

Conditions for Hiring Sutton Village Hall

1 Your responsibilities

- 1.1 All hirers of the hall are required to keep all fire exits clear.
- 1.2 **Please draw to the attention of your guests the location of the fire exits as well as the fire extinguishers** and the care needed near heaters. Please note that the fire evacuation assembly point is the bridleway across the road from the entrance to the hall grounds.
- 1.3 Fire or appliances with naked flames are not permitted in the hall or the hall grounds without prior written consent by the Lettings Officer. The BBQ and Pizza Oven must only be used with the prior consent of the Lettings Officer and after receiving operating guidance.
- 1.4 Ensure all decorations are placed a safe distance from lights and heaters.
- 1.5 Children must be supervised at all times especially when the BBQ and Pizza Oven are in use. Children must not climb on handrails and the BBQ and Pizza oven when not in use.
- 1.6 **If during the period you hire the hall an accident or near-miss event occurs you must report this to the letting officer as soon as possible.** Accidents must be entered into the accident book which is located above the first-aid kit in the kitchen.
- 1.7 Take all necessary steps to ensure that noise made in the hall or outside in the grounds does not disturb the hall's neighbours.
- 1.8 It is your responsibility to ensure that all relevant licenses have been obtained from Central Beds Council (e.g. for selling alcohol)
- 1.9 It is your responsibility to ensure the appropriate insurance cover is in place for all activities taking place during your letting. Business users must ensure adequate insurance for the facility, customers & the general public is obtained.

2 General information

- 2.1 The hall has been assessed for a maximum of 100 people seated for a performance, or for an event with tables and chairs but no stage, excluding performers. A requirement in excess of this figure and/or configuration will be subject to a separate assessment.
- 2.2 The Lettings Officer will advise you about the hall's facilities. If you encounter any problems please see him. Should there be any damage please report it to him.
- 2.3 Please be advised that the hall committee will not be liable for any additional costs incurred by the fact that the hall might not be available for you to use on the day(s) you have booked the hall. Any hire fee prepaid will be refunded.
- 2.4 The hall management committee is not responsible for loss, damage or accidents in the hall or to vehicles parked in the hall grounds whilst your function is taking place. You may wish to consider taking out a public indemnity insurance policy.
- 2.5 In very wet weather, please ensure that cars are not parked on the grassed area of the hall grounds. As a general rule, cars should be parked as close as possible to the driveway to minimise damage to the grassed area.
- 2.6 It is illegal for anyone to smoke in the hall. A bin for cigarette ends is provided outside the main hall door. Do not discard cigarette ends on the ground.
- 2.7 All events must be finished by midnight, with the exception of New Year when it is 01:00 hours, and at evening events please advise guests to leave quietly.
- 2.8 **Please do not use adhesive tape, pins or adhesive tack to attach anything to the hall walls or use adhesive tape on the hall gate. Do not put adhesive tape on the hall floor.**
- 2.9 Unless otherwise agreed, payment for hiring the hall must be made before the start of the hire.
- 2.10 Failure to switch off electrical heaters and lights on leaving the hall may result in you're being charged for the power usage.

Sutton Village Hall Hiring Agreement

Purpose of hire

Date	Time from	Time until	No of hours ^a	Hire charge ^b	Total charge to pay

^a The minimum hire period on Saturdays and Sundays is three hours.

^b £7 per hour for Sutton residents and £10 for non-residents.

For repeat bookings:

First Date	Last Date

I have read the '**Conditions for Hiring Sutton Village Hall**' and the '**Special Conditions of Hire during COVID**' provided separately and agree to the conditions of hire.

Signed Date.....

Print name

Address

Contact telephone no.

Email

This page is to be completed and payment made prior to commencement of hire.

The information will only be used by Sutton Village Hall as a record of the transaction and in case the hirer needs to be contacted regarding the hire.
It will not be passed to third parties.

3 Before leaving the hall: Your responsibilities

Before leaving the hall, please go through the list below and check the boxes when you have completed the respective check/task.

- Wipe down (see COVID conditions of hire) and return all chairs & tables tidily to their designated place in the store room or shed.
- Unplug **all** electrical devices.
- Check that all heaters in the main hall are switched off.
- Check that the heater in the ladies toilet is switched off.
- Sweep the floor and mop the floor if there have been spillages or mud. Brushes, mops and dustpans can be found in (or next to) the cupboard in the store room.
- Ensure that the worktops and sinks in the kitchen as well as the toilets and washbasins are left in a clean condition for the next hirer.
- If used, the BBQ and Pizza oven fires have subsided and are safe to be left unattended.
- Turn off the water at the main stop cock in the Ladies toilet under the wash basins.
- Ensure that the stop cock for the urinal in the men's toilet is turned off.
- Check that all lights are switched off.
- Sanitise with antiseptic wipes all routine touch points such as handles, taps, switches (as per the COVID conditions for hire).
- Check that all doors are locked, windows closed, and the fire exit doors in the kitchen and the main hall are closed.
- Put your rubbish in the appropriate dustbins that are located just outside the main hall entrance. Remove all bottles and rubbish that does not fit into the dustbins from the hall and its grounds.

Please report any accidents, near misses or breakages below. If you have any comments or suggestions for improvement, please list them below. Many thanks.

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Please, print your name, sign and date and **return this sheet with the hall keys**.

Name Signed Date.....

The table trolley holds 18 tables. **Please do not place tables horizontally on top of the tables in the trolley as this could result in injury to yourself or others.** Additional tables are kept in the shed at the back of the store room and should be returned there. The key for the shed is hanging beside the double doors.



Please stack the chairs on the trolley as shown below. The trolley holds 48 chairs and no loose chairs should be left in the store room. An additional 51 chairs are kept in the shed and should be returned there.

