

BOOKING INSTRUCTIONS & CONDITIONS JANUARY 2018

Please be considerate to neighbours – do not use horns, drive slowly, keep voices low while outside, and please ensure you and all your guests park in a considerate manner, not blocking driveways or footpaths.

A torch may be useful on dark nights, the light by the kitchen door is on a sensor but goes off quite quickly.

Entering / Opening up the hall / Lighting

- **The key** supplied is for the kitchen door, this also unlocks the cleaning cupboard. Light switch to the right of the door frame. The kitchen door is not to be used as the main source of entry, please use the main front doors.

Light switches are to the right in the corridor between the kitchen and the foyer. These are for the main hall & foyer and outside.

The lights in the toilets are on Passive Infrared Sensors (PIR) and will automatically turn off when not in use.

The wall lights and extension ceiling lights (RED BUTTON) are dimmable.

Unlocking and Locking the Front Doors

- **Front Door:** On the **left front door crash bar** is a **Red lever**; Push the crash bar down & then press the RED lever down.

The crash bar will now stay down and the main door can now be opened from the outside.

To lock the front doors push the crash bar down **slightly and gently pull the RED lever back**.

Please be aware these are heavy fire doors and should **not** be propped open. **A drop down bolt has been provided for convenience when carrying in your possessions/equipment only.** The door should then be closed.

The side fire doors: These doors open/close the same as the front doors. If you have to open these doors please use the bolts to secure them open in the top step.

- **Heating** – the thermostat operates this and should not be changed. There is an override switch near the boiler in the kitchen, please press to advance for ½hr, 1hr or 2hrs if the hall is cold when you arrive, although we do try to heat in advance for you. If you turn this on please also turn it off when you leave.
- **Fuse Box** is in the back room behind the stage door on left of stage.
- **Coat hooks** are also in this room just inside the door.

Main Hall

- Please open right hand door first, unclip bolts top and bottom to open left hand door. These are also fire doors and should not be propped open when the hall is in use.

Wall lights These should be on at all times of darkness and are on a dimmer.

Bar lights are also on a dimmer, be aware that these take a while to come to full brightness.

- **Tables and chairs** are stored in the back room, child size tables and chairs are stored in the side storage cupboard.

Please use the **chair trolley provided** to move stacks of chairs. Return the chairs to stacks of no more than 7.

- The hirer or a designated responsible person must be present throughout the entire booking period. The booking form must be signed by the hirer and thereby agree to the conditions of hire.
- All regular hirers must fill out a booking form, sign and agree to the conditions of hire every new year (dates on the back).
- All booking forms must be accompanied with a £50 holding cheque for irregular bookings.
- All music must cease by 11.45pm (unless special permission is given by the Trustees).
- Smoking is **NOT** allowed on the premises, including e-cigarettes.
- No alcohol can be sold in the hall except from the village hall bar.
- At the end of the booking the hall must be left in a clean condition. This applies to **ALL** bookings. Any extra cleaning required will be charged to the hirer or the deposit retained.

Mr M Roberts (Treasurer) email treasureroffenhamhall@btconnect.com

Mrs K burrows (Secretary) email hallsecretary@offenhamvillage.co.uk

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- The hall must be vacuumed or swept (as appropriate). All spillages must be dealt with to comply with health and safety.
- If the booking is a big event the main floor, toilet floors and kitchen floor must be mopped.
- Do **NOT** put notices, posters or decorations etc on the walls or doors using sellotape, blue tack, or drawing pins.
Please use 'command strips' for posters or decorations.
- Do **NOT** use candles/tea lights in the extension area or window sills. You may only use candles/tea lights on tables in the main hall area. **Please take care.**
- **Do not place obstacles in front of fire exits.**
- **Do not** take the chairs outside.

The bar

- Last orders at 11.15pm, bar closes at 11.30pm.
- If a bar is requested you must mop and clean the floors. **The bar staff are responsible for the bar and glasses only.**
- If you have manually turned on the heating please turn it off manually.
- The hirer shall ensure that **All** lights, are turned off and all windows and doors are firmly closed and locked before leaving the hall. The large outside light over the car park is NOT on a sensor and should be turned off when you leave.
- **If you have used the kitchen** please ensure fridge and freezer are emptied, wall kettle and cooker are switched off and taps turned off.
- **All rubbish** must be completely removed from the hall & car park. **Do not** leave outside in the rubbish bins.
- **All** Damage will be paid by the hirer. Please report any breakages.

PUBLIC FUNCTIONS, DISCOS, DANCES AND ENTERTAINMENT

If hiring the hall for a public function all hiring Conditions apply with extra conditions & extra responsibilities.

- Someone must be in charge of the event and there must be 3 people to help supervise the event.
- You must be aware of the fire regulations and emergency procedures of the hall.
- You must have some light on at all times for the safety of your members or guests. The up lighters must be at least on dim when the main lights are not used.
- The front doors must be closed but not locked at all discos, dances & parties.
- All doors & windows must be closed by 11pm. (This is a condition of the premises license and must be adhered to.)

Conditions for Hiring Offenham Village Hall

(Please consult the Booking Secretary if you have any doubt about any of the following, by signing the booking form you are agreeing to abide by these).

1. **THE HIRER**, will be responsible for the proper use of the Hall building, its fabric and its contents and will be accountable for any damage and the behaviour of all persons using the premises and the car park during the hire period.
2. **THE HIRER** shall not use the premises for any purpose other than that described in the Hiring Agreement.
3. **THE HIRER** shall not sub-hire or use, or allow the premises to be used for any purpose that is unlawful, immoral or causes a nuisance or offence to the residents of Offenham.
4. **THE HIRER** shall not bring onto the premises, or allow to be brought onto the premises anything that could endanger the premises or render invalid any insurance policies on the premises. (This would include candles (battery ones ok), highly flammable substances or combustible decorations such as polystyrene, plastic film or cotton wool).
5. **THE HIRER** or persons instructed by the hirer shall not carry out any deep-frying on the premises, either using the cooker available or with a free-standing fryer.
6. **THE HIRER** shall not use any portable heating appliances on the premises without the consent and authorisation of the Village Hall Trustees Committee.
7. **THE HIRER** shall ensure that any electrical equipment introduced onto the premises for the duration of the Hiring must have a current Portable Appliance Test (PAT) Certificate.

8. **THE HIRER** shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, and the Local Magistrates Court or otherwise. This includes conducting a health and safety risk assessment of the hall for each event and ensuring all attendees are aware of the evacuation plan in the event of an emergency.
9. **THE HIRER** shall indemnify the Village Hall Trustees Committee for the cost of repairing any damage to the premises or its contents as a result of the hiring.
10. If **THE HIRER** cancels their booking, the question of payment or repayment of the fee shall be at the discretion of the Village Hall Trustees Committee.
11. **All HIRINGS** must conclude no later than 12:00 midnight.
12. At the end of the Hiring, **THE HIRER** shall be responsible for leaving the premises and surrounds in a clean and tidy condition and properly locked and secured. Any contents temporarily removed from their usual positions shall be properly replaced, unless directed otherwise by a Committee member. Failure to do so shall allow the Committee to make an additional charge.
13. **THE COMMITTEE** reserves the right to cancel any 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 or where the Hall is required for the alleviation of hardship caused by a Local or National Emergency. In these circumstances, **THE HIRER** shall be entitled to a refund of any deposit already paid.
14. In the event of the **HALL** or any part thereof being rendered unfit for the use for which it has been hired, the **Trustees** shall not be liable to **THE HIRER** for any resulting loss or damage whatsoever.
15. **THE TRUSTEES** of Offenham Village Hall disclaim responsibility for any loss or damage to property in or near the Village Hall and for death or injury to any person not resulting from The Trustees' negligence.
16. ALL DATES AND TIMES BLOCK BOOKED HAVE TO BE PAID FOR INCLUDING CANCELLATION DUE TO BAD WEATHER
17. **Full payment for all private bookings is required 7 days before the date of hire via BACS, details on confirmation email.**

PLEASE LOOK AFTER YOUR VILLAGE HALL

Thank You

Offenham Village Hall Trustees

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