



Charity Registration Number 522649

## **Standon & Cotes Heath Community Centre Village Hall Conditions of Hire (March 2024)**

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**Standon and Cotes Heath Village Hall** is run as a charity whose specific objective is to provide the Hall's facilities for the use of the inhabitants of Standon and Cotes Heath Village and the local community. The charity itself is self-funded and managed by a small group of Volunteer Trustee's. The hiring of the Hall for hirers to use and enjoy provides an essential source of funds for the provision and maintenance of the Hall.

This Agreement constituting the Booking Form and Standard Conditions of Hire is made between the Hirer and the Venue. The parties agree that the hiring will be carried out in accordance with this Agreement. The agreement is reviewed annually and both casual and regular hirers will be asked to read and agree to the terms as stated in this Hiring Agreement.

Please be aware that on signing the agreement the Hirer enters into a contract that could be used in evidence should legal action become necessary.

These Conditions apply equally to casual and regular hirers of the Hall. A representative from each regular hiring group is invited to attend the Village Hall AGM and participate in discussions pertaining to the hall, including matters related to the halls upkeep and ongoing arrangements. We welcome feedback from both casual and regular hirers, please send any comments to [cotesheathstandonvillagehall@gmail.com](mailto:cotesheathstandonvillagehall@gmail.com)

Regular hirers will be invoiced every 3 months, or at intervals pre-agreed with the Trustee Committee.

Invoices to regular or casual hirers alike must be paid within the time parameters as stated on the invoice. Failure to do so may result in the cancellation of hiring.

Our booking calendar can be viewed at [www.cotesheathandstandonvillagehall.co.uk](http://www.cotesheathandstandonvillagehall.co.uk) and further information about hiring Standon & Cotes Heath Village Hall can be found on the portal. Should you wish to amend or cancel a booking use the booking portal or send an e-mail to [cotesheathstandonvillagehall@gmail.com](mailto:cotesheathstandonvillagehall@gmail.com). All one-off bookings are subject to a representative of the management committee being available to check hirers in and out of the premises. This will be confirmed at inquiry stage i.e. before a booking is accepted and confirmed.

We advise that the Hirer undertakes a risk assessment for each event. The Hirer is also advised to carry out a practice evacuation of the Premises. The Village Hall Booking Secretary are happy to receive and answer questions and will endeavour to support the Hirer as they familiarise themselves with the premises.

## Booking Form

**DATED:** \_\_\_\_\_

### **PARTIES:**

- 1) The Village Hall named in clause 2.2 acting by its management committee:
- 2) The person or organisation named in clause 2.3:

### **AGREED** as follows:

#### **1.** Throughout this Agreement:

- the Village Hall named in clause 2.2 is referred to as “we”; “our” is to be construed accordingly and “we” and “us” mean and include the Village Hall’s charity trustees, employees, volunteers, agents and invitees
- the person or organisation named in clause 2.3 is referred to as “you”; and “your” is to be construed; accordingly, “you” also includes the members of your management committee (if appropriate), your employees, volunteers, agents, and invitees
- where you must seek our consent, tell us about something or give us something, you must speak to and seek consent from the Booking’s Secretary or, if the Booking’s Secretary is not available, any of our charity trustees.

- 2.** In consideration of the hire fee described in clause 2.4, we agree to permit you to use the premises described in clause 2.5 for the purpose described in clause 2.6 for the period(s) described in clause 2.1. The details inserted in sub-clauses 2.1 to 2.6 below and the answers to the questions in subclauses 2.7 to 2.11 are terms of this Agreement. This Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the attached Schedule.

#### **2.1 Date(s) required:**

Date(s):

(Regular hirers please state day your group meets and indicate regularity – check your bookings are correctly listed on the booking calendar)

From:                      To:                      Time required (Hours):

#### **2.2 Village Hall:**

- a) Registered Charity No: 522649
- b) Management Committee’s representative: Tracey O’Flaherty- Booking’s Secretary  
Address: Cotes Heath and Standon Village Hall, Station Road Cotes Heath ST21 6RU

Email: [cotesheathstandonvillagehall@gmail.com](mailto:cotesheathstandonvillagehall@gmail.com)

#### **2.3 Hirer:**

- a) Name:
- b) Organisation(if applicable):
- c) Name of Organisation’s Authorised Representative(if applicable):

Address:

Telephone:

Email:

**2.4 Hire Fee:** (Please see 'Hire Fees document on booking portal for details of fees and note these are subject to annual review).

**Regular hirers complete this section**

Hire Fee: £ / Hour

Regular booking slot (Day, time, term time or throughout the year,):

Please advise of any alteration to your regular booking slot at your earliest convenience and at least 28 days in advance so we can make the hall available to other users and invoice correctly.

**Casual hirers please complete this section**

Hire Fee: £ / Hour

Total Number of hours hired:

Total Hire fee: £

Damage deposit (casual hirers): £50

Total Payable £

On confirming your booking we will invoice you for a £50 deposit, £25 of this is non-refundable in the event that you cancel your booking with less than 28 days notice. This will also form part of a £50 damage deposit. This deposit must be paid within 7 days of receipt of invoice and will be deducted from your final balance.

You must pay the total balance of the booking fee 14 days prior to the date of the event for which you hire the premises.

We will refund the £50 damage deposit within 14 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring as a result of the hiring or cancellation of the hiring.

Our preferred method of refunding the deposit is through direct bank transfer, therefore please provide the following information, any paper details of which will be destroyed following completion of the transaction:

Name of Account Holder: \_\_\_\_\_

Sort Code: \_\_\_\_\_

Account Number: \_\_\_\_\_

Is this a commercial hire? Yes / No

**Additional condition for use with commercial hirers:**

*Village halls are usually held on strict trusts which require the management committee to ensure that the hall is administered in accordance with those trusts. Accordingly, we are bound to preserve and hereby reserve the right to terminate this Agreement by not less than seven days' notice in writing to you in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes.*

*In the event of such termination by us, we will refund to you all monies paid by you to us. We will not, however, be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination.*

## 2.5 Premises

Whole of hall

2.6 Purpose/description of hiring:

2.7 Will tickets be sold for your event? Yes / No

2.8 Is food to be provided at the event? Yes / No

2.9 Is alcohol to be provided at the event? Yes / No

2.10 Will there be exhibition of a film? Yes / No

2.11 Will live music be performed or recorded music played? Yes / No

3. You agree not to exceed the maximum permitted number of people including the organisers/performers. The main hall holding 100 people seated around tables or 200 people in lecture-style seating or 300 people standing.

4. The hall does have a licence: with the Performing Right Society (PRS) for the performance of copyright music, from Phonographic Performance Licence (PPL).

4.1 We do have a Premises Licence authorising entertainment and the sale of alcohol. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein. If we believe that a Temporary Event Notice (TEN) would be in our best interests for this hiring, we can require you to give notice of a TEN.

5. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

6. We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.

7. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Subject to satisfactory completion of Booking Form and receipt of fees duly authorised by the person named above at 2.2(b), on behalf of the Village Hall: Tracey O'Flaherty.

Signed by the person named at 2.3(a) above or at 2.3(c) above, duly authorised, on behalf of the organisation named at 2.3(b) above, where applicable:

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Standard Conditions of Hire

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

### 1. Age

You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

### 2. Supervision

During the period of the hiring, you are responsible for:

- (i) supervision of the premises, the fabric and the contents.
- (ii) care of the premises, safety from damage however slight or change of any sort; and
- (iii) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

### 3. Use of premises

You must not use the premises (including the car park, if any) for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission.

*Ball games by permission only this to include table tennis and indoor bowls. No fires in the car park. The car park is only to be used for parking cars.*

*Small indoor inflatables of the type hired for a children's party are allowed inside the hall but are used entirely at the hirers risk – please take care to not damage the halls wooden floors. Please assess risks and ensure any indoor inflatable is clear of the hall beams and sensibly located.*

### 4. Insurance and indemnity

(i) You are liable for:

- a) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence to any part of the premises including its curtilage or its contents
- b) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence done to our WiFi service (if any)
- c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our WiFi service (if any), and
- d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our WiFi service (if any), and subject to sub-clause (ii), you must indemnify us against such liabilities.

(ii) We will take out adequate insurance to insure the liabilities described in sub-clauses (i) (a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in subclauses (i)(c) and (d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:

- a) any insurance excess incurred and
- b) the difference between the amount of the liability and the monies we receive under the insurance policy.

(iii) Where we do not insure the liabilities described in sub-clauses (i)(c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Hall Secretary. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

We are insured against any claims arising out of our own negligence.

#### **5. Gaming, betting and lotteries**

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

#### **6. Music Copyright licensing**

You must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, you must hold such licence(s).

#### **7. Music**

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

#### **8. Film**

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

#### **9. Safeguarding children, young people and adults at risk**

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.

#### **10. Public safety compliance**

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our health and safety policy.

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Booking Secretary.

(i) You acknowledge that you have received instruction in the following matters:

- a) The action to be taken in event of fire. This includes calling the Fire Service and evacuating the hall.
- b) The location of fire equipment.
- c) Escape routes and the need to keep them clear.
- d) Method of operation of escape door fastenings.
- e) Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- f) Location of the first aid box.

(ii) In advance of any activity whether regulated entertainment or not you must check the following items:

- a) That all fire exits are unlocked and panic bolts are in good working order.
- b) That all escape routes are free of obstruction and can be safely used for instant free public exit.
- c) That any fire doors are not wedged open.
- d) That there are no fire-hazards on the premises.

## **11. Noise**

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

## **12. Drunk and disorderly behaviour and supply of illegal drugs**

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

## **13. Food, health and hygiene**

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are/are not provided with a refrigerator and thermometer.

## **14. Electrical appliance safety**

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

## **15. Stored equipment**

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- (i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended
- (ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.

## **16. Smoking**

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

## **17. Accidents and dangerous occurrences**

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book. You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our Hall Booking's Secretary can give assistance in completing this form, if needed and can provide contact details of the Incident Contact Centre.

This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

## **18. Explosives and flammable substances**

You must ensure that:

- (i) Highly flammable substances are not brought into, or used, in any part of the premises.
- (ii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.

## **19. Heating**

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

The heating is automatically regulated. Hirers must not alter the heating settings.

## **20. Animals**

You must ensure that Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises.

## **21. Fly posting**

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and must indemnify and keep indemnified us accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority.

*The fixing of any posters or notices (including temporary notices) and all other miscellaneous items on internal walls is prohibited. As is the use of Sellotape, blue tack or any other method of fixation.*

## **22. Sale of goods**

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

## **23. WIFI**

### **1. WiFi Services**

When using the WiFi service you agree at all times to be bound by the following provisions:

- (i) not to use the WiFi service for any for the following purposes:
  - a) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
  - b) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
  - c) interfering with any other persons use or enjoyment of the WiFi service; or
  - d) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner;
- (ii) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

### **2. Termination of the WiFi service**

We have the right to suspend or terminate our WiFi service immediately in the event that there is any breach of any of the provisions of these Standard Conditions including without limitation:

- (i) if you use any equipment which is defective or illegal;
- (ii) if you cause any technical or other problems to our WiFi service;
- (iii) if, in our opinion, you are involved in fraudulent or unauthorised use of our WiFi service;



- (iv) if you resell access to our WiFi service; or
- (v) if you use our WiFi service in contravention of the terms of these Standard Conditions.

### **3. Availability of WiFi Services**

- (i) Although we aim to offer the best WiFi service possible, we make no promise that the WiFi service will meet your requirements. We cannot guarantee that our WiFi service will be fault-free or accessible at all times.
- (ii) It is your responsibility to ensure that any WiFi enabled device used by you is compatible with our WiFi service and is switched on. The availability and performance of our WiFi service is subject to all memory, storage and any other limitations in your device. Our WiFi service is only available to your device when it is within the operating range of the main hall.
- (iii) We are not responsible for data, messages, or pages that you may lose or that become misdirected because of the interruptions or performance issues with our WiFi service or wireless communications networks generally. We may impose usage, or service limits, suspend service, or block certain kinds of usage in our sole discretion, to protect other users of our WiFi service. Network speed is no indication of the speed at which your WiFi enabled device or our WiFi service sends or receives data. Actual network speed will vary based on configuration, compression and network congestion.

### **24. Privacy & Data Protection**

- (i) We may collect and store personal data through your use of our WiFi service.
- (ii) We may process all information about you which is provided in relation to our WiFi service in accordance with your legal rights under the Data Protection 1998 and solely for the purposes of offering the WiFi service.
- (iii) By using our WiFi service, you agree to the terms of this clause 26. If you would like more information or object to anything in these conditions, you should speak to the Bookig Secretary, Tracey O'Flaherty ]
- (iv) When using the WiFi service the Hirer agrees at all times to be bound by the following provisions:
  - a) not to use the WiFi service for any for the following purposes:
    - (i) disseminating any unlawful, harassing, libellous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material or otherwise breaching any laws;
    - (ii) transmitting material that constitutes a criminal offence or encourages conduct that constitutes a criminal offence, results in civil liability or otherwise breaches any applicable laws, regulations or code of practice;
    - (iii) interfering with any other persons use or enjoyment of the WiFi service; and
    - (iv) making, transmitting or storing electronic copies of material protected by copyright without permission of the owner
  - b) to keep any username, password, or any other information which forms part of the WiFi service security procedure confidential and not to disclose it to any third party.

### **25. Cancellation**

If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we may, in our complete discretion, return the deposit or require payment of the hire fee.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- (i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- (ii) our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- (iii) the premises becoming unfit for your intended use;
- (iv) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

## **26. End of hire**

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge.

*Toilets must be flushed and left clean. All lights with the exception of the kitchen lights, must be turned off. Tables and chairs are to be returned to their stored location. The Village Hall takes no responsibility for items left in the Hall after it has been used by a hirer. All rubbish generated during the period of hire should be removed from the building and disposed of appropriately.*

*For regular hirers you are to ensure the property is properly locked. For casual hirers, your representative will usually lock up after your hire period has ended.*

*The Hirer must ensure that the Premises are vacated promptly at the end of the Period of Hire.*

*The deposit of £50 will be retained where any part of the Premises have not been left in a clean, tidy and undamaged condition. At the end of the period of hire, your representative will review the condition and discuss any concerns with you prior to reporting such concerns to the management committee.*

## **27. No alterations**

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them, and you must make good to our satisfaction any damage you cause to the premises by such removal. Additional locks are not permitted and locks must not be changed.

## **28. No rights**

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.

## Appendix 1

### Standon and Cotes Heath Village Hall Hirer Check-out Checklist

When you arrive at the Village Hall please check the hall for breakages, damage or hazards. Walk around the building, check fire exits are clear, that the hall is generally clean, tidy, and free from hazards. Please report breakages, damages and notify us of problems as soon as you encounter them by contacting the Booking Secretary or emailing [cotesheathstandonvillagehall@gmail.com](mailto:cotesheathstandonvillagehall@gmail.com)

At check-out, to ensure the hall is left clean and tidy for the next hirer, please ensure you have done the following:

- Flush toilets and check all bathrooms to ensure they are clean, that all taps and lights are off.
- Check kitchen and hall.
  - All floors are clean and tidy and debris free.
  - Check fridge and cooker have been left clean. Fridge is to be left turned on.
  - Empty kitchen bin.
- Check all rubbish has been removed from the hall and placed in the refuse bins.
- Close all windows, ensure fire exits are securely shut.
- Turn off lights with the exception of the kitchen light and lock the main front door.
- If applicable, return key to the Key Safe by the front door and text the Booking Secretary to let them know you have left the building.
- Please leave the hall as you have found it for the next hirer to use and enjoy.

**Please leave the hall as you have found it for the next hirer to use and enjoy.**

## **Appendix 2**

### **Additional Information**

Opening and closing the Village Hall

For casual hirers, the Village Hall will usually arrange for a representative from the management committee to meet you at the start of your hire period to open up and then will return at the end of your hire period to lock up. Regular users will either have a key or be informed of the code for the key safe, please ensure the key is returned to the key safe.

### **Fire and Safety**

In the event of a fire, the Village Hall should be evacuated in an orderly manner using the appropriate exits and the Fire Brigade called by dialing 999.

The exact location of the fire exits and fire extinguishers must be noted before the Hall is occupied and made known to guests.

### **Telephone**

The Village Hall has no telephone so you are advised to have a fully charged mobile phone with you in case of emergency.

### **Car Parking**

There is a car park at the village hall. Please ensure any exits remain open and must not be obstructed.

### **Consideration of Others**

Please ask guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park will disturb local residents.

Please leave the Village Hall clean and tidy and place all your rubbish in the refuse bins provided at the hall.

Please ensure tabletops are wiped clean with antibacterial cleaner before being stacked away. That chairs are restacked, no more than 10 chairs high, and returned to their stored location using the trolleys provided.

### **Location of Fire Exits, Fire Extinguishers and Mains Fuse Board**

#### **Fire Exits:**

Main Front Entrance

Back door to right of stage

Door at the bottom of the ramp, right hand side, in the small hall

#### **Fire Extinguishers**

Three in kitchen

Three in main hall.2 by the front entrance and 1 by the rear Fire Exit Doors

1 in the Small Hall by the rear fire exit door

#### **Main Fuse Board**

Located in the main hall by the lights switches

#### **Mains Water Tap**

Through Small Hall towards exit and turn right into storage room where it will be found on left hand wall.

#### **Accident Book and First Aid Kit**

In Kitchen in top cupboard by main entrance into kitchen