



Elham Village Hall Hiring Documentation

NAME OF HIRER(S):

DATE and DAY OF HIRE:

COST OF HIRE:

PAYMENT DETAILS:

Payment by BACS to:

Elham Village Hall Association Limited

Santander Bank

Sort code: 09 01 52

Account number: 13698706

Please use your surname as a reference.

DOCUMENTS:

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ELHAM VILLAGE HALL HIRING AGREEMENT

DATE of agreement: 05 November 2022

PARTIES

- (1) The Village Hall 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 Village Hall named in clause 2.2 is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the Village 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 Hiring Coordinator or any of our charity trustees.
 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:** as per page one.

Please allow time for preparation and cleaning up afterwards.

2.2 Elham Village Hall Association Ltd

(a) Registered Charity No/Company number 1024757/ 00498497

(b) Authorised Representative **Maggie Tappenden (Hiring Coordinator)**
Address **Elham Village Hall, High Street, Elham, Canterbury, CT4 6SX**
Telephone Numbers & Email **07746 790618/ bookingsecretary.evh@gmail.com**

2.3 Hirer:

2.4 Hire Fee £

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 otherwise.
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 Village Hall.

Signature:

Date:

Maggie Tappenden
EVH Booking coordinator

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.

Signature:

Print name:

Date:

Please note:

We now operate a Key Safe System. Prior to your event I will contact you with details of the location and the Key Code.

Standard Conditions of Hire

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

1. Age

The Hirer, not being a person **under 25 years of age**, hereby accepts 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) for any purpose other than that described in the Hiring 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 onto the premises anything which may endanger the same or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without having notified us, nor allow the sale of alcohol without our written permission.

4. Insurance and Indemnity

- (i) You are liable for:
 - (a) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence to any part of the premises including its curtilage or its contents
 - (b) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence done to our WiFi service.
 - (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, 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, and subject to 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 adults at risk

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

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 Hiring Coordinator.

(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.
- 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 and Vaping

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 or vape 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.

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 our cancellation policy will apply.

We apply a sliding scale of fees in the event of cancellation. These apply to the balance of the hiring fee

(the deposit is non-refundable)

Within one month of your hire - 25% of the hiring fee

Within two weeks of your hire - 50% of the hiring fee

Less than a week - no refund will be given

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 byelection;
- (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;

(iv) 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 approval. **You must not attach or hang anything from the ceiling or from light fitting.** 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 by you.

Elham Village Hall

Premises Licence - Conditions & Operating Schedule

The Village Hall has a Premises Licence (Licence Number: SHEP00017/05), issued by Folkestone & Hythe District Council, authorising the following licensable activities at the times indicated.

Licensable activities authorised by the licence

Plays
Provision of Facilities for Dancing
Films
Live Music
Recorded Music
Sale of Alcohol On Premises
Indoor Sporting Events
Performances of Dance
Any Similar Regulated Entertainment
Making Music
Any Similar Provision of Facilities

Times authorised

Monday to Friday	10.00 to midnight
Saturday	10.00 to 23.45
Sunday	10.00 to midnight

Summary of Conditions

1. General

- The hall cannot be hired out or used for events where the sale of alcohol is the primary or a significant purpose of the event.
- The management committee/its representative must exercise due diligence in ensuring premises are hired to responsible organisations and individuals
- All hirers must have a hiring agreement. They are responsible for following fire and health and safety procedures, and ensuring that there is no crime or disorder, public nuisance or harm to children as a result of their event.
- Where films are being shown, hirers must abide by the age restrictions imposed by the film classification.

2. Sale/Supply of alcohol

If you intend to sell alcohol, you will need to seek written permission from the management committee in order for a bar to be provided by or arranged with the Village Hall's Designated Premises Supervisor or for a Temporary Event Notice to be given for the event. **Please complete the form below and return to the Hiring Coordinator.**

Application for a Licensed Bar to be provided at an event at Elham Village Hall

(Please read the sheet on the conditions and operating schedule of our premises licence first)

I hereby apply to the Designated Premises Supervisor for Elham Village Hall to authorise the sale of alcohol by the following person(s) at Elham Village Hall on the following date(s) and during the following hours:

Date:

Times:

Description of the Event:

Person to be Authorised to sell alcohol in accordance with the Licensing Act 2003:

(Being the person named at section 2.3(a) or 2.3(c) of the Hiring Agreement and, where applicable, being duly authorised on behalf of the Organisation named at section 2.3(b))

Name:

Address:

.....

.....

Signature:

I hereby authorise the person(s) named above to sell alcohol at Elham Village Hall at the event described above, on the date(s), and at the times specified above.

Signed by the Premises Supervisor appointed by Elham Village Hall Management Committee:

Name: Eric Gaskell

Date:

Signature:

Information sheet for Hirers, Elham Village Hall

Opening and Closing the Village Hall

If you are a regular hirer, you will receive a key for the hall and must sign to say you have received this.

Otherwise, we operate a Key Safe for you to collect the keys.

The location and Key Code will be given to you prior to your hire.

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.

In case of difficulty please contact the Hiring Coordinator.

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 until the expiry time shown in Clause 1 of the Hiring Agreement. Failure to comply with this will result in forfeiture of your deposit.

Safety

The village hall has a No Smoking and No Vaping Policy.

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

The location of **the telephone**, fire exits and fire extinguishers must be noted before the village hall is occupied and the manner of opening Fire Doors should be made known to your guests. There is a floor plan in the village hall foyer (floor plan showing these is attached).

The village hall Accident Book is kept on the notice board situated in the main entrance foyer to the left of the door to the Peggy Pike Room and an entry must be made in it in respect of any accident on the premises in accordance with the instructions on the inside front cover of the book.

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables in the storeroom in the manner shown on the notice.

First aid boxes are located as shown on the attached floor plan.

Power Circuits / Heating

The hall is heated by a ground source heat pump and this does not respond quickly to changes to the thermostat. For this reason, we ask that you do not adjust the heating controls. If the room is too cold, please contact the Hiring Coordinator.

Hall Telephone

A list of contact numbers is situated on the hall General Notice Board. These are intended for emergency use only. The village hall telephone is located in the cloakroom.

Car Parking

The lane leading to the village hall is a private road used by the occupiers of the adjacent houses and this must not be obstructed. The village hall car park will accommodate a good number of cars if they are parked sensibly.

Consideration for Others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please do not attach anything to the walls, doors or other surfaces without checking with the Hiring Coordinator first. Use blu-tack NOT drawing pins or Sellotape. Do not fix decorations near light fittings or heaters.

Please leave the village hall clean and tidy. All rubbish and bottles must be placed in the appropriate container in the car park. In particular we ask you to ensure table tops are wiped clean before being stacked in the cupboard.

End of function checklist

Before leaving the hall please:

- Ensure that heaters and cookers are turned off.
- Check that all electrical appliances except the freezer are turned off and unplugged.
- Turn out all lights.
- Close and lock, where possible, all internal doors.
- Secure all outside doors and windows.

Faults/ Damage/ Comments

Please report any faults or damage to the Hiring Coordinator as soon as possible so that they can be rectified quickly. The Management Committee welcome any comments or observations that you may have about your hire of Elham Village Hall.

Health and Safety Procedures

It is the intention of the Elham Village Hall Management Committee (“the **Committee**”) to comply with all relevant health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

All hirers and visitors are expected to recognise that there is a duty on them to comply with the practices set out by the Committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

It is the policy of the Committee to carry out periodic risk assessments and to adopt procedures to minimise the risks identified through these assessments. The following practices must be followed in order to minimise risks:

- **Make sure that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring**
- **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
- **Do not** work on steps, ladders or at height until they are properly secured and another person is present
- **Do not** leave portable electrical or gas appliances operating while unattended
- **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
- **Do not** attempt to move heavy or bulky items (e.g. stacked tables or chairs) - use the trolleys provided
- **Do not** attempt to carry or tip a water boiler when it contains hot water. Leave it to cool
- **Do not** allow children in the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions). Avoid overcrowding in the kitchen and do not allow running
- **Wear** suitable protective clothing when handling cleaning or other toxic materials
- **Report** any evidence of damage or faults to equipment or the building’s facilities to the Hiring Coordinator
- **Report** every accident in the accident book
- **Be aware and seek to avoid** the following risks:
 - creating slipping hazards on stairs, polished or wet floors – mop spills immediately
 - creating tripping hazards such as buggies, umbrellas, mops and other items left in halls and corridors
 - use adequate lighting to avoid tripping in poorly lit areas
 - risk to individuals while in sole occupancy of the building
 - risks involved in handling kitchen equipment e.g. cooker, water heater and knives
 - creating toppling hazards by piling equipment e.g. in store cupboards.

FIRE EVACUATION PLAN



1. On discovering a fire you should sound the alarm using the nearest available fire alarm.



2. In the event of a fire, the person in charge of the hall or function will instruct all persons to leave the building, using the nearest available exits.



3. All persons should follow the most appropriate escape route to the Fire Assembly Point.

4. Call the Fire Brigade.

There is a pay telephone located in the cloakroom. There is also good Wifi throughout the hall. The Wifi code is **President103**.

Ring 999 and give this address:

Elham Village Hall, High Street, Elham, Kent CT4 6SX

Ensure The Address Has Been Repeated By The Fire Brigade

5. The person in charge of the hall should ensure that once the hall has been evacuated, members of the public do not re-enter the building to collect personal belongings, etc.
6. On the arrival of the Fire Brigade, the person in charge of the hall should report to the Officer in Charge that all persons are safe, or should inform him / her of their last known position.
7. You should only attempt to extinguish the outbreak using the fire appliances provided if it is considered safe to do so.
8. You should call the following Village Hall personnel;
 - The Chairman: **01303 840820**
 - The Booking Secretary: **01303 862467**

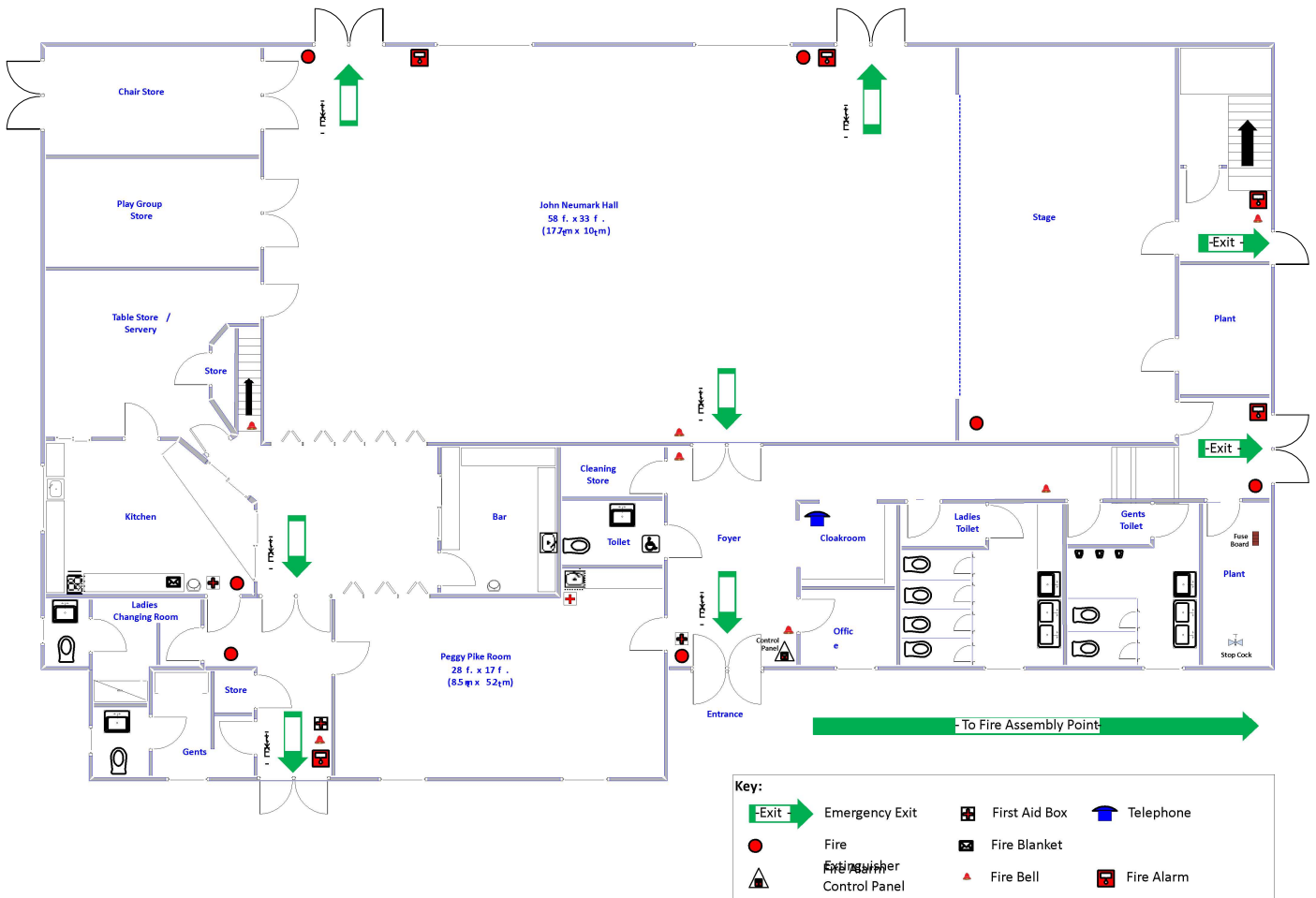
On no account must you tackle the fire until the safety of your party is confirmed.

Do not return to collect belongings.

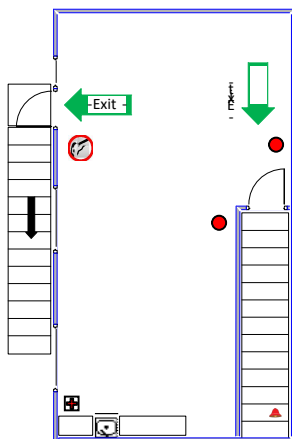
Do not re-enter the premises until instructed to do so.

Do not leave the village hall grounds until everyone is accounted for.

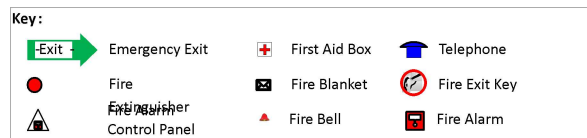
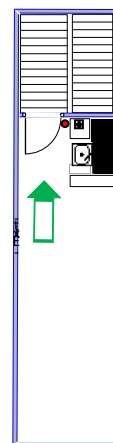
Building Plans with Evacuation Routes and location of fire equipment



Anna Clayton Room



Mary Elgar Room



There is a larger copy of this plan on the notice board in the hall foyer.

Elham Village Hall Safeguarding Policy and Procedures

Policy EVHA (Elham Village Hall Association) will meet all legislative requirements for the protection of children, young persons and vulnerable adults from any form of abuse whilst on our premises.

Procedures

The content of this document becomes the responsibility of EVHA management committee, hirers, volunteers, contractors (whether paid or unpaid), and any persons on EVHA premises, who all have a duty of care. Abuse may be in the form of physical, verbal, sexual, bullying, exclusion, neglect or combinations of these, regardless of gender, ethnicity, disability, sexuality, religion or faith. All people associated with the EVH and its use have a collective and individual legal and moral responsibility for Safeguarding these vulnerable persons. All hirers are expected to have their own Safeguarding policy and procedures, or code of conduct, and failing that must obey this policy and its procedures (available on the EVHA website). An assessment to avoid or minimise risk of abuse should be undertaken before an event, and appropriate remedial action taken as necessary. No adult shall have unsupervised access to children, young persons and/or vulnerable adults without possession, in advance of an event, of appropriate clearance such as DBS, except for their own parents/legal guardians. If a child, young person, or vulnerable adult has not been collected after an event, the responsibility of dealing with the situation rests solely with the hirer/event organiser, who if necessary must seek advice or involvement from the authorities or the Police. Any allegations of abuse occurring at an event must be dealt with by the hirer/event organiser. The EVHA Safeguarding Representative must be informed. If it is an EVHA event or within EVHA responsibility the managing committee or its Safeguarding Representative will not carry out an investigation, but will refer the matter to appropriate social services safeguarding teams and/or the Police. The designated EVHA Safeguarding Representative is Gerry Newman 01303-840-947 Definitions DBS Disclosure and Debarring Service. Certification from them is mandatory if working unsupervised with children. Abuse A violation of an individual's human or civil rights by any other person(s). Young Person are of secondary school age or above. Vulnerable Adult Someone who may be in need of services by reason of mental or other disability, age or illness, and who may not be able to take care of him(her)self, or is unable to protect him(her)self against significant harm or exploitation.

Further Information: ACRE Information Sheet 5 Safeguarding (November 2020) from Action with Communities in Rural England.

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