

Marhamchurch Village Hall (The Bray)

Hire Agreement

(updated Oct 2026)

Thank you for choosing Marhamchurch Village Hall.

All hirers are expected to read **the whole** of the hiring agreement and to sign the hiring form (page 2) as evidence that they agree to the hiring conditions.

You only have to do this once, unless we have an updated version.

Health and Safety:

Marhamchurch Village Hall Management Committee considers the safety of the Hall users of great importance and has worked to ensure that the building and equipment are in safe working order and that sufficient information, risk assessments and procedures for your safety are in place. It may be appropriate for you to do your own risk assessment depending on your activity (e.g. for a sport or dance club).

All new hirers will be given information/training by the Booking Secretary (or another member of the Management Committee) about safety procedures at the hall which they will be expected to follow

This will include:

- ✱ Plan of the hall
- ✱ Fire safety and evacuation advice
- ✱ Location of accident book and how to report any accident/near miss and all breakages/defects
- ✱ Use of equipment, including the kitchen
- ✱ Safe moving of tables and chairs

Hirers will be expected to do their own risk assessment for their activity and take responsibility for all their 'guests' complying.

As a hirer, it is your responsibility to take reasonable safety precautions:

- No smoking or vaping anywhere on the premises, including the courtyard.
- No children under the age of 16 to be in the kitchen without adult supervision.
- Do not leave kitchen appliances unattended when working and switch them all off before leaving the building.
- Before starting your event, check that all fire exits can be opened easily
- Designate at least one person to supervise evacuation in the event of a fire
- Take care to minimise risks from potential trip hazards (e.g. buggies, toys on floor; trailing wires) and keep fire exits clear.
- Mop up all wet spills immediately
- Store equipment safely so it will not fall on people
- There are no step ladders for your use in the hall. If you wish to decorate above head height, please use your own step ladder at your own risk.
- Do not bring any electrical equipment to use in the hall unless it has a current PAT certificate.

Safeguarding: The protection from abuse of children, young people and adults is everyone's responsibility.

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.

If you are concerned about abuse or neglect of an adult in Cornwall, please contact Cornwall Council's Safeguarding Adults/Access Team Telephone: 0300 1234 131

Out of hours telephone: 0300 1234 131- Option 1 (For emergencies only),

Concerned about abuse or neglect of a child or young person: 0300 123 1116 ; out of hours:01208 251300. Phone 999 for emergencies.

Marhamchurch Village Hall Safeguarding Lead: Sue Shadrack (07450 974651)

Please sign the Hirers' Agreements where appropriate

1. For bookings Involving children, young people under 18 and vulnerable adults

CHILD PROTECTION STATEMENT The Hirer accepts full responsibility for ensuring that an appropriate Child Protection Procedure is in place and is observed by all persons on the premises involved with children and young persons under the age of 18 during the course of the event for which the premises have been hired.

Your Name (please print).....

Signed**Date**.....

2. Health and Safety: I have read and agree to abide by the information and guidelines in the Hirer's Agreement for Marhamchurch Village Hall.

Your Name (please print).....

Signed:.....**Date:**.....

Your contact details: Phone.....

Email:.....

Your group (if applicable)