

Membury Village Hall

Hiring Conditions

Updated March 2018

Hall Officers

Chairman:	Richard Barrell	01404 881291
Secretary:	Judy Martin	01404 881645
Booking Secretary:	Julie Payne.	01297 792437
Treasurer:	John Hodge	01404 881837
Caretaker:	Stuart Payne	01404 881395

To hire the hall please email: stu_jul_payne@hotmail.com or ring 01297 792437
You will be asked to complete a booking form.

Registered Charity No: 1166182

Rates of hiring

The following rates apply for hiring Membury Village Hall

		Parishioners	Others
Committee room only	Membury based organisations	£7.00	N/A
	Others	£8.00	£10.50
Hall only per session	Membury based organisations	£12.00	N/A
	Others	£17.50	£30.00
Hall only all day		£28.00	£45.00
Hall Full Hire (use of all hall facilities including cookers)	1 session	£23.50	£35.00
	ALL DAY	£70	£90.00

Note:

1. Sessions are Morning, Afternoon or Evening
2. Light use of the kitchen, to make tea/coffee (but not cooking facilities) is included in hire of the hall or committee room.
3. When hired by 'Others if booked for 10 or more sessions at one booking', the rate the rate for the committee room or hall only will be as for Membury Based Organisations.
4. There is a £7 charge added for preparing the Hall, the night/day before
5. An additional cleaning up charge of £10 may be levied if the Hall is not adequately cleaned, at the discretion of the Chair
6. All hire charge are inclusive of heating, lighting, power and all existing furniture
7. Chairs, tables and crockery may be hired separately for outside events

Hiring and payment

Once the HIRER has booked by email, telephone or in person, the booking has been made. Cancellation must be made in writing (by email). The fee of the hire shall be paid if the booking is not made 24 hours before the booking. **All Private Hire functions and one off events shall be paid for at the time of booking.**

The Licence

The person booking the hall (HIRER) is nominated as the licensee and is responsible for maintaining the conditions of the licence in respect of the management of the function and the fire precautions.

The Hall Management Committee will ensure that the Hall is in good state prior to hiring. The HIRER will leave the Hall in the same state as it was prior to hiring.

It is the responsibility of the HIRER to ensure that:

- They are in attendance during the whole period the hall is open to the public
- The condition of the building and activities at the premises do not endanger those present
- The use of the premises does not cause disturbance to nearby residents and passers-by
- That the door at the back of the hall is not opened and no-one goes out on to the private property at the back of the hall, except in an emergency
- That everyone leaves as quietly as possible
- The volume of amplified sound is under control
- The hall is left clean, tidy and locked after the event

The licence permits 90 seated persons or 210 unseated persons. The '90' does not include kitchen helpers, waiters, stewards etc.

All functions must finish promptly allowing for clearing up by **midnight**.

Sale and consumption of alcohol

Where alcohol is to be sold, the HIRER is responsible for obtaining a Temporary Event Notice (TEN) from the licensing authority East Devon District Council and the police. The notice must be submitted, with a fee of £21 with at least 10 clear working days notice. The HIRER can apply online or can download forms and guidance about TENs from the Council's website on the following link: http://www.eastdevon.gov.uk/licensing_temporary_event_notice

A photocopy of a valid Temporary Events Notice stating the responsible person is to be given to the Village Hall Management Committee's Booking Secretary not less than SEVEN days before the event is due to take place. **NO OTHER ARRANGEMENTS WILL BE ACCEPTED.**

Please note that it is illegal to sell alcohol to a person under the age of 18. Alcohol sales must end at least 30 minutes before the end of the session.

Where participants bring their own, a TEN is not required. Where alcohol is provided via a 'free bar' or included in the cost of a meal or event, including for donations, the hirer is to contact the Licencing Authority at East Devon District Council and follow their guidance and give written confirmation of their guidance to the Bookings Secretary not less than SEVEN days before the event is to take place.

Fire Precautions

The HIRER must be familiar with the fire routine for the premises and means of calling the fire services.

Should there be a fire, 999 should be called immediately.

There is a telephone in the hall sound cupboard but access to mobile services is limited in Membury. O2 service is the only mobile service that is available in and around the hall.

In an emergency, the assembly point is in the Car Park across the road

There is no fire alarm, but there are three smoke detectors, and therefore we cannot allow any activity which involves smoke of any kind as this will activate the alarms.

There are three exits for use in an emergency:

- The main front door
- The exit at the end of the hall
- The exit at the back of the hall. Please note that this exit opens onto private land behind the hall. There is permissive access in the case of an emergency. But in the normal course of events, this door should not be opened and no-one should enter the private property of the hall's neighbours.

There are three fire extinguishers (one in the kitchen, one at the far end of the hall, and one in the foyer). Above each is a fire blanket. However the first priority should be evacuation of the building and calling 999. No-one should put themselves in danger in order to use the fire extinguishers

Before admittance of the public, the HIRER shall:

- Locate all three fire extinguishers and fire blankets (marked on the plan)
- Locate all three Emergency Exit Doors (marked on the plan) and ensure that they are unobstructed with at least a 1 metre wide pathway
- Allocate marshals
 - One to be responsible for calling the fire services and briefing them when they arrive. This person needs to know how they will gain access to a telephone to call 999 and the full address and postcode of the Hall (Postcode: EX13 7AF)
 - at least two others to be responsible for evacuating the building, giving first priority to any disabled persons, making sure that everyone makes their way to the Car Park as the Assembly point
 - one other to go directly to the assembly point and be responsible for carryout a head count
- Prepare to inform the public of the fire exits and the assembly point at the beginning of the event

In the event of a power failure, for whatever reason, the emergency lighting will automatically come on.

Disabled Persons

The supervision of disabled person must be the first priority of the HIRER during the hire period, and their evacuation in the event of an emergency.

NOTES FOR ALL HALL USERS

Smoking

Smoking in the Village Hall is prohibited.

Walls

Please do not use sellotape, blu-tak or any other product to attach things to the walls as they damage the walls.

First Aid Box

This can be found in the kitchen, just inside the door, on the left as you enter.

Hearing Loop (Currently unavailable)

To use this system, the switch is by the fire exit door at the end of the hall. Please turn it off at the end of the event.

Lighting rig:

This is available for events and will be set up for the hirer by the MerryMakers. Instruction on use of Control Board will also be given if necessary. There is a nominal charge of £10 to cover colour gels and bulb replacement.

Heating

The Hall is heated 24/7 by an Air Sourced Heat Pump and is already programmed. Use the electric heaters to boost if needed.

Simply press the button once for a 30 minute boost. The red light will glow to show that the heating is on. Pressing the button again will turn the heating off.

For an hour, press the button twice. The light will glow above the 'hour' sign.

For a 2 hour period, press the button 3 times and the light will glow above the '2 hour' sign.

Pressing the button again will turn the heating off and the light will go out.

Store Room

Some regular users are able to store their equipment in the store room. The committee reserves the right to ask you to remove any equipment if the store room gets too full, or circumstances change. Societies and clubs should note that their equipment is NOT covered by the hall insurance, unless a special arrangement has been made with the Committee and the extra insurance fee paid.

All societies and clubs have a responsibility for keeping the store room tidy and they will be asked to remove their equipment, if they regularly leave the room untidy or in a state that constitutes a health and safety hazard for other users. Please ask the Chairman (01404 881146) if you wish to store any additional equipment.

Kitchen

There is an electric stove and microwave, two fridges and a dishwasher. You will need to switch on the appliances that you wish to use at the beginning of your hire. Please ensure that you switch them all off at the end **except** the fridge to the right of the serving hatch as this is in constant use and ensure all machines are empty, drained and clean.

Chopping boards must be used for food preparation and need to be brought in by the HIRER. Please do not use abrasive cleaners on the stainless steel surfaces on the electric hob.

Please read the dish washer user instructions and if you need to have a demonstration in preparation for your event, contact Bill Foster (01404 881685).

The fan should come on when the lights come on in the kitchen – so long as someone hasn't turned it off. Please leave the fan switch on at all times.

China, glasses and cutlery are supplied for general use and are stored in the cupboards. Please ensure that they are clean and restored at the end of your event. There is also a laser heat sensor available in the drawer to test the heat of cooked food.

Accidental damage must be reported to the Chairman (01404 881291) and the Committee reserve the right to charge for excessive breakages.

Rubbish

All rubbish should be put in the bins outside the emergency exit at the far end of the hall. Material that can be recycled should be put in the green box and all other rubbish that is for landfill MUST be bagged and put in the wheelie bin.

Clearing up and cleaning

The HIRER is responsible for cleaning the hall, kitchen and toilets after use. There may be people hiring the hall immediately after your booking so please leave the premises in a state that you would wish to find it.

Brushes, dustpan and vacuum etc are in the Cleaner's Cupboard in the store room. There are also step ladders in the store room.

Please ensure that everything in the kitchen is switched off (other than the fridge/freezer and the fan) and all electric heaters and lights are switched off.

Please switch **OFF** the outside lights too – even with them OFF, the sensor will turn them on long enough for you to lock the front door and go down the steps.

Please use the enclosed checklist

To ensure the premises are as you found them and ready for the next hirer

THE HALL BELONGS TO THE VILLAGE – PLEASE LOOK AFTER IT

You should aim to:

LEAVE THE HALL AS YOU WOULD WISH TO FIND IT

Thank you for your co-operation

	<u>AT THE END OF YOUR FUNCTION</u> <u>Please use this checklist on leaving the premises</u>	Checked ?
1	Chairs and tables are stacked away in the store room	
2	All china, glasses and cutlery has been washed and stored away in the kitchen and the kitchen tops cleaned	
3	All kitchen appliances have been cleaned and switched off (except the fridge/freezer and the fan) and the water taps are off	
4	All floors have been swept and wiped if sticky and the carpets in the committee room and foyer have been vacuumed	
5	The toilets have been checked and cleaned if necessary	
6	The landfill rubbish has been bagged and placed in the wheelie bin outside by the oil tank and material that can be recycled has been placed in the recycling box	
7	All electric radiators have been switched off	
8	All other equipment has been stored away and the store room has been left tidy	
9	All window and doors are closed	
10	All lights have been switched off and the hall locked, including the outside lights	