

## **Great Addington Memorial Hall Hire Agreement Appendix 3 – October 2012**

### **Information sheet to be given to all hirers**

Thank you for booking the Great Addington Memorial Hall. Please note the following information which forms part of the terms and conditions for using the hall, along with Appendix 1 (and Appendix 2 if applicable, i.e. for licensable activities).

### **Opening and closing the hall**

- The Memorial Hall key will be made available by a member of the committee and, after locking up, must be put in the post-box next to the front door immediately unless otherwise agreed in writing.
- Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.
- Guests are expected to vacate the premises within thirty minutes of the end of a licensed or hired period. After midnight (unless the event is New Year's Eve) only those helping to clear up the village hall should be on the premises. Failure to comply with this will result in forfeiture of your deposit.
- Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.
- Please ensure the hall has been left in a clean and tidy manner with the lights turned off, taps off, food and all other rubbish taken home and all windows closed and doors locked.

### **Lighting/heating/oven controls**

- The master light switch for the hall is in the lobby to the left of the disabled toilet door. Individual lights are dimmable in the hall; keep the switch pressed to get to the required level.
- The storeroom lights are activated by PIR sensors.
- The lobby and toilet lights are also activated by PIR sensors but they are set to only come on in poor light conditions.
- Please do NOT alter the heating control in the kitchen; if you need to open a window then please make sure it is closed when you leave.
- The oven controls - right dial down to turn on the fan oven and the left dial to set the temperature. We do not supply oven gloves, cooking pans or utensils.
- Please ensure the cooker and hob isolator switches are turned off at the end of use.

### **Safety**

- The Memorial Hall has a No Smoking policy which applies throughout the premises.
- All users should be aware of evacuation procedures. In the event of a fire, the hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.
- The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the hall is occupied and the manner of opening Fire Doors should be made known to your guests. (A sketch plan showing these is on the following page).
- All regular user groups must draw up a fire safety plan, to include evacuation procedures, an assembly point and fire drill procedures.
- The tables and chairs for use are in the storeroom in the hall. Please use the trolley provided for moving chairs in order to avoid injury. Please stack chairs and tables in the storerooms in a safe manner, with chairs no more than 10 high.
- A first aid box is located in the kitchen, in the wall cupboard above the fridge. If items are used please make a record of this in the Maintenance Book so they can be replaced. The Maintenance Book is kept on the kitchen window sill.
- All accidents which occur on the premises must be recorded in the Accident Book which is next to the first aid box, unless the hiring organisation has its own system of recording accidents. If the latter is the case, users must inform a committee member of any accident that may relate to the safety of the premises.

## Cleaning and care of the premises

- Please do NOT use blue tac or sellotape on the walls; you are only allowed to attach items to the picture rail. You will be required to pay for any damage resulting from attaching things to walls.
- Please ensure children do not write/draw on the walls, especially with wax crayon as this is very difficult to remove.
- Please ensure that play sand is not used inside the hall.
- Please take all your rubbish away with you at the end of your booking; black bin bags are supplied in the kitchen.
- Please use the Henry Hoover in the storeroom to vacuum the hall floor at the end of your booking. The kitchen and toilets must be left in a clean and tidy condition.
- Respect other users, and leave the premises as you would expect to find them. If you notice any area which needs attention by the cleaner please record details in the Maintenance Book
- You can use the kettle, teapots, crockery and cutlery supplied in the kitchen. Any breakages must be reported; there is a Maintenance Book in the kitchen for this purpose. Use the hall washing up liquid and cloths to wash, dry and put back in the cupboards; bring your own tea towels. Please respect the property of other regular hall users, e.g. Pre-School, Ladies group.

## Car parking

- Do not obstruct access into the Memorial Hall car park, and up to the front doors – in the event of an emergency, vehicles and personnel will need to get access to the building quickly without delay.
- Cars unable to park in the car park should be parked in accordance with the Highway Code to avoid obstruction and danger.
- [add in re: disabled space as per other doc]

## Faults/ damage/ comments

- Please record any faults or damage, including any issues with the fuses, in the Maintenance Book which is located in the kitchen. Notify us as soon as possible so that faults can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of the hall.
- Any complaints to be put in writing and addressed to The Secretary, Great Addington Memorial Hall, Woodford Road, Great Addington NN14 4BS, or email [enquiries@gamemorialhall.co.uk](mailto:enquiries@gamemorialhall.co.uk)

## Location of fire equipment for hirers

