

Notes for Hirers of Redmarley Village Hall

1. Car Park Lighting

IMPORTANT The person opening the hall will need to switch on the car park lighting by pressing the button on the switch at the top left of the disabled toilet door. The red light will go on and the outside lights will be operated by the sensor for all of your hire period. They will switch off automatically after you have left.

2. Other Users

You may find that other people are using another part of the hall at the same time as you. Please co-operate with each other in ensuring that these rules of use are followed.

3. Heating

The heating is programmed to warm up the hall in time for your period of hire. The corridors and kitchen will be heated and the Main Hall or Ian Smith room as appropriate.

If it gets too hot or too cold, DO NOT adjust the radiator valves. You can use the wall thermostats in the Main Hall or Ian Smith Room to increase or reduce the target temperature: press the "down" arrow button - display flashes for 2 seconds and shows current target setting - use up or down arrows to change target temperature

4. Hot Water

The hot water is programmed to be on while you are there. If the water is cold, follow the instructions on the wall in the cleaner's cupboard (room 3 marked "Cloakroom") to switch on. Key 3 is on key rack in the kitchen.

In case of any difficulties with the central heating or hot water, please ring 07 860 935 864 (Peter Condon).

5. Equipment

Tables & chairs are located in the store/bar next to the Main Hall and the door off the corridor by the hooks. After use, please ensure the tables are stacked table top to table top. Also, the chairs must be stacked to a maximum of 8 chairs and ensuring the legs line up. **Only the red chairs must be used for Children's Parties or events involving Children.**

6. Kitchen

Please bring your own TEA TOWELS. The kitchen must be left in a clean condition, as you found it. You may use the refrigerator during your period of hire but do not leave any surplus food or drink in it. **Please take all rubbish away with you.**



7. You must leave the hall ready for the next user

- i) Check that all rooms are clean and swept if necessary. Key 3 (on key rack in kitchen) opens the cleaner's cupboard (marked "Cloakroom")
- ii) Please vacuum all areas used for the period of hire
- iii) Please ensure all kitchen items are returned to their allotted place and that all glasses are returned to the boxes they came from
- iv) Check that all lights are off
- v) Check kitchen door to outside is locked and all windows closed
- vi) Please return the keys after locking up the hall and report any maintenance issues or breakages

8. Pay Bar & Tea Lights

- i) If your event has a pay bar, you must have an alcohol licence and you must notify the Village Hall in advance of the details.
- ii) If you are planning to use naked flames (e.g. tea lights or candles) you must notify the Village Hall in advance and you must ensure that they are housed in approved containers (e.g. within a glass jar), monitored and extinguished before leaving the hall.

9. Front door fire exit

IMPORTANT The front door should be left open during the hire as it is a fire exit. If you need to lock it for security reasons, you must ensure that the key is left in the lock on the inside.

10. Emergencies

Please ensure that you are familiar with the location of the fire exits.

If you need to call the emergency services, the hall's location is :

Postcode: GL19 3HS

Sat Nav: 51.978077, -2.362073

What3Words: homelands.scaffold.beard

REDMARLEY D'ABITOT VILLAGE HALL

STANDARD CONDITIONS OF HIRE

For the purposes of these conditions, the term HIRER shall mean an individual hirer or where the hirer is an organisation, the authorised representative.

1. THE HIRER will, during the period of the hiring, be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the premises whatever their capacity, including proper supervision of carparking arrangements so as to avoid obstruction of the highway.
2. THE HIRER shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic liquor thereon without prior notification to the COMMITTEE.
3. THE HIRER shall be responsible for obtaining such licences as may be needed for the sale or supply of intoxicating liquor. The HIRER must notify the COMMITTEE if an alcohol licence is applied for. The hall has a full licence for music issued by the Performing Rights Society and an Entertainment licence.
4. The HIRER shall designate a responsible adult to be present at every hiring to deter crime and disorder and to ensure the safety of children. The HIRER shall be entirely responsible for the safety of any activities taking place in the hall during their period of hire.
5. THE HIRER shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.
6. THE HIRER shall comply with all conditions and regulations contained in the COMMITTEE'S Entertainment Licence and with any conditions made in respect of the premises by the Fire Authority, Local Authority, the Local Magistrates' Court or otherwise.
7. The HIRER shall ensure that no more than 100 people (70 if seated at tables) are present in the premises at any one time.
8. THE HIRER shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.
9. THE HIRER shall ensure that no smoking takes place on the premises.
10. THE HIRER shall ensure that all routes to the emergency exits shall be left unobstructed during and at the termination of the period of hire.
11. THE HIRER shall ensure that any electrical appliances brought into the premises and used there shall be safe and in good working order, and used in a safe manner.
12. THE HIRER shall indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.
13. If THE HIRER wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of payment or the repayment of the fee shall be at the discretion of the Committee.
14. THE HIRER shall ensure that the minimum of noise is made on arrival and departure.
15. THE HIRER shall ensure that no dogs except guide dogs are brought into the hall.
16. At the end of the hiring, the HIRER shall be responsible for leaving the premises and surroundings 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 the Committee shall be at liberty to make an additional charge.
17. The COMMITTEE reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, in which case the Hirer shall be entitled to a refund of any deposit already paid.
18. In the event of the hall or any part thereof being rendered unfit for the use for which it has been hired, the committee shall not be liable to the HIRER for any resulting loss or damage whatsoever.
19. The HIRER shall ensure that any activities for children comply with the provisions of The Children Act 1989 and any subsequent amendments and replacements thereof and that only fit and proper persons have access to the children.
20. The COMMITTEE will retain any contact details relating to the HIRER for the purposes of this and future contracts. Details will not be disclosed to any third party without the HIRER'S consent.
21. THE HIRER shall notify THE COMMITTEE if they are planning to use naked flames (e.g. tea lights or candles). THE HIRER must ensure that they are housed in approved containers (e.g. within a glass jar), monitored and extinguished before leaving the hall
22. THE HIRER shall, at the discretion of THE COMMITTEE, be liable to pay a refundable cleaning deposit prior to the booking, which will be returned to them should they leave the premises in a clean and tidy state.