



Hall Gate  
Diseworth  
Derby, DE74 2QJ  
Tel: 0300 800 6000

E-mail: [bookings@diseworthhall.com](mailto:bookings@diseworthhall.com)

## Hire Agreement

- Some events, such as parties, dances, full day, and full evening events may be subject to a £200 booking deposit to cover the cost of potential damage or extra cleaning. This deposit will be returned at the discretion of the Bookings Secretary, in part or in full, subject to the condition in which the premises are left.
- For all other events, all breakages and damage must be paid for by the hirer.
- Full payment, including any deposit, must be paid in full at least 7 days before the event.

**I wish to hire** (please tick all that apply):

- The Hall and all its facilities**
- Main Hall only**
- Meeting Room only**
- Grounds only**
- Car Park only**
- Optional extras (PA, Projector, Gazebo, etc.)**

**Hire date:**

**Hours From:**  **To:**

**Hirer's name:**

**Address:**   
(proof of address may be requested):

**Total Rental Cost Due:**  
(see Hire Charges list):

**Telephone No.:**

**E-Mail:**

**I confirm I have read this Hire Agreement, the information sheet overleaf and the 'Special additional Conditions of Hire during COVID-19'. I agree to the terms and conditions set out within them.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Village Hall Representative)

**Contact details and arrangements for return of keys:**

## **General Information**

The Village Hall **DOES** hold a premises/entertainment licence.

The Village Hall **DOES NOT** hold a licence to sell alcohol; this must be arranged by the hirer.

The maximum capacity of the Hall is 100 people for any event.

Users must keep all escape routes clear and establish a plan to evacuate anyone with limited mobility (e.g. a wheelchair user) in the event of an emergency.

The hirer, who must be over 25 years of age, must be in attendance at all times. If a bar licence has been obtained, the person named on the licence must be in attendance throughout the event.

External windows must be closed by 11pm, the bar must close by 11:30pm, music must finish by 12.00 midnight, and the premises must be vacated by 1:00am.

A red folder containing detailed information about the Hall's facilities, appliances and equipment is available next to the main entrance.

## **Using the Premises**

Use the rear car park rather than the road whenever possible.

Please leave all the facilities as you found them: i.e., clean, tidy and in their original places.

Put any litter in the wheelie bins outside.

Also, if used, the Field should be cleared of any litter or debris.

Switch off all appliances, and both internal and external lights. (The switch for the car park and access light is located next to the main doors; the security light in the porch will switch off automatically.)

Close the main gates.

Please return the keys promptly to the Village Hall representative named on the Hire Agreement.

*Thank you*

## **Special additional Conditions of Hire during COVID-19**

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

You, the hirer, will be responsible for ensuring those attending your activity comply with the COVID-19 Secure Guidelines while entering and occupying the hall. Observe the information posters which are displayed at the hall entrance.

You are required to keep a record of the name and contact telephone number (or email) of all those who attend your activity for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.

To comply with the required social distancing rules the capacity of the Main Hall is limited to 20 people. The Committee Room can accommodate a maximum of 6 people provided the overall capacity of the premises does not exceed 25 people.

You will make sure that everyone likely to attend your activity understands that they **MUST NOT DO SO if they or anyone in their household has had COVID-19 symptoms in the last 7 days**, and that if they develop symptoms within 7 days of visiting the premises they **MUST** use the NHS Track and Trace system to alert others with whom they have been in contact. They should also alert you to enable you to advise the hall managers (0300 500 7000).

You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

As the Hall will only be thoroughly cleaned once a week you will be responsible for cleaning all regularly used surfaces during your period of hire **before** other members of your group or organisation arrive and to keep the premises clean through regular cleaning of surfaces during your hire (including tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products.

*Please take care cleaning electrical equipment. Use cloths - do not spray!*

You will ensure that, as far as possible, everyone observes social distancing of 2m or 1m+ with mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets, etc.); any such activities should be kept as brief as possible. You will make sure that no more than two people use each suite of toilets at the same time.

You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over, or those likely to be clinically more vulnerable to COVID-19.

You will position furniture or the arrangement of the room as far as possible to facilitate social distancing of 2m between individual people or groups of up to two households. This can be 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face; and ensuring good ventilation. If tables are being used, you will place them to maintain social distancing across the table between people from different household groups who are face-to-face: e.g., using a wide U-shape.

You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.

You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths. The rubbish bags provided should be tied and placed in the wheelie bins located outside the hall.

You will encourage users to bring their own drinks and food. You will bring your own clean tea towels, to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.

**We will have the right to close the hall if there are safety concerns relating to COVID-19, or if public buildings are required to close again. If this is necessary, we will inform you as promptly as possible.**

In the event of someone becoming unwell with suspected Covid-19 symptoms while at the hall you should insist that they immediately return home to isolate and seek medical advice. Then, ensure that others in your group have provided their contact details and leave the premises, observing the usual hand sanitising and social distancing precautions, as well as advising them to launder their clothes when they arrive home. You must inform the hall management on 0300 500 7000.

To avoid risk of aerosol or droplet transmission, you must take steps to avoid people needing to unduly raise their voices to each other: e.g., refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

**Other special points as appropriate.**

Where a sport, exercise or performing arts activity takes place, you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

Where a group uses its own equipment, you will ask those attending not share it with other members. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.