

Welborne Village Hall



Hire Charges and Terms & Conditions of Use

Welcome to Welborne Village Hall : Our Hall can be hired for short or long periods (minimum two hours) at rates that are exceptional value considering the range of facilities it provides and the characterful nature of this grade II-listed building. To help us keep costs at an affordable level we ask all our hirers to use the Hall in a responsible way and to give thought to the team of volunteers who maintain this unique venue for the benefit of the community. Your help is appreciated.

Please pay particular attention to the checklist Page 7 of this document. Although energy costs are a major item in our expenditure we aim to keep the hire costs for the Hall at an affordable level. The central heating will be set before you arrive and for the period of your hiring - please do not adjust the main heating controls in any way; thermostats on individual radiators can be adjusted but please return them to their original positions before you depart.

(We welcome feedback on the use of our Hall - your comments may be used anonymously in our social media feeds. We especially welcome feedback where you identify something that needs repair or improvement - we endeavour to keep our Hall clean and in good repair, but no one is perfect!)

Note: The Charity Commission reminds us that we should publicise and annually review our policy on safeguarding for our users. The policy is appended to the end of this document (~ please read it). It is the responsibility of users of the Hall to establish whether adults in charge of children and/or vulnerable adults should have DBS safeguarding checks (<https://www.gov.uk/government/organisations/dis-closure-and-barring-service/about>)

1) Hire Charges

Hire charge is £8 per hour (Minimum charge £16, including set-up time - see below)

All bookings to be requested via the Welborne website (www.welborne.org.uk) and paid for on-line at the time of booking. The total booking period must include a time allowance for set-up prior to, and clear-up following, the event.

2) Conditions of Hire

Events

- I. Most events are acceptable but the Welborne Village Hall Trustees reserve the right to refuse bookings if necessary.
- II. Only persons over 18 may hire the hall and that person should be present throughout the event.
- III. Responsibility for the premises and the key rests with the hirer during the period of access to the Hall.
- IV. The hire period must include time to set up the Hall at the beginning and clearing and cleaning at the end (a minimum of one additional hour). The premises must not be accessed outside of the agreed hire period and must be vacated promptly at the end of the hire.
- V. The Village Hall Trustees reserve the right to enter the Hall at any time during an event. Further, on the spot conditions may be imposed or the event

curtailed, if considered necessary, for the welfare of guests, the safety of the building, or to prevent improper use.

Access/Key

You will be contacted prior to your booking to confirm arrangements for collecting the key to the main door of the hall. Arrangements for the return of the key will be confirmed at the same time.

Licenses

- I. The Hall does not have a standing licence for the sale of alcohol. This is the responsibility of the Hirer.
- II. The Hall does not have a standing public entertainment licence. This is the responsibility of the Hirer.

Safety

- I. For all activities in the Hall, children aged 16 or under must not be left unsupervised.
- II. The fireguard must be fixed around the fireplace when the fire is lit.
- III. Both front, side and kitchen doors must be unlocked during events.
- IV. Users must ensure that they are aware of the location of fire extinguishers and emergency exits.
- V. No child under 12 is permitted in the kitchen area
- VI. Food and Hygiene regulation compliance is the responsibility of the Hirer

No smoking Policy

The hall and its grounds are non-smoking areas.

Equipment and heating

Full instructions for the use of the equipment (e.g kitchen equipment) are left in the Hall. Please read these.

The kitchen has a full collection of utensils, cooking pots, crockery and cutlery. ***We recognise the importance of limiting the use of plastic and recycling/reusing where possible. To this end we wish to discourage the use of single-use plastics in our facility. We have provided a set of repeat-use plastics for use in the garden and/or by children. These should be washed in the dishwasher, or by hand, and returned to the cupboards.***

The Hall has digital audiovisual equipment. If you wish to use this equipment and have not used it previously, please contact us at info@welborne.org , and we will arrange for you to have the necessary guidance.

The central heating will be set before you arrive and for the period of your hiring - please do not adjust the heating controls in any way.

Party decorations

Do not pin or tape anything onto the walls or ceiling. If Blue Tac is used on wood-work, it must be carefully removed at the end of the booking.

Cleaning

In the interest of all users, please leave the village hall as you found it. Specifically:

- I. Sweep floors (and wash floors if spillage has occurred)
 - II. Wash, dry and return crockery/utensils to cupboards
 - III. Kitchen surfaces to be wiped down
 - IV. Toilets to be left clean and tidy
 - V. Chairs to be left stacked in the main hall, but not more than five high. For safety, please use the trolley from the store room to move stacks of chairs.
 - VI. Empty kitchen bins and toilet bins into the dustbins outside kitchen door.
- Please ensure that general waste and recyclable waste are segregated and placed correctly in the respectively labelled dustbins.**

You will be charged for any breakages or other damages to facilities

Cancellation

- I. We keep 50% of the hire cost if you cancel for any reason within 7 days of your proposed event. A full refund will be given if notice of cancellation is in advance of 7 days of the booked date(s).
- II. We reserve the right to cancel this agreement by giving you written notice in the event of:
 - (a) The premises being required for use as a polling station for a parliamentary or local government election or by-election.
 - (b) Our view that the hire could lead to a breach of legal or statutory requirements, or lead to antisocial activities
 - (c) The village hall becoming unfit for your intended use.
 - (d) An emergency requiring use of the premises as a shelter for the victims in the community (e.g flooding etc)

Bookings cancelled by us will be entitled to a full refund. However, Welborne Village Hall Trustees will not be liable to you for any resulting direct or indirect loss or damages should a booking be cancelled for any of the above reasons.

Accidents

Be aware of the Health and Safety Policy. A copy of the policy is hanging in the village hall, to the left of the kitchen door. Alternatively, it is available at www.welborne.org.uk under the 'Hire our Hall' tab. All accidents must be reported to Dr A Maule (Chairman of Trustees) (Tel: 01362 850492 or e-mail andymaule@icloud.com) immediately and be recorded in the accident book which is kept with the Health and Safety policy.

Parking

Please make sure that the drive to the Care Home, adjacent to the Hall, remains completely clear to allow access for emergency vehicles.
All vehicle parking is at owners risk.

Acceptance of Conditions of Hire

Submission of a booking request indicates that you accept the conditions of hire of the premises.

Checklist for hirers of Welborne Village Hall

In order to maintain the Hall in a good condition for all, would hirers please do the following:

On Arrival:

Please note the position of all furniture and moveable items so that in the interests of later users you can leave the village hall as you found it.

Before Departure:

- I. Please ensure that the Hall floor is left in good condition (ready for the next user). Sweep the floor to remove any debris etc. (Cleaning equipment can be found in the white cupboard beside the microwave and in the store cupboard by the front door).
- II. Make sure all tables and chairs are clean before being put away, and place the tables folded and to the window side in the store cupboard.
- III. Stack chairs away tidily. Please use chair trolley to move chair stacks.
- IV. Check that all taps in the toilet area and kitchen are turned off, make sure all toilet areas are clean and free of waste, that the refrigerator is empty and clean (if used) and, where used, that any kitchen equipment/utensils etc. have been washed, dried and put away.
- V. Use the bin bags provided to dispose of any rubbish (Rubbish bins can be found to the rear of building). Any rubbish that exceeds the capacity of the external bins must be removed by the hirer. (See the note above about segregating general and recyclable waste)
- VI. When you leave, check that all windows and doors are shut. The outside kitchen door needs shutting carefully to ensure that the rod is located at the bottom of the doorstep.
- VII. Leave the double doors to the kitchen and the door to the toilet lobby open.
- VIII. Switch off all lights, audiovisual equipment, fan heaters, the water heater for drinks and the water heater (*below the draining area*). (You should not have adjusted any settings for the central heating)
- IX. Check that all internal lockable doors are locked - store cupboard, audiovisual equipment locker etc
- X. Check that all external doors are locked.

Welborne Village Hall Trust

Safeguarding Policy

What is 'Safeguarding'? - 'Safeguarding' is the word used to describe a duty of care to children in particular, but also to vulnerable young adults. It should also be extended to include other groups of vulnerable adults.

The Policy - The policy is a statement of intent and practice.

Who does it relate to? - The policy relates to Trustees, volunteers and others associated with the actions of the Trust in achieving its aims.

What are the actions? - The Trust manages Welborne Village Hall to provide a community resource for Welborne and the surrounding villages. We manage the Hall and its surrounds and facilities with physical safety as a priority. Trustees and volunteers are made aware of potential physical and personal risks to vulnerable individuals (children and others). The activities of the Trust do not at present involve working with children in the absence of a responsible adult. (Should this change appropriate security checks will be introduced). Through our Terms and Conditions for hiring our facilities we do however make our users aware of their separate responsibilities with respect to the safety of children and others.

How do we know it is working? - The Trust aims to treat everyone fairly and safely. If you feel that we are not achieving this you should give your concerns to the Chair of the Trustees (Dr A. J. Maule) using the Trust's e.mail contact details; use with 'Safeguarding' as the subject heading and you will be contacted by return e.mail. Your views will be handled in complete confidence.

Form of the Safeguarding Policy - The Policy below is taken from an example provided by the NSPCC, with our specific details inserted appropriately. It summarises our responsibilities.

The purpose and scope of this policy

The purpose of this policy is:

- to protect children and young people who receive Welborne Village Hall Trust's services. This includes the children of adults who use our services
- to provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Welborne Village Hall Trust, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of the child is paramount
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them

- appointing a Designated Safeguarding Officer (DSO) (currently the Chair of the Trustees) for children and young people who will also act as lead trustee/board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision support, training and quality assurance measures
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing information professionally and securely
- sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that
- does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

Contact details

Senior lead for safeguarding

Name: Dr Andy Maule (Chair to the Trustees) Phone/email: 07756498174; welbornevil-lage@gmail.com

NSPCC Helpline
0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed at the AGM 2021

Contact the NSPCC's Knowledge and Information Service with any questions about child protection or related topics:

Tel: 0808 800 5000 | Email: help@nspcc.org.uk | Twitter: [@NSPCCpro](https://twitter.com/NSPCCpro)

***Thank you for your co-operation
Welborne Village Hall Trustees***