TUDDENHAM ST MARTIN VILLAGE HALL

CONDITIONS OF HIRE

Please complete the attached form and return it with the remittance of £_____ for the hire of the hall. This amount includes a non-returnable deposit of £20. This sum can either be given directly to the booking secretary or paid into the village hall bank account via BACS as follows:

- Account Name: TUDDENHAM ST MARTIN VILLAGE HALL
- Sort code: 20-44-51
- Account Number: 10902551

  If paying by bank transfer, please make a payment reference that includes your date of hire and surname. For example: 1AprilJones

Hiring charges per session, including electricity, are as below. The hire charge is to be paid in advance but in the event of a booking being cancelled will be refunded, minus the non- returnable deposit, at the discretion of the management committee.

5-hour hiring sessions are as follows:
A. 8am – 1pm, **B.** 1pm – 6pm **C.** 6pm – 11pm

The costs for Village Residents are:
1 session - £50, **2** sessions - £70, **3** Sessions - £105

The costs for Non-Residents are:
1 session - £82, **2** sessions - £132, **3** Sessions - £165

Our licence regulations state that no-one may be on the premises outside these times so all activities must cease in plenty of time for you to clear and clean the hall, so that is left in the same condition that you found it**.**

When you enter the hall you will see the Electrical Control Panel on the right-hand side, Switch on the master switch (red). The various power supplies are clearly labelled and can be adjusted to suit your requirements.

Instructions on how to use the electrical equipment in the kitchen are printed and posted on the wall nearby.

PLEASE NOTE – NO SMOKING IS ALLOWED ON THE PREMISES. NO BOUNCY CASTLES OR INFLATABLES, BARBECUES, FIRE PITS ETC ARE ALLOWED ON THE PREMISES NOR ON THE SITE.

Summary of conditions:

1. You, the hirer, will be responsible for the safeguarding of anyone attending your activity or event, particularly children, young people or vulnerable adults. You must also abide by the Village Hall Health and Safety policy, which can be found, along with our Safeguarding policy at our website: http://tuddenhamstmartin.onesuffolk.net/village-hall

2. The hirer should bring a mobile phone with them to the event, in case of emergencies. (There is no public phone nearby).

3. The Hall can only be hired by an adult and at least 2 adults must be on the premises at all times.

4. **Please do not use staples, drawing pins, blu-tack or other sticky materials on the walls or paintwork. There are hooks/nails in the beams which can be used for decorations. If the hall's step laddder (kept in the store room) is used, you must ensure that the user is a competent adult who has read the instructions for use of the ladder, posted where ladder is stored. They must abide by these instructions.**

5. The Hirer must accept responsibility for any loss or damage to the Hall and its contents during the hire and for its security by locking up and switching off the electricity when leaving it unattended.

6. The Village Hall Management Committee cannot be held responsible for equipment kept in the Village Hall by regular users. Any damage caused to equipment belonging to hirers however must be reported to the Chairman immediately.

7. Please empty all kitchen waste bins into the dustbin which is outside the kitchen door. **The Blue lidded bin is for clean recycling items only. No foodstuffs or bagged items.** If there is no room in the bin, please take surplus rubbish away with you. Please take all glass bottles home (Or to the bottle bank in the pub car park)

8. **The Hall must be swept and worktops and tables cleaned after use ready for the next hirer.**

Food and Drink:

9. The Hall is **NOT** licensed for the sale of alcohol so the hirer must obtain a licence if required and show this beforehand to the Booking Clerk. **Please remember** that alcohol is considered to have been sold if it is inclusive in the ticket price.

10. If you are providing food which is high risk (e.g. eggs, cream, cheese, cooked meat etc) you must comply with Department of Health and Food Standards Agency guidelines (See www.food.gov.uk) . Caterers, if used, must be registered with the appropriate council.

11. Please do not use the stove for any frying.

12. **Please leave the fridge and dishwasher switched on when leaving the hall** as they are on a separate circuit to the main switch.

Fire Regulations

13. When the kitchen is in use please close the door and always leave the hatch open. Never leave soup or vegetables on the hotplates unattended.

14. Keep fire exits clear during the hire period. In the event of fire, Hirers must check that the toilets are evacuated and must help any disabled people out of the fire doors.

15. To comply with fire regulations, the Hirer shall not exceed the permitted number of :
    100 (seated at tables, or standing) or
    130 (close seated, theatre style).

FIRE PROCEDURE

1. RAISE THE ALARM (alarms are situated at the fire exits and by the exit to the lobby)

2. CALL THE FIRE BRIGADE BY DIALLING 999

3. LEAVE THE BUILDING BY THE NEAREST EXIT AND ASSEMBLE IN THE CAR PARK.

4. DO NOT STOP TO COLLECT PERSONAL BELONGINGS.

5. DO NOT RE-ENTER THE BUILDING UNLESS AUTHORISED TO DO SO.

AT THE END OF YOUR HIRE:

Lights and heaters, including the water heater, must be turned off. Please leave the fridge switched on**.** Please follow the instructions posted next to the Electrical Control Panel.

All windows must be closed and curtains left open.

The front door must be locked and barred, and the hirer(s) should leave by the kitchen exit.

IF IT IS DARK WHEN YOU LEAVE:

Switch off the electricity at the control panel (red). Next to the control panel is a light switch labelled ‘path lighting’ ‘timed exit’. This will enable you to have external lights whilst leaving the hall.

Please report any accident or damage, the use of firefighting equipment or First aid kit to the booking clerk or the Chairperson immediately.

Chairperson: Adrian Frost, Timbers, Fynn Lane, IP6 9DB Tel: 01473 785256

Hiring Agreement

This agreement is made between the Tuddenham St Martin Village Hall Management Committee and the hirer named below:

Date of Hire: ……..

Period of Hire: *(Please circle as appropriate)* **8am – 1pm, 1pm - 6 pm, 6pm - 11pm**

Purpose of hire: ……..

Organisation *(if applicable)* **…….**

Name of hirer: ……..

Address: …….

…….

…….

Telephone: ……

The hiring charge is …….. including electricity. The charge is to be paid in advance, but in the event of a booking being cancelled this will be refunded, minus the non-returnable deposit of £20, at the discretion of the management committee. The Hirer agrees to be present during the hiring and to perform the provisions and stipulations contained in this Conditions of Hire document, for the time being in force as enclosed herewith.

Signed …… *(Hirer)* **Date……..**

Signed …… *(For Hall)* **Date……..**

Note: If the agreement is made via email, then the email should include the hirer’s details as requested above and a confirmation that the hirer shall abide by the Conditions of Hire document. In this case, signatures are not necessary.