

ETCHING HILL VILLAGE HALL

Terms and Conditions of Hire

This document informs Hirers of the hall of procedures and other information of which they should be aware. It also details their responsibilities, some of which are legal obligations. It is therefore important that Hirers read and understand its content.

Booking Procedure

1. A booking is only secured by return of a completed booking form, together with the correct deposit, to the Booking Officer.
2. Keys will only be issued when the balance of the hire charge is tendered.
3. In the case that the hirer cancels the booking, the deposit will be forfeit.
4. Etching Hill Village Hall Management Committee reserves the right to cancel any booking. If this occurs, the hirer will be refunded in full for any monies paid for the hire.

Facilities and Restrictions

1. The maximum capacity of the hall is 120 people.
2. A kitchen and some catering equipment are available. They must be used in accordance with conditions stated below.
3. The hall is licensed for plays and films, playing of live or recorded music, dance and indoor sports. All music royalties are included in the hire charge. Any discos brought in must comply with noise limitation, below.
4. The hall is not licensed for the sale of alcohol.
5. The hall's public liability insurance includes persons hiring the premises. Hirers are advised to insure against damage or theft of personal property.
6. Smoking is strictly prohibited within the hall.
7. Cleaning apparatus in the storeroom behind the stage. If cleaned, floors must be left dry when left.

Responsibilities of the Hirer

1. The management committee does not have the resources to constantly monitor for infrequent or unexpected hazards. It is the Hirer's responsibility to check that none exist when entering the premises. If dangers are found, such as ice and snow, fallen trees, water leaks etc, in either the hall or its grounds, they must abandon their event and report the problem to the Booking Officer.
2. All facilities used ~ rooms, equipment, car park etc must be left in a clean and tidy condition
3. Any breakages or damage to the fabric, fittings or equipment must be reported to the Bookings Officer as soon as possible. The hirer is responsible for the cost of making good any such damage.
4. Control of admission to the hall is limited to those persons for whom the hirer is prepared to take responsibility in regard of their use of the hall. The Hirer must control his/her event to ensure all attendees comply with the Health & Safety, Fire and Community Responsibilities detailed below.
5. Limiting the number of persons admitted to 120 or less.
6. Return the keys to the Booking Officer asap, latest by 12 noon on the day following the hiring.
7. Ensure all doors and emergency exits are kept unlocked and clear of obstruction whilst the hall is in use.
8. Whenever public entertainment is in progress, the Hirer must ensure that a minimum of two attendants are on duty to assist persons entering, or leaving, the hall. These attendants must be fully aware of Fire Exit routes and Fire Procedures, as detailed in the Hall Visitor Manual.

Indemnity

All bookings of Etching Hill Village Hall are made on the understanding that the Hirer has read, and accepts, these Terms and Conditions, and that he/she does indemnify the Management Committee against any failure to observe them during the period of hire.

Advice to Hirers

1. Please familiarise yourself with the Health and Safety Manual which can be found on the work surface of the Kitchen.
2. Table and seating provision is for 100 people maximum.
3. Cups, saucers and cutlery etc are available to hirers and located in kitchen cupboards.
4. No glasses or bar equipment is provided.
5. A noise control system is installed to restrict the volume of sound equipment. The control panel must not be tampered with and all sound generation equipment must be powered from the sockets at the rear of the stage.
6. Cleaning equipment is located in the Storeroom.
7. Please do not tamper with locked cupboards.
8. Central heating thermostat is located on the back wall next to the toilets entrance. 25 to 28 degrees is usually sufficient. **DO NOT ALTER THE BOILER SETTINGS.**

ON LEAVING THE HALL:

IF RADIATORS HAVE BEEN TURNED OFF DURING YOUR VISIT, TURN THEM ON AGAIN

CHECK NO WATER RUNNING AND COOKER CONTROLS OFF

SWITCH OFF ALL LIGHTS INCLUDING CAR PARK LIGHT (Switch by main door)

LOCK UP

RETURN THE KEY AS SOON AS POSSIBLE, NO LATER THAN 12 NOON OF THE FOLLOWING DAY

Community Responsibility

Please take note that Etching Hill Village Hall is located in a residential area. Any excessive noise generated by hall users can be a nuisance. This is particularly true when doors and windows of the hall are left open. It is your responsibility to ensure that use of the premises during your period of hire is not anti-social. Hirers must not permit any lewd, obscene or indecent performance to take place in the hall, nor permit any indecent image to be displayed.

Fire Prevention/Protection Responsibilities

As the responsible person for the event/ function etc. you have legal duties with regards to the safety of those persons assisting or attending the event.

Before the event or function you should be familiarize yourself with the Fire Safety information contained in Village Hall Health & Safety Manual, which is located on the work-surface of the kitchen to be sure that you are aware of, and can communicate to your fellow-attendees, all relevant details regards fire protection systems, fire exits, procedure in the case a fire occurs etc.

At the start of the event or function you should notify all those present about the no-smoking policy, the location of fire exits and the fire assembly (muster) point, which is in the furthest corner of the car park from the hall entrance.

Full details of your responsibilities are contained in the Hall Visitor Manual.

Health & Safety Responsibilities

As the responsible person for the event/ function etc. you have legal duties with regards to the safety of those persons assisting or attending the event.

These include taking reasonable precautions to prevent accidents occurring and making a formal report should any accident occur whilst the hall is under hire to you. You must comply with the stipulations listed under "Safety" in the Hall Visitor Manual, which is located on the work-surface of the kitchen.

The Fire Risk Assessment computes a minimal risk at this premises. The greatest risk is considered to be in the kitchen, where the gas cooker is located. For these reasons, the following conditions are highlighted:

- No persons under the age of 16 are permitted to use the kitchen except under close supervision (e.g. for supervised cookery lessons or, in the case of older children, for supervised serving of food at functions).
- Avoid overcrowding in the kitchen and do not allow running.
- No more than eight persons may be present in the kitchen at any one time

☐ I understand the conditions of hire and agree to comply with these Terms and Conditions

Signed Date

Name (PRINT) Organisation