



HALL HIRE AGREEMENT

1. Hirer Details

Name of Hirer:	
Organisation (if any):	
Address:	
Telephone / Email:	

2. Hire Details

Date(s) of Hire:	
Time(s) of Hire:	
Purpose of Hire:	
Rooms/Facilities Required:	
Total Fee: £	
Deposit Paid: £	

3. Terms

The Hirer agrees to:

- Provide a 50% deposit to confirm the booking: payment to be made to:
Farewell & Chorley Village Hall Trustees
Sort Code 30-95-04
Account No. 01497178
- Supervise the hall and all persons using it during the hire.
- Use the hall only for the stated purpose.
- Comply with fire safety, safeguarding, electrical safety and legal requirements, including any electrical items brought in have been appropriately tested.
- Prevent smoking inside the hall and prevent illegal/dangerous activities.
- Leave the hall clean, tidy, and with furniture/equipment replaced and all rubbish removed

- Report any damage or incidents immediately and accept liability for any loss or damage caused during the hire.
- Keep noise to acceptable levels and avoid any nuisance to others

The Village Hall Committee agrees to:

- Ensure the hall is tidied and clear ready for the hire purpose
- Provide the hall in a safe and usable condition.
- Ensure insurance covers the building and public liability (not hirer's property/activities).
- Provide access at the agreed time.

4. Cancellation

- Cancellation with more than 2 weeks' notice: full deposit refunded
- Cancellation with less than 2 weeks' notice: no refund
- The Committee may cancel in exceptional circumstances (e.g. emergency, safety issues) and 100% refund will apply

5. Agreement

By signing below, the Hirer accepts responsibility for complying with these conditions.

Signed by Hirer: _____ Date: _____

On behalf of the Village Hall Committee: _____ Date: _____

Information for Hirer:

Fire exits are at the front and either side of the hall: fire equipment is located in the entrance area and the kitchen

Emergency contact during hire: Jenny 07779 486542

Rubbish disposal arrangements: Blue bin at front of Hall

Key return arrangements: _____

CHORLEY & FAREWELL VILLAGE HALL RISK ASSESSMENT

Last reviewed & approved: 01 September 2025

Next review due: 01 September 2026

Contact for incidents: farewellchorleyvillagehall@gmail.com

Hazard	Who Might Be Harmed	Risk (What Could Happen)	Existing Controls	Further Actions Needed
Fire (kitchen, electrics)	All users	Injury, smoke inhalation, property damage	Fire extinguishers in place, fire exits marked	Ensure regular servicing
Electrical equipment	Staff, hirers, children	Shock, burns, fire	Regular PAT testing, fixed wiring inspections	Replace old/damaged appliances promptly
Safeguarding (nursery, vulnerable groups)	Children, vulnerable adults	Risk of harm, lack of supervision	Hirers required to supervise, nursery staff trained	Remind hirers of need for safeguarding standards
Slips, trips, falls	All users	Minor to serious injuries	Wooden floor maintained, regular cleaning	Use mats at entrances, display wet floor signs
Kitchen & food handling	Hirers, event attendees	Burns, food poisoning, cuts	Cooker and microwave available, hirers responsible	Provide guidance on safe use of appliances
Lone working/security	Volunteers, staff	Risk of harm, theft, accidents	Hall securely locked when not in use	Consider guidance for lone workers
Outdoor areas & car park	Users, children, visitors	Trips, vehicle accidents	Basic lighting and access	Improve signage, mark safe pedestrian routes if possible
General building safety	All users	Exposure to hazards (asbestos, structural issues)	Building maintained, regular checks	Confirm asbestos status, keep maintenance log