

## VILLAGE HALL USERS GUIDE

### ARRIVAL AND SETUP

**Keys** The keys to the Hall are available through the Bookings Secretary, with whom arrangements for their collection and return should be made. Please ensure that a responsible person keeps charge of the keys at all times. The keys to the Hall must be returned promptly after your event since they may be needed for other hirers shortly afterwards. A charge will be made for lost keys.

**Car parking** Please ensure that access to the Hall by emergency vehicles is left clear at all times. If you are expecting a large number of cars, please make sure parking is appropriately supervised and, if necessary, consult the Bookings Secretary for advice. Further parking may be available on the Meadow for an extra fee.

**Heating** Heating the Hall is very expensive. The heating in the Hall is carefully regulated so that it should be at a comfortable temperature for most users at most times. If you do find the need to increase the heating, please do not turn up the thermostat to more than 20' and please always turn it down to 15' on leaving the Hall. If you want to turn off the heating for an hour in the main hall there is a switch by the main door.

**Lighting** The light switches to the main hall and terrace are on the wall to the right of the main hall door. If you want to use the spotlights and/or glitter ball the switches are in the cupboard at the bottom of the stairs.

**Noise regulator** The lighting column on the wall at the near end of the hall monitors the volume of noise. If the noise exceeds the regulated level the electricity will be cut to the sockets and the hall lights will come on. This will reset after 2 minutes. Please do not try to override the regulator. Turn down the volume of your equipment.

**Tables and chairs** Please clean the tables if necessary. Return all furniture to the annexe storage area after your event. Chairs should be stacked no more than 6 high facing the wall.

**Kitchen and other equipment** Please make sure that you leave the kitchen clean and tidy, wash and return the equipment before you leave. Instructions for using the dishwasher, cooker and water heater are in the kitchen.

**Litter/Rubbish** We do not supply bin bags - bring your own. Please make sure all rubbish is placed in large green bin outside the hall. Do not leave any for the foxes to rip open.

Please take any empty bottles with you as we do not have recycling facilities for glass.

**Responsible person** Please ensure that the responsible person (the person whom you nominated at the time of booking who must be over twenty-one) is in the Hall at all times and ensures compliance with the Conditions of Hire. Unless you let the Bookings Secretary know in advance, the person named in the booking form will be regarded as the responsible person for these purposes. Remember that the person must be over twenty-one and present in the Hall at all times.

**Health and safety** Although the trustees of the Hall take all reasonable steps to ensure that the Hall is safe and clean for users, it is the primary responsibility of those booking the Hall to ensure the health and safety of users of the Hall. The Hall trustees are insured against any claims arising out of their own negligence, but they otherwise accept no responsibility for accidents to hirers or their guests, agents or employees and hirers should consider carefully taking out their own public liability insurance in case of any claims against them arising as a result of the hire. Please read and observe the various safety notices in the Hall. Emergency exits should not be obstructed at any time. Please also remember to ensure that emergency vehicles can reach the Hall at all times if required. If you are proposing to bring into the Hall any electrical appliance, it is your responsibility to ensure that it is safe and in good working order and used in a safe manner. Smoking is not permitted in any part of the hall. There is a cigarette stub box on the wall at the front of the hall.

**Accidents and Dangerous Occurrences** The hirer must report all accidents involving injury to any person to a Hall trustee or the Bookings Secretary as soon as possible and record the details in the Hall's accident book (kept

near the First Aid box in the kitchen). In the event of an emergency please telephone someone on the emergency telephone number list on the noticeboard.

**Fire** In case of fire, evacuate the Hall immediately and call the fire brigade. Fire extinguishers are provided in the Hall. Do not take any risks with personal safety in case of fire. It is your responsibility to ensure that everyone in the Hall knows how to evacuate the Hall in an emergency.

**Care of the Hall** Do not use Blu-tak, tape or pins on the walls. Removal often damages the paint work and we will charge you if damage is done.

**Indemnity** The hirer will indemnify and keep indemnified the Hall trustees (and each of them) and their employees, volunteers, agents and invitees against (1) the cost of repair of any damage done to the Hall, its installed equipment or contents, (2) all claims in respect of damage or loss of property or injury to persons arising from the use of the Hall by the hirer and (3) any liability or costs arising from the breach by the Hirer of any of these Conditions of Hire. Hirers are reminded to consider taking out their own insurance against these liabilities.

## **LEAVING THE HALL**

**Vacating the Hall** *Please vacate the hall at the time stated on the booking form. You may be charged if you do not.*

**Noise** When leaving the Hall after your event, particularly in the evening, please try to avoid unnecessary noise and disturbance to our neighbours.

**Lights** Please turn out all lights when leaving the Hall. The exterior lights are on a timer switch, which will allow you to leave the car park area before automatically switching off. The terrace lights need to be turned off.

**Rubbish** Put all rubbish in the outside bin and avoid any overflowing.

**Heating** Whether or not you have adjusted the thermostat during your event, please ensure that it is reset at 15° when you leave the Hall.

**Replacement of equipment and chairs** Please report any damage to the Hall, chairs, tables or other equipment to the Bookings Secretary.

**Return of keys** After your event, please ensure that all windows and doors in the Hall are securely closed and locked and return the keys of the Hall as soon as possible to the Bookings Secretary.

## **CANCELLATION**

If you wish to cancel your booking and the Bookings Secretary is unable to conclude a replacement booking, the question of the payment or the repayment of the hire charges shall be at the discretion of the Hall trustees. The Hall trustees reserve the right to cancel this booking by written notice to the hirer (as specified in the booking form) if (1) they reasonably consider that (i) the hiring may lead to a breach of licensing conditions or other legal requirement or (ii) unlawful or unsuitable activities will take place in the Hall as a result of this hiring or (2) the Hall becomes unfit for the use intended by the hirer. In the case of a cancellation by the Hall trustees, the hirer will be entitled to a refund of any deposit or hire charges already paid, but the Hall trustees shall not be liable to the hirer for any resulting direct or indirect loss or damages whatsoever.

1. a) more than four weeks before the booked event. 100% refund, less a £30 administration fee.
2. b) between two and four weeks before your booked date. 50% refund.
3. c) less than two weeks before the event. 0% refund.