



## Bagshot Playing Fields Association

The BPFA Pavilion, College Ride, Bagshot, Surrey GU19 5ET

<http://www.bagshotbpfa.co.uk>

---

### **BAGSHOT PLAYING FIELDS ASSOCIATION HALL HIRING CONDITIONS FOR REGULAR HIRERS IN THE TIME OF COVID 19**

#### **The Hiring Charge includes:**

- 1. The use of the hall and disabled toilet during the hire period**
- 2. Use of adjoining car park**
- 3. Use of tables and chairs**
- 4. Lighting and water**
- 5. Heating**
- 6. Power Circuits.**
- 7. Part, but not exclusive, use of the field.**

#### **Rules:**

- a. Meetings – The main Hall measures 11.3 x 9.3 metres ie 105.09 sqm  
The hirer should follow government guide lines in adhering to social distancing when conducting their activities.**
- b. The hall shall be well ventilated with doors and windows open and extractor fans switched on.**
- c. A one way system is in operation: Entrance to the Main Hall shall be via the Reception area and Exit via the double fire doors.**
- d. The disabled toilet is for the use of Main Hall users.**
- e. Users should be encouraged to arrive, ready clothed for their activity with a minimum of belongings. Any shoes etc should be placed in a plastic bag and deposited at the edges of the hall.**
- f. Users should bring their own water bottles. Water is available in the kitchen, one person at a time.**
- g. At the end of the session all surfaces and equipment used must be sanitized. Cleaning materials and hand sanitizer is provided but it would be most helpful if each hirer could provide their own supply.**
- h. All property belonging to the Hirer and users of the hall shall be removed at the end of the session. The Committee shall not be responsible for any loss or damage to any item left in the hall thereafter.**

- i. No damage or destruction shall be caused to the building or any part thereof, nor to any fixtures, fittings or property. **Nothing is to be attached to the newly decorated walls.**
- j. The hall shall be locked, the windows and shutters closed and all lights and appliances turned off at the end of the hire period.
- k. The keys are the responsibility of the hirer and must not be lent to any other person. They must be returned to the committee at the end of the hire contract.
- l. The hirer should have Public Liability Insurance.
- m. The Hirer is responsible for the safety of all users of the hall during the hire period.
- n. In the interests of security, the entrance door must NOT be wedged open at any time.
- o. All electrical equipment should be PAT tested

**NO SMOKING OR NAKED FLAMES SHALL BE PERMITTED**

### **The hirer agrees:**

To pay £12 per hour, payable to the Treasurer, monthly for the hire of the hall. Payment must be made within 7 days of receiving the invoice or the hire agreement will be terminated.

Two weeks notice of termination of the hiring is required.

If, for any reason you are unable to use the hall on any occasion, You must notify me **IN ADVANCE**. Failure to do so will result in you paying for the session.

### **The Committee**

1. Reserve the right to terminate the contract in the event of any breach of the rules.
2. Shall not be liable to the Hirer, or any persons in attendance, for any loss or injury occasioned to such persons, unless the same shall have resulted from any breach of a Statutory Duty or any actionable negligence of the Committee or those whom it employs.
3. Shall not be liable to the Hirer for any expenses or losses whatsoever incurred by the Hirer if the hall is unavailable on any hire date due to circumstances beyond its control.

*Registered Charity No: 27465  
Chairman: Dr David Norminton*

