

Witnesham Village Hall

Hiring Contract Terms and Conditions

To hire the hall please check the availability calendar on the website or call the bookings secretary to check availability, before filling in the booking form (contact details can be found on the website or at the bottom of this document). A £20 **non-refundable** deposit is required for all bookings, which will be deducted from the total booking charge, as well as a £50 refundable damages deposit. Please note that your booking **is not confirmed** until the £20 booking deposit and booking form are received by the Bookings Secretary; this should be received by return on booking the hall.

Hiring Sessions

Morning 08:00 - 12:30	Afternoon 13:00 - 17:30	Evening 18:00 - 23:30
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Hiring charges per session can be found on our website and include electricity (please be mindful of the cost of fuel and use electricity only when necessary).

Please note:

No smoking is allowed anywhere on the premises, including the toilets
No bouncy castles are allowed inside the hall

Terms and conditions

1. The hall can only be hired by an adult and **at least 2 adults** must be on the premises at all times
2. The hirer accepts responsibility for any loss or damage to the hall and its contents during the hire, and for its security by locking up and turning off the electricity when leaving the hall.
The Witnesham Village Hall Management Committee (WVHMC) cannot be held responsible for equipment left in the village hall by users, including those using the hall on a regular basis. However, any damage caused to equipment belonging to hirers must be reported to the Chair of the WVHMC immediately.
3. The hall must be swept and cleaned, and worktops and tables cleaned after use ready for the next hirer. Chairs and tables should be stacked - tables back into the storeroom as directed and chairs stacked no more than 5 high in the hall.

Food and Drink

4. The hall is not licensed for the sale of alcohol therefore the hirer must obtain a licence for this and show it beforehand to the Booking Secretary. Remember that **alcohol is classed as sold** if included in a ticket price.
5. If you are providing food that is high risk (e.g. eggs, cream, cheese, cooked meats, fish, rice, meat or gravy) you must comply with the Dept. of Health guidelines. Caterers, if used, must be registered with the appropriate council.
6. The fridge must only be used if its temperature is between 5-7 degrees. Please leave the fridge switched on when leaving the hall as this operates on a separate circuit.

Fire Regulations

7. When the servery is in use please keep the servery door closed and always leave the hatch roller blind open. **Never** leave food on the hotplates unattended.
8. Keep fire exits clear at all times. In the event of a fire hirers must help any disabled people out of the main fire doors in the hall first - a ramp can be found beside this fire exit to assist with this.
9. The hirer shall not exceed the permitted number of people to comply with fire regulations - see the Notice Board for precise details but the maximum (depending on type of activity) is 120.
10. Please report to the Booking Secretary immediately any accident, use of any fire fighting equipment used or any first aid administered.

PLEASE NOTE: The track on the left before the Village Hall and the grass behind the hall are private property. Parking for the hall is in the car park between the hall and the church.

The road must be left clear for residents and emergency vehicles

When you enter

1. Please turn on 'switch 3', which you will find on the wall between the outside door and the kitchen door and switch it off when you leave. If it is dark press the car

park switch (switch 1) to illuminate the car park. Please use button 2 when it is dark and you have switched off switches 1 and 3, for 3 minutes of illumination in the car park. See diagram below.

2. Main lighting switches are inside the main hall.
3. Please note that the heaters are thermostatically controlled but in winter the WVHMC control the heaters. Please do not alter the heater settings.
4. Should there be a power failure first check the trip switches in the small cupboard on the right in the main hall. The hall has emergency lighting should there be a total failure or power cut
5. The hot water for washing up is controlled by the switch on the left side of the hatch in the servery. There is also a switch for the boiling water urn for hot drinks adjacent to that.
6. **Please do not use staples, drawing pins, blue tack or any sticky materials on the walls or paintwork**

Fire Procedure

1. **SOUND THE ALARM (situated inside the main hall doors on the left near the hatch)**
2. **EVACUATE THE HALL AND ASSEMBLE IN THE CAR PARK**
3. **TELEPHONE THE FIRE SERVICE - DIAL 999**
4. **DEAL WITH THE SITUATION WITHOUT TAKING UNNECESSARY RISKS**
5. **DO NOT STOP TO COLLECT PERSONAL POSSESSIONS**
6. **DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO**
7. **INFORM THE BOOKING SECRETARY IF YOU HAVE NEEDED TO USE ANY FIRE EQUIPMENT SO THAT IT CAN BE REPLACED**

Defibrillator

How it works:

In an emergency, where someone is in cardiac arrest (unconscious, unresponsive, not breathing or not breathing normally), a call to 999 will provide the access code to the cabinet allowing the defibrillator to be taken from the cabinet and brought to the patient. The unit provides audio instructions to explain how to attach pads to the patients chest and then it applies the correct charge to the pads – so no training is required.

At the end of your hire


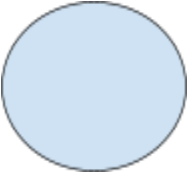

1. Please clean tables and worktops, sweep the floor, empty all bins and stack the chairs and tables as you found them. This will ensure the hall is ready for the next hirer.
2. Rubbish may be placed in the appropriate bin outside the hall -

Blue lidded bin - recyclable

Black Bin - non-recyclable

Glass is not recycled so empty bottles will need to be taken away.

3. In the servery turn off the switches for the water heater, oven, fan, hot water urn etc. (Please remember to leave the fridge switch ON.)
4. Light switches must be turned off. **Please leave the heaters as you found them.**
5. Ensure you switch off the main electricity switch as you leave the hall.

		
Switch 1 - car park lights	Push Button - car park lights when leaving at night (automatic turn-off)	Switch 2 - main electric switch

Booking Secretary:
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Mrs Tracey Hardy
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