

# HALE VILLAGE HALL

## Conditions for Hire

**Capacity**      100 seated, 130 standing

**Access and Exits**      All means of exit must be free of obstructions at all times.  
The hirer **MUST** make themselves aware of fire and emergency exits and brief all attendees at the start of the function.

### General terms of hire

- The hirer is responsible for the hall fittings and contents during the period of hire and is liable for all breakages and/or damage incurred by them or fellow users to the building or contents.
- The building and surrounding area must be left clean and tidy with all items put away in their proper place. Failure to do so will incur additional cost.
- A responsible adult (aged 25yrs or over) must be in overall charge at all times.
- No barbeques, hog roasts etc are permitted in the area. Neither is any form of overnight camping on or around the green or around the hall.
- Children must be under close supervision at all times.
- The out-door play area is out of bounds and not part of the hire agreement.
- Please be mindful of those living in the areas close to the hall.
- Remove all rubbish (including soiled nappies) from the site, and clear all litter from in and around the hall. No black bin bags can be put in the rubbish bins outside, as they will NOT be collected – only green industrial waste bags can be used for the bins (available to buy).
- The hirer mustn't bring any electrical equipment in that hasn't been PAT tested, unless it is brand new.
- Whilst hiring the hall, the hirer is responsible for observing health and safety and public safety procedures. Use of equipment belonging to the Hall Committee or other hall users is at the risk of the hirer. Please enquire if you need guidance on correct procedures.

### Parking

- Hale Parish Council owns the adjacent car park and permits all hall users to use the area for parking only. There are approximately 35-40 parking spaces.
- Hatchet Green is a designated SSSI so there must be no parking on the grass areas.
- Any overflow parking must be away from the area.
- Do not park on grass verges.

### Decoration

- Highly flammable substances or materials are not to be brought into the hall.
- Hirers may bring flowers, shrubs and other decorations but cannot fix them to the fabric or the walls of the building.
- The use of nails, adhesive tape, "blue-tac" or similar for fixing decorations is forbidden. Cork boards and pins have been provided. Do not fix anything to the picture rails.

## Alcohol

- If alcohol will be on sale or supplied at the event, the booking secretary must be informed at the time of booking and you will be provided with an additional contract for the licensed hire of the hall to enable you to select your licensing option.

## Kitchen

- There is an additional charge for using the kitchen appliances or where crockery, cutlery or glasses for 15 or more people are used.
- The combi oven is not for use by untrained people.
- If using the gas cooker, the extractor fan needs to be switched on for it to work.
- Clean all appliances after use. Check cutlery, crockery and glasses are clean and put away in their correct places.
- Users must provide their own tea towels, tablecloths and dishcloths (plastic tablecloths are available).
- Clean the floor of all spills, a kitchen (yellow) floor mop and bucket is available for this purpose.
- Ensure the extraction canopy and all appliances are properly turned off.
- **All waste must be removed by users.** There are black general waste and clear recycling sacks available for this. Our rubbish bins outside the hall are for waste bagged in green industrial waste bags only; black bin bags will not be collected, so you need to take your rubbish home. No food waste must be left in or around the building. The Village Hall Management Committee is constantly working to prevent the attraction of vermin into the hall, so your cooperation is essential here.
- Under no circumstances can notices be adhered to the kitchen walls. The kitchen walls have a hygiene coating so please do not affix anything to them.

## First Aid

- All hirers must make their own first aid arrangements for the duration of hire.

## Telephone

- There is a telephone in the hall for emergency calls only. You can receive calls in the hall telephone. There is a public telephone box on the other side of the green. Mobile telephone signal is poor outside and inside the building.

## Broadband

- There is broadband available; please enquire if you would like to use it.

## Projector

- There is a projector for use for presentations etc; please enquire if you would like to use it.

**On leaving the building**, please ensure you have left everything in its place, and the hall is clean for the next user. Please ensure that:

1. **All equipment is in its correct storage position**
2. **All windows and exit doors are closed**
3. **All internal (main hall, stairs, toilets and kitchen) lights are switched off**
4. **You have taken all the waste away (not put in our bins)**

5. The front door is properly closed and locked. There is a time delay light switch to provide light above the door after dark.
6. Return the key to Mrs Watts at Pendelen, Hatchet Close, Telephone 01725 510718 unless other arrangements have been agreed.

**We recommend that the End of Hire checklist is completed and returned in the tray provided.**

**Cancellation**

- Please inform the booking secretary as soon as possible if a booking is no longer required. Cancellations made within 7 days of the booked date will require payment of 50% of the hire fee.

***Hale Village Hall Council of Management, January 2016***

*Hall Manager & Booking Secretary: Mrs Marjaana Batterbury*

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*Key Holder: Elaine Watts    Tel: 01725 510718*