



CHERRY BURTON
VILLAGE HALL

CONDITIONS OF HIRE

Supervision - Either the Hirer, or other responsible adult, must be present to ensure the hall is properly and safely used and that these hire conditions are complied with. The hirer is also responsible for ensuring everyone has vacated the building before locking up. All Hirers are asked to sign in/out of the Register kept on the stage.

Keys – A key will be left in the outside key safe in the front porch. It is the hirer's responsibility to keep the village hall key secure. Lost keys will be charged for. Please return the key to the key safe immediately after the event. Details of the key safe code will be sent separately via email, a few days prior to your booking.

Cancellation/Refunds – The Booking Secretary must be notified of all changes to a booking. One-off bookings, cancelled up to one week before the event, will get a full refund; after that deadline no refund is offered. Changes to a Regular Booking must be notified at least one hour prior to the start of the session, otherwise the full charge will be payable. To cancel a Regular Booking in full, please give one month's written notice to the Booking Secretary. We reserve the right to cancel any booking, giving at least one month's written notice to the hirer, with a full refund. In the case of an emergency, or other extraordinary circumstance, e.g. a safety issue, we reserve the right to make a last-minute cancellation, offering a full refund.

Capacity – The hall floor space, excluding the stage, is 92.95m² (6.5m x 14.3m). As a rough guide to capacity: 120 people if just chairs, or 80 people if tables & chairs. To satisfy fire regulations, the maximum permitted occupancy of the whole building is 180 people.

Time Limit/Noise Control – No booking may extend after 12 midnight, unless agreed in advance, and all music (live or recorded) must end by 10:45pm. Hirers are responsible for ensuring noise levels are reasonable. As we are in a residential area, all doors and windows must remain closed when music is being played.

Lights – The main bank of light switches are in the passageway between the kitchen and the main hall. The switches on your left of the main door, only switch on the bulkhead light and the fire exit sign. Please switch off all lights when leaving. Stage lighting may be available at an additional cost, but prior notice must be given.

Tables/Chairs - Stored in the Hall's Storeroom. Hirers must ensure that anyone carrying tables and chairs is fit to do so. Please return all equipment from where it came.

Parking - There is no car park. Parking is not permitted directly the outside the village hall on Main Street, between 1900 hours and midnight. As always, park with care and consideration as this is a residential area.

Kitchen - Hirers must not use other groups' property where labelled. If using the cooker, ensure the mains cooker switch is OFF before leaving. Any kitchen equipment that has been used, must be put away clean before leaving the Hall.

Cleaning/Rubbish - Please leave the hall as you wish to find it. If the outside bin is full, DO NOT leave bin bags on the floor, inside or outside. Instead, take them home to dispose of. The hall floor must be swept after use and moped if dirty. General cleaning equipment is available under the kitchen sink and in the Storeroom. We reserve the right to pass on any additional cleaning charges in the event of the hall being left in an unsatisfactory state.

Damages – Please report any breakages or damages immediately to the Booking Secretary, so they can be dealt with before the next booking.

Heating – is pre-set for your booked session. You can control the temperature via a thermostat on the main hall wall directly to the right of the ladies toilet.

Hot Water - is by immersion heater; the illuminated switch is to the left of the fire exit in the kitchen passageway and must be switched off at the end of the session.

Security – Check all windows are fully closed and all doors are secure/locked before leaving the building.

Electrical Safety – The hall has a single-phase supply. There are 3 power points, all at eye level in the hall; one behind the right stage curtain, one behind the left stage curtain and one to the rear of the hall behind the curtain of the far window. Power points are also located in the kitchen. Overloading the system, or faulty equipment, will activate the trip switch located above the fire exit in the kitchen passageway. It is the hirer's responsibility to ensure any portable equipment brought into the Hall has been properly tested and is safe to use.

Licences – The hall is licensed for the playing of recorded and live music. All other licences, including special event and alcohol supply licences, must be obtained by the hirer and a copy given to the Booking Secretary.

Insurance – Cherry Burton Village Hall Management Committee maintains insurance in respect of its public liability for negligence or breach of statutory duty in respect of management of the premises. Liability to persons permitted on the premises by the hirer and arising from or in connection with all activities carried out during a session, whether supervised or not, must be separately insured by the hirer. Particular attention is drawn to the intended use of any children's play apparatus such as slides and bouncy castles. The Management Committee does not accept responsibility for injury to persons using such equipment.

Child Protection - The hirer is responsible for ensuring the appropriate Child Protection measures are in place and that necessary clearances have been obtained.

Disabled Facilities - The hall does not have disabled access or facilities.

Safeguarding

Cherry Burton Village Hall Management Committee has a zero-tolerance approach to abuse. All hirers of the Village Hall undertaking activities which include children and adults at risk, other than for hire for private parties arranged for invited friends and family, must have appropriate safeguarding policies in place.

Health and Safety

It is the intention of Cherry Burton Village Hall Management Committee to comply with all health and safety legislation and to act positively where it can reasonably do so to prevent injury, ill health or any danger arising from its activities and operations.

All persons using the hall will be expected to comply with the practices set out by the Committee and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others. The health and safety risk assessments of all activities carried out during the session are the responsibility of the hirer.

The Committee has carried out risk assessments and these practices must be followed in order to minimise risks:

- Ensure all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring.
- Do not work on steps, ladders or at height until they are properly secured, and another person is present.
- Do not leave portable electrical or gas appliances operating while unattended.
- Ensure all portable electrical appliances which you bring in are in good working order.
- Use the trolleys provided to move heavy or bulky items, e.g. stacked tables or chairs.
- Smoking and/or naked flames are not permitted in any part of the building. Tea lights are permitted but must be in a high-sided glass container (supplied in the kitchen).
- Do not attempt to carry or tip a water boiler (urn) when it contains hot water. Leave it to cool.
- Avoid over-crowding in the kitchen.
- Promptly report any evidence of damage/faults to equipment, or the building's facilities, to the Booking Secretary. In the case of faulty equipment immediately remove the item from use and put a warning notice on it.
- Report every accident in the Hall's Accident Book (stored in the kitchen drawer labelled Stationery) and to the Booking Secretary. A First Aid Kit is available in the kitchen.
- Be aware and seek to avoid the following risks:
 - Creating slipping hazards; mop spills immediately.
 - Creating tripping hazards such as buggies, umbrellas, mops, etc., left in halls and corridors.
 - Tripping in poorly lit areas; use adequate lighting.
 - Risk to individuals while in sole occupancy of the building.
 - Risks involved in handling kitchen equipment e.g. cookers, water heaters and knives.
 - Creating toppling hazards by piling equipment too high.
 - Improper use of a chair to stand on; use correctly secured steps/ladders.

Fire Safety

The hirer must ensure all persons using the hall are made aware of the Fire Exit Plan (notices are in every room), the location of fire exits and the position of the fire-extinguishers. In the event of a fire, the hirer will take responsibility as a Fire Marshall and act accordingly; checking everyone gets out of the building and tackling any small fires using the appropriate extinguisher, if comfortable to do so.