish Office. Agenda items to the Clerk by Monday 10th February please.

There being no further business, the Chair closed the meeting at 8:00pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Bishopstoke Memorial Hall

Work Identified

Men's Toilet (Green Room)

- Repaint
- New toilet brush
- Deep clean
- Check bulb type and wattage

Women's Toilet (Green Room)

- Fill hole in wall
- Paint
- Deep clean

Green Room

- Deep clean (including ceiling and windows)
- Make good holes in ceiling
- Fire extinguisher to be attached to wall
- Fix dripping tap
- Fix loose floorboard under sink
- Re-board wall and ceiling by door on Meadow side
- Replace bin
- Consider extra storage or replacing storage

Stage

- Re-board wall by door on Meadow side
- Replacement of cupboard for electrics
- Fire extinguisher and cupboard to remain unblocked
- Check curtains track
- Clean stage curtains

Under-stage Storage

- Clear out, dump as necessary
- Remove trestle tables

Main Hall

- Check curtain pull cords and replace where necessary
- New noticeboard
- Leaking ceiling – once fixed replace boards and repaint
- Consider replacing curtains with blinds
- Touch up / repaint ceiling and walls
- Consider purchase of floor polishing machine
- Repair plaster on wall on Meadow side

Storage Cupboard (Ladies Toilets)

- Fix light
- Clear out and organise
- Deep clean
- Paint
- Consider shelving or storage solution
- Remove old tables

Cleaning cupboard

- Fix light
- Move toilet rolls

Ladies Toilet (closest to stage)

- Clean
- Paint
- New toilet roll holder

Ladies Toilet (closest to road)

- Clean
- Paint
- New toilet roll holder
- Sanitary bin

Ladies Washroom

- New paper towel holder
- Fix light fitting above sinks
- New light shade
- Taps stiff
- Clean
- Paint
- Buy bigger bins
- Door to hall – check opening and closing; needs door strip

Gents Toilet

- Fix fan
- Clean
- Paint
- Replace lock

Gents Washroom

- Replace ventilation
- Store some toilet rolls here
- Replace mirror
- Free toilet door from sticking
- Clean
- Paint

Electrical Cupboard

- Door sticks
- Clear cupboard
- Replace lock on electric cupboard

Lobby

- New bin and splashboard
- New noticeboards, including dedicated Players board
- Replace light fitting cover
- Exterior door bolts need realigning
- Add hook beneath fire box
- Clean
- Add vertical draught excluder

Loft Access

- Remove leaflet holders
- Clean
- Paint
- Light bulb
- Repair hole in wall through to disabled access toilet

Disabled Access Toilet

- Box in gas meter
- New bin
- Remove metal cupboard (check with dog club first)
- Paint
- Clean
- Check fan works appropriately
- Repair floor as necessary
- Fix overflowing toilet

Kitchen

- Replace missing / broken tiles
- Clean
- Paint
- 2 new bins
- Rehang cupboard doors
- Tidy under sink
- Fix curtains and rail
- New kitchen roll holder
- Rationalise kettles and teapots
- Organise cupboards and contents
- New door mat
- New door / locks
- Check the Burco heater does not leak
- Shutters stick
- Fix hole in wall by bin

Loft

- Improve access to loft
- Improve lighting for loft access
- Fix loose boards
- Ask Players to “have a clear out”

Front Entrance

- Yellow edging paint for slabs
- Repoint and reseal paving as necessary
- Rehang gates and repaint gates and hand rails

Path Around Hall

- Repoint as necessary
- Cut back vegetation from Meadow

Fire Exit (by Parish Office)

- Consider adding awning for protection from rain
- New internal ramp

Fire Exit (rear of Hall)

- Repaint metal
- Fix loose corner
- Clear undergrowth

The scenery apparently comes on large flat boards, approximately 3ft by 10ft.

Presumably these flat boards can be stored horizontally? (From the outside of the existing shed, it didn't appear tall enough to accommodate items 10ft tall).

They asked where they would be able to store these.

These could be stored horizontally in the store adjacent to the stage, or horizontally in the existing shed.

The possibility of keeping (and maybe replacing) the existing storage shed was floated and the players saw this as a decent possibility.

Noted - BPC/EBC to confirm whether they would like the existing shed to be retained.

It would then be necessary to ensure there was a route to get the scenery into the stage area.

The most likely routes would be, carrying the flat boards horizontally, either through the foyer, into the hall and then to the stage or around the south of the new building, into the hall and then to the stage area.

The Green Room layout caused some confusion. There was a definite preference for having the toilets and the storage on the back wall, not the stage wall, as they did not want to risk sound coming through from toilet use.

The WCs could be moved to the back wall.

Also, we were not sure what is planned to be above the green room. Is that a storage area, or access to lighting and sound boards, or something else?

This will generally be storage (with some of this area likely to be used for plant).

The space where a cafe is indicated, that we decided at the last meeting between BPC, EBC and KKS would be useful as a standard room for hire, was discussed as a possible split room. One half being hireable if small, and the other being used for Player's storage. This split may not be needed if the Players kept their shed.

If the potential location for a cafe is reallocated to be a hireable room, this would essentially be adding another function room the scheme - this appears to be an addition to the original brief, is this supported by EBC/BPC? - EBC/BPC to confirm if this is to be incorporated.

They asked about curtains for the stage. Will they drop down or will they draw across?

This level of detail would be developed during Stage 3, however options would include 1) a triangular plasterboard bulkhead over the front end of the stage (similar to the existing hall), running up into the apex of the roof, (along which a curtain could be drawn) however this may reduce the flexibility for other users as it would segregate the stage area off more formally. 2) Curtains on tracks running horizontally, hung from roof, but not running up into the apex of the roof. 3) As 2, but with the potential of a triangular curtain running up into the apex (subject to confirmation curtain system manufacturers input).

They reminded us about the need for the Green Room to be split so that male, female and child changing can be done privately.

We understand that this would be done with curtains subdividing the space into male, female and children, and with an area of circulation to the doors/stage area.

Overall they seemed happy with the basic design and layout. The details may well be another matter.

They wondered whether it might be possible to flip the Hall section so that, going from the Memorial Square, it goes storage, hall, stage, green room. In other words a mirror image of what it is now. I believe this was because they thought it might be easier to get people in to the Hall than the current indicative layout but others wondered if that might make it more costly in terms of utilities.

It was understood that a key aspect of the brief was for access to the green room to be available from within the building (i.e. not needing to go outside or pass through the hall / stage area to get to the green room). Flipping the hall would remove this access. As it stands the route to the hall from the entrance would be fairly straight forward - it can be beneficial for there to be some distance between the entrance and hall as it provides space for people to mingle comfortably as they arrive, prior to

taking their seats. We would suggest that EBC/BPC will need to confirm which orientation of hall is to be progressed to balancing the aspirations of different users.

Finally they wondered whether it might be possible to have the doors at the side of the stage be 10ft (tall I think) to make it easier to bring scenery in and out.

In principal it may be possible for side doors to the stage to be 10ft tall, however, if the large flat boards can be carried horizontally, does the side door to the stage need to be 10ft tall?

Presumably the plant room is where the power for the Hall is provided. The question was asked that if the plant room is in the second half of the hall to be built, how will the first half be powered.

It is likely some plant will need to be located within the envelope of the hall, possibly above the green room or adjacent to the sound desk at the rear, however this is a level of detail that has not yet been developed.

Also, currently the only toilets in the hall half are in the Green Room, so where do audience members go to use the toilet when a play is on or is it believed that the second half of the building can be constructed in between plays so that never becomes an issue?

Essentially there are three ways the project could be constructed 1) New building located in a position that requires the existing building to be demolished before the new building is constructed - resulting in the hall being out of use during construction. 2) New building being located wholly outside the footprint of the existing building, in such a way that the new build can be constructed prior to the demolition of the existing, providing unbroken access to a 'fully' functioning hall. 3) New building located in a position that allows the new hall to be built prior to the demolition of the existing building (but not the ancillary functions) meaning only the hall would be available during the period of the second phase of construction. While temporary WCs could be provided in the latter scenario, we would suggest that ultimately EBC/BPC will need to decide on balance which approach they would like to proceed with as this affects which option (A,B,C, Hybrid etc) is progressed.

BISHOPSTOKE MEMORIAL HALL CHARITY
SOLE TRUSTEE: BISHOPSTOKE PARISH COUNCIL

HIRING AGREEMENT

Bishopstoke Parish Council, as the sole Trustee to Bishopstoke Memorial Hall Charity, must make hirers aware that on signing the agreement they enter into a contract that could be used in evidence should legal action become necessary.

DATED

PARTIES

- (1) Bishopstoke Memorial Hall, acting by the Bishopstoke Parish Council Buildings Committee named in clause 2.2 acting by its management committee.
- (2) The person or organisation named in clause 2.3.

AGREED as follows:

1. Throughout this Agreement:
 - the Bishopstoke Memorial Hall, acting by the Bishopstoke Parish Council Buildings Committee, named in clause 2.2 is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the Bishopstoke Memorial Hall’s charity trustees, employees, volunteers, agents and invitees
 - the person or organisation named in clause 2.3 is referred to as “you”; and “your” is to be construed accordingly; “you” also includes the members of your management committee (if appropriate), your employees, volunteers, agents and invitees
 - where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the **HALL SECRETARY**, or if not available, the **PARISH COUNCIL**.
2. In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.5 for the purpose described in clause 2.6 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in sub-clauses 2.7 to 2.11 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

2.1 Date(s) required:

Date:

Time required:	From	To
-----------------------	-------------	-----------

2.2 Bishopstoke Memorial Hall

- | | |
|---------------------------------------|---|
| (a) Registered Charity No | 301744 |
| (b) Authorised Representative Address | Bishopstoke Parish Council |
| Telephone Numbers & Email | Parish Office
Riverside
Bishopstoke
SO50 6LQ
02380 438428
bmhhirings@gmail.com |

2.3 Hirer:

- (a) Name
- (b) Organisation
- (c) Name of Organisation's Authorised Representative
Address, Telephone Numbers & Email

2.4 Hire Fee

Hire Fee £
Deposit £

You must pay the deposit at the time you sign this Agreement. You must pay the balance of the booking fee on or before the conclusion of the event for which you hire the premises.

We will refund the deposit within 14 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring as a result of the hiring.

Balance £

Payable on or before the conclusion of the event for which the premises are hired.

Is this a commercial hire? Yes / No

Additional condition for use with commercial hirers:

Village halls are usually held on strict trusts which require the management committee to ensure that the hall is administered in accordance with those trusts. Accordingly we are bound to preserve and hereby reserve the right to terminate this Agreement by not less than seven days' notice in writing to you in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes.

In the event of such termination by us, we will refund to you all monies paid by you to us. We will not, however, be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination.

2.5 Premises

Whole of hall

KITCHEN

Green Room

Storage of equipment

2.6 Purpose/description of hiring:

2.7 Will tickets be sold for your event? Yes / No

2.8 Is food to be provided at the event? Yes / No

2.9 Is alcohol to be provided at the event? Yes / No [Please see 4.1]

2.10 Will there be exhibition of a film? Yes / No

2.11 Will live music be performed or recorded music played? Yes / No

3. You agree not to exceed the maximum permitted number of people per room including the organisers/performers

Main hall:

Green room:

4. The hall **DOES NOT** have a licence:

with the Performing Right Society (PRS) for the performance of copyright music

from Phonographic Performance Licence (PPL).

4.1 We have a Premises Licence authorising regulated entertainment only, please see **APPENDIX B** for full details. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein.

(i) You agree that if regulated entertainment, not covered by our Premises Licence, is to be held you must obtain our consent to give notice of a TEN to the licensing authority. We will advise if a TEN is not needed.

(ii) You agree to give us notice of your intention to provide alcohol at the event and to give notice of a TEN to the licensing authority.

If you fail to comply with (i) or (ii) above, we will cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

5. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

- 6. We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.
- 7. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Signed by the person named at 2.2(b) above, duly authorised, on behalf of the Bishopstoke Memorial Hall.

.....

Signed by the person named at 2.3(a) above or at 2.3(c) above, duly authorised, on behalf of the organisation named at 2.3(b) above, where applicable.

.....

Standard Conditions of Hire

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

1. Age

You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

2. Supervision

During the period of the hiring, you are responsible for:

- (i) supervision of the premises, the fabric and the contents;
- (ii) care of the premises, safety from damage however slight or change of any sort; and
- (iii) 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.

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of premises

You must not use the premises (including the car park, if any) for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission.

4. Insurance and indemnity

- (i) You are liable for:
 - (a) the cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including its curtilage or its contents
 - (b) the cost of repair of any damage (including accidental and malicious damage) done to our WiFi service (if any)
 - (c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our WiFi service (if any), and
 - (d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our WiFi service (if any), and subject to sub-clause (ii), you must indemnify us against such liabilities.
- (ii) We will take out adequate insurance to insure the liabilities described in sub-clauses (i)(a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (i)(c) and (d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:
 - (a) any insurance excess incurred and
 - (b) the difference between the amount of the liability and the monies we receive under the insurance policy.
- (iii) Where we do not insure the liabilities described in sub-clauses (i)(c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Hall Secretary. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

We are insured against any claims arising out of our own negligence.

5. Gaming, betting and lotteries

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

6. Music Copyright licensing

You must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, you must hold such licence(s).

7. Music

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

8. Film

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

9. Safeguarding children, young people and vulnerable adults

You must ensure that any activities for children, young people and other vulnerable adults are only provided by fit and proper persons in accordance with the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and confirmation that you have carried out relevant checks through the Disclosure and Barring Service (DBS).

10. Public safety compliance

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our health and safety policy.

You must call the Fire Service to any outbreak of fire, however slight, and give details to our **HALL SECRETARY**.

(i) You acknowledge that you have received instruction in the following matters:

- The action to be taken in event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment. (Include diagram of location when handing over keys.)
- 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.
- Location of the first aid box.

(ii) In advance of any activity whether regulated entertainment or not you must check the following items:

- That all fire exits are unlocked and panic bolts are in good working order.
- That all escape routes are free of obstruction and can be safely used for instant free public exit.
- That any fire doors are not wedged open.
- That exit signs are illuminated.
- That there are no fire-hazards on the premises.
- That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

11. Noise

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

12. Drunk and disorderly behaviour and supply of illegal drugs

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

13. Food, health and hygiene

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.

14. Electrical appliance safety

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

15. Stored equipment

We accept 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 we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- (i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended
- (ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.

16. Smoking

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

17. Accidents and dangerous occurrences

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book. You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our **HALL SECRETARY** will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

18. Explosives and flammable substances

You must ensure that:

- (i) Highly flammable substances are not brought into, or used in any part of the premises.

(ii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.

19. Heating

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

20. Animals

You must ensure that Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises.

21. Fly posting

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and must indemnify and keep indemnified us accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority.

22. Sale of goods

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

23. WiFi Services

When using the WiFi service you agree at all times to be bound by the following provisions:

(i) not to use the WiFi service for any for the following purposes:

(a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;

(b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;

(c) interfering with any other persons use or enjoyment of the WiFi service; or

(d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;

(ii) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

24. Termination of the WiFi service

We have the right to suspend or terminate our wifi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

(i) if you use any equipment which is defective or illegal;

(ii) if you cause any technical or other problems to our WiFi service;

(iii) if, in our opinion, you are involved in fraudulent or unauthorised use of our WiFi service;

(iv) if you resell access to our WiFi service; or

(v) if you use our WiFi service in contravention of the terms of these Standard Conditions.

25. Availability of WiFi Services

(i) Although we aim to offer the best WiFi service possible, we make no promise that the WiFi service will meet your requirements. We cannot guarantee that our WiFi service will be fault-free or accessible at all times.

(ii) It is your responsibility to ensure that any WiFi enabled device used by you is compatible with our WiFi service and is switched on. The availability and performance of our WiFi service is subject to all memory, storage and any other limitations in your device. Our WiFi service is only available to your device when it is within the operating range of the main hall.

(iii) We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our WiFi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our WiFi service. Network speed is no indication of the speed at which your WiFi enabled device or our WiFi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

26. Privacy and Data Protection

(i) We may collect and store personal data through your use of our WiFi service.

(ii) We may process all information about you which is provided in relation to our WiFi service in accordance with your legal rights under the Data Protection 1998 and solely for the purposes of offering the WiFi service.

(iii) By using our WiFi service, you agree to the terms of this clause 26. If you would like more information or object to anything in these conditions, you should speak to:

When using the WiFi service the Hirer agrees at all times to be bound by the following provisions:

(a) not to use the WiFi service for any for the following purposes:

(i) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;

(ii) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;

(iii) interfering with any other persons use or enjoyment of the WiFi service; and

(iv) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner

(b) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

27. Cancellation

If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we may, in our complete discretion, retain the deposit or require payment of the hire fee.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

(i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;

(ii) our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;

(ii) the premises becoming unfit for your intended use;

(iii) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

28. End of hire

You are responsible for leaving the premises and surrounding area 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 we may make an additional charge.

29. No alterations

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to our satisfaction any damage you cause to the premises by such removal.

30. No rights

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.

BISHOPSTOKE MEMORIAL HALL CHARITY

Appendix A

Information sheet to be given to all hirers

Opening and closing the Bishopstoke Memorial Hall

The Memorial Hall will be opened for your hiring by _____ and will be closed for you at the time you have indicated.

Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Please telephone _____ in case of difficulty.

Guests are expected to vacate the premises within fifteen minutes of the end of a licensed period. After midnight (unless the event is New Year's Eve) only those helping to clear up the village hall should be on the premises. Failure to comply with this will result in forfeiture of your deposit.

Safety

The hall has a No Smoking Policy.

In the event of a fire, the hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialing 999.

The exact location of the nearest telephone, fire exits 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. (A sketch plan showing these is shown on the following page).

Please return chairs and tables to their original positions.

The hall's health and safety file is kept in the kitchen cupboard.

A first aid box and accident book are located in the kitchen

Power circuits/heating

The thermostat is located in the main hall to the right of the doors of the entrance doors. Please adjust this to suit your requirements.

Hall telephone

The hall has no telephone so you are advised to bring a fully charged mobile telephone for use in case of emergency. A list of contact numbers is available in the health and safety folder.

Car parking

Car Parking is only available on nearby roads. Please be aware some of the parking is restricted. Please ensure you park responsibly.

Consideration for others

Please ask your guests to leave quietly at the close of your event.

Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the hall clean and tidy and leave waste in the bin outside or take it home. In particular we ask you to ensure table tops are wiped clean before tidying them away.

Faults/damage/comments

Please report any faults or damage to the **BOOKING SECRETARY** as soon as possible so that they can be rectified quickly. We welcome comments or observations that you may have about your hire of the village hall.

Location and use of fire equipment for hirers:

BISHOPSTOKE MEMORIAL HALL CHARITY

Appendix B

Times the Licence authorises the carrying out of licensable activities

Plays

Tuesday	18:30 – 22:30
Wednesday	18:30 – 22:30
Thursday	18:30 – 22:30
Friday	18:30 – 22:30
Saturday	13:30 – 22:30

Live Music

Friday	14:00 – 00:00
Saturday	19:00 – 00:00

Recorded Music

Friday	19:00 – 00:00
Saturday	19:00 – 00:00

Performances of Dance

Friday	19:00 – 00:00
Saturday	19:00 – 00:00

Anything similar to live music, recorded music or performances of dance

Monday	09:00 – 23:00
Tuesday	09:00 – 23:00
Wednesday	09:00 – 23:00
Thursday	09:00 – 23:00
Friday	09:00 – 23:00
Saturday	09:00 – 23:00

Facilities for making music

Friday	14:00 – 00:00
Saturday	19:00 – 00:00

Facilities for dancing

Friday	19:00 – 00:00
Saturday	19:00 – 00:00

The opening hours of the premises

Monday	09:00 – 23:00
Tuesday	09:00 – 23:00
Wednesday	09:00 – 23:00
Thursday	09:00 – 23:00
Friday	09:00 – 00:00
Saturday	09:00 – 00:00

BISHOPSTOKE MEMORIAL HALL CHARITY

Fees

Hire rates 2020

Weekday	Saturday	Sunday
£ 10 per hour	£ 15 per hour	£ 15 per hour

Deposit Rates 2020

Standard Deposit	£100
Teenage Parties	£200
Events where alcohol may be served	£200
Events with 40 or more guests	£200