

Policies relevant to the Conditions of Hire

Drugs Misuse Policy

Introduction

For the purposes of this document the term **Drugs** shall include all substances described as Class A, B and C under the Misuse of Drugs Act 1971. Holbrook Village Hall CIO expressly forbids the consumption, possession or dealing of any drug under the terms of the Act in the Village Hall and its environs.

Holbrook Village Hall and its environs cannot be used or occupied by individuals or groups without the express permission of the Management Committee. To that end, hirers must complete and sign a Booking Form accepting the Conditions of Hire and become responsible for the actions of the groups and individuals in the Hall and its environs during the hiring period. Booking Forms must be completed for each individual hiring or, in the case of Regular Hirers, for a stated period. This Policy will form part of the Conditions of Hire and the hirer must sign that they agree to be so bound.

Responsibilities of Hirers

- Hirers must take steps to ensure drugs are not dealt, possessed or consumed in the Hall or its environs during the hiring period.
- The hirer must provide adequate Door Supervisors and Stewards to ensure that the Conditions of Hire are met.
- If the hirer feels the necessity to ask Door Supervisors to search individuals then the Committee cannot accept the booking.
- The capacity of the hall as shown in the conditions of hire shall not be exceeded.
- If drugs are found, the hirer must:
 - Seize the drugs / equipment having regard for personal safety.
 - Try to establish the identity of the individual(s) involved.
 - If practical, bearing in mind personal safety, detain the individual(s) involved.
 - Call the Police.
 - Hand any seized drugs to the Police when they arrive.
 - Inform the Management Committee verbally as soon as possible. This must be followed up with a full written report.
- If the hirer suspects drugs have been consumed they must:
 - Provide first aid for users.
 - Provide free drinking water.
 - Provide a quiet, cool environment away from other users of the premises.
 - Have the means to summon emergency help if needed.

The Management Committee reserve the right to refuse all further bookings if drugs have been used or it is suspected they have been, or might be used, during a hiring.

This policy shall be reviewed annually.

Adopted by the CIO trustees on 1st June 2026.