

## Hire Agreement for Ravensden Village Hall

DATED

PARTIES 

This box should contain the details as explained below

a) RAVENSDEN VILLAGE HALL

b).....

(a) The Village Hall named in clause 1.2 acting by its management committee (“Village Hall”).

(b) The person or organisation named in clause 1.3 (“The Hirer”).

**AGREED** as follows:

1. In consideration of the hire fee described in clause 1.4, The Village Hall agrees to permit the Hirer to use the premises described in clause 1.5, for the purpose described in clause 1.6 for the period(s) described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.6 below and the answers to the questions in sub-clauses 1.6 and clause 2 are terms of this agreement. This Hiring Agreement includes the annexed Standard Conditions of Hire and the Special Conditions of Hire set out in the attached Schedule.

**1.1. Dates(s) required:**

Day:	Month:
Year:	

Total whole hours inc setting up & clearing up (see standard conditions of hire 30, hire period)	
From:	to:
Start:	End:

**1.2. Ravensden Village Hall**

Registered Charity No 266321

Authorised Hall Representative 07999 87 0876     Duty Officer\*

\* The duty officer is she/he who holds the Mobile phone and this person will change from time to time.

Address 
 Ravensden Village Hall Management Committee  
 Ravensden Village Hall  
 Church Hill, Ravensden , Bedford  
 Mk442RL

Telephone Number 07999 87 0876

**1.3. Hirer: (must be over 18)**

Name	<input style="width: 100%;" type="text"/>
Organisation (if applicable)	<input style="width: 100%;" type="text"/>
Name of Organisation's Authorised Representative	<input style="width: 100%;" type="text"/>
Address of Hirer or Organisation	<input style="width: 100%; height: 60px;" type="text"/>
Contact Telephone Numbers	Home: <input style="width: 90%;" type="text"/>
	Mob: <input style="width: 90%;" type="text"/>

**1.4. Hire Fee and deposits**

Hire Fee	£ <input style="width: 90%;" type="text"/> (to be completed after discussion with the duty officer)
Special deposit* (Regular users at the discretion of The Village Hall Committee)	£ 200.00 <input style="width: 50%; border: none;" type="text"/> (See below*)

\*The special deposit cheque shall be dated at the function date and will be refunded within 28 days of the termination of the period of hire provided that :

- (a) No damage or loss has been caused to the premises and/or contents,
- (b) No complaints are made to The Village Hall Committee about noise or other disturbance during the period of hiring
- (c) No goods, equipment or property have been stored at the Hall outside of the hire period.
- (d) No decorations have been affixed to the walls, ceilings etc. and no blue tac, drawing pins, adhesive tapes or similar have been used anywhere in the hall
- (e) The keys are returned to the Duty Officer immediately after the event.

### 1.5. Premises

Whole of hall, *defined as:* main hall, meeting room/bar, kitchen and WCs.

If part of hall please specify

### 1.6. Purpose/description of hiring

(a) Commercial/public event

Describe type of event and whether food will be provided.

(b) Private event:

Describe type of event and whether food will be provided

## 2. LICENCES

The Village Hall holds a Premises Licence that authorises the following activities:

### 2.1 Indicate which activities will take place at your event:

Activity	Indicate activities to take place at your event (must be completed by the hirer)
a. The performance of plays	
b. The showing of films (Please state title and age classification)	
c. Indoor sporting events	
d. The performance of live music	
e. The playing of recorded music	
f. The performance of dance	
g. Making music	
h. . Dancing	

**2.2** If you intend to sell alcohol (which includes providing free alcoholic drinks at any event where people have paid to attend) you must apply to Bedford Borough Council for a Temporary Events Notice (TEN).

The Hirer shall obtain the written consent of the management committee via the form available at Appendix 1, **before** applying to the licensing authority for a TEN. Failure to do so will result in cancellation of the hiring without compensation.

***A copy of the TEN, endorsed as acknowledged by Bedford Borough Council, must be given by the hirer to the duty officer/booking secretary at least 48 hrs prior to the commencement of the hiring and the conditions attaching to the TEN must be strictly complied with by the hirer.***

- 2.3 Although the hall has a licence with the **Performing Right Society** (PRS) for the performance of copyright music, it may not cover commercial hirers who need to make their own enquiries with regard to a P.R.S. Licence.
- 2.4 The hirer agrees not to exceed the maximum permitted number of people in the hall including the organisers/performers. The maximum permitted number is **80** persons seated at tables and **100** standing.
- 2.4 The Hirer agrees to be present at all times during the event and to comply fully with this Hire Agreement.
- 2.5 It is hereby agreed that the Standard Conditions of Hire, together with any additional conditions imposed under the TENS, the PRS Licence or those that The Village Hall management committee deem necessary shall form part of the terms of this Hiring Agreement unless specifically excluded by agreement in writing between The Village Hall and the Hirer.
- 2.6 None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.
- 2.7 The use of inflatables ( i.e. of bouncy castle type) is permitted outside only. The Hirer should obtain written consent from the management committee and produce evidence of suitable insurance.
- 2.8 **The hirer, in signing this contract has agreed that the Standard Conditions of Hire have been read and accepted.**

As Witness the hands of the parties hereto:

Signed by the duty officer as described in 1.2 (b)) above, duly authorised, on behalf of The Village Hall's Management Committee. (Note to hirer: this will be countersigned and retained by the Ravensden Village Hall duty officer upon receipt)

Signature of duty officer

Signed by the person named at 1.3(a) above or at 1.3(c) above, duly authorised, on behalf of the organisation named at 1.3(b) above, where applicable.

Signature of hirer

*Please note that signatures do not need to be witnessed.*

- Return the signed application form and the TEN application form (if applicable) to:  
Ravensden Village Hall Management Committee  
Ravensden Village Hall  
Church Hill, Ravensden, Bedford Mk44 2RL
- Retain a copy of the Application form for your own records
- **Do not send back the Standard Conditions of Hire or the Appendices. These are for your reference.**
- Enclose a cheque for the hire fee
- Enclose a cheque dated at the event date for £200. (The special deposit)
- Commercial hirers: include a copy of your public liability insurance.
- Return the TEN application (if applicable) endorsed as acknowledged by Bedford Borough Council at least 48 hrs prior to the hiring.

## Standard conditions of hire

These standard conditions apply to all hiring of The Village Hall. If the Hirer is in any doubt as to the meaning of any of the following, the Duty Officer should immediately be consulted.

### 1. Age

The Hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement, relating to management and supervision of the premises are met.

### 2. Supervision

The Hirer shall, during the period of the hiring, be responsible for: supervision of the premises, the fabric and the contents; their care, safety from damage however slight or change of any sort; and the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway. In addition to the loss of the special deposit, and as directed by the Hall Chairman, the Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents, should the making good, replacement, or repair of such items exceed the value of the damages deposit.

### 3. Use of premises

The Hirer shall not use the premises for any purpose other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof nor allow the consumption of alcohol thereon without written permission.

### 4. Gaming, betting and lotteries

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

### 5. Licensable activities

The Village Hall holds a Performing Society Right Licence (PSRL) which permits the use of *copyright* music in any form, e.g. record, compact disc, tapes, radio, television or by performers in person. In addition, a Temporary Events Licenses (TENS) is required in respect of the sale of alcohol and it is the Hirer's responsibility to acquire the relevant licence.

### 6. Public safety compliance

The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, the hall's Fire Risk Assessment, Health and Safety guidelines, Safety rules and the Operating Instructions, or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. The hirer shall also comply with the hall's health and safety policy.

(a) The Hirer acknowledges that he/she has been referred to the Fire Safety Notice in the following matters:

- I. The action to be taken in event of fire.
- II. This includes calling the Fire Brigade and evacuating the hall.
  - a. The Hall's Fire risk Assessment can be viewed on request.
  - b. The location of fire equipment is attached at Appendix 5 (floor plan).
- III. The location of escape routes and the need to keep them clear.
- IV. Method of operation of escape door fastenings.
- V. Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire

(b) In advance of any events, entertainment play or similar, the Hirer shall check and confirm the following items:

- I. That all fire exits are unlocked and panic bolts in good working order.
- II. That any fire doors are not wedged open.
- III. That there is no obvious fire hazards on the premises.
- IV. That the fire exits are shown to the attendees.
- V. That he/she hirer has appointed two competent people to assist less able people in exiting the hall in the case of an emergency.

**7. Means of escape**

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit.

- I. The emergency lighting supply illuminating all exit signs and routes are operated by an automatic mains failure switching device.
- II. That the fire exits are shown to the attendees.

**8. Outbreaks of fire**

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the duty officer of the management committee.

**9. Health and hygiene**

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator.

**10. Electrical appliance safety**

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989.

**11 Insurance and indemnity**

(a) The Hirer shall be liable for:

- I. The cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises
- II. All claims, losses, damages and costs made against or incurred by The Village Hall management committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including any unauthorised storage of equipment) by the Hirer, and
- III. All claims, losses, damages and costs made against or incurred by The Village Hall management committee, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b)
- IV. The Hirer shall indemnify and keep indemnified accordingly each member of the village hall management committee and The Village Hall's employees, volunteers, agents and invitees against such liabilities.

(b) The Village Hall shall take out adequate insurance to insure the liabilities described in sub-clauses (a) (i) above and may, in its discretion and in the case of non commercial hirers, insure the liabilities described in sub-clauses (a) (ii) and (iii) above.

(c) The Village Hall shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of The Village Hall management committee and The Village Hall's employees, volunteers, agents and invitees against any insurance excess incurred

- I. The difference between the amount of the liability and the monies received under the insurance policy.

(d) Where The Village Hall does not insure the liabilities described in sub-clauses (a)(ii) and (iii) above, the Hirer shall take out adequate insurance to insure such liability and on demand shall produce the policy and current receipt or other evidence of cover to The Village Hall secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable The Village Hall to rehire the premises to another hirer.

The Village Hall is insured against any claims arising out of its own negligence.

## 12. Accidents and dangerous occurrences

The Hirer must report all accidents involving injury to the public to a member of The Village Hall management committee **as soon as possible** and complete the relevant section in The Village Hall's accident book. Any failure of equipment belonging to The Village Hall or brought in by the Hirer must also be reported **as soon as possible**. Certain types of accident or injury must be reported on a special form to the Incident Contact Centre. The Hall Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Incident Contact Centre can be contacted in any of the following ways:

- Telephone: 0845 3009923
- Facsimile: 0845 3009924
- Website: [www.riddor.gov.uk](http://www.riddor.gov.uk) or via the HSE website: [www.hse.gov.uk](http://www.hse.gov.uk)
- Post: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

## 13. Explosives and flammable substances

The hirer shall ensure that:

- (a) Highly flammable substances are not brought into, or used in any part of the premises and that
- (b) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be used. Decorations are not permitted to be attached to the structure of the hall. Tea lights can only be used with a proprietary container.

## 14. Heating

The Hirer shall ensure that no unauthorised heating appliances shall be used on the premises without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

## 15. Drunk and disorderly behaviour and supply of illegal drugs

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk or to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

## 16. Animals

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by The Village Hall. No animals whatsoever are to enter the kitchen at any time.

## 17. Compliance with the Children Act 1989

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons who have passed the appropriate Criminal Records Bureau checks and, from 2010, comply with ISA requirements have access to the children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer shall provide The Village Hall management committee with a copy of their CRB check and Child Protection Policy on request.

## 18. Fly posting

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and shall indemnify and keep indemnified each member of The Village Hall's management committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Failure to observe this condition may lead to prosecution by the local authority.

## 19. Sale of goods

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices

**20. Film shows**

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

**21. Cancellation**

If the Hirer wishes to cancel the booking before the date of the event and The Village Hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of The Village Hall.

The Village Hall reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- (a) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election
- (b) The Village Hall management committee reasonably considering that (i) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (ii) unlawful or unsuitable activities will take place at the premises as a result of this hiring
- (c) the premises becoming unfit for the use intended by the Hirer
- (d) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case the Hirer shall be entitled to a refund of any deposit already paid, but The Village Hall shall not be liable to the Hirer for any resulting direct or indirect loss or damages whatsoever.

**22. End of hire**

The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise The Village Hall shall be at liberty to make an additional charge.

**23. Noise**

The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. The Hirer shall, if using sound amplification equipment, comply with any other licensing condition for the premises.

**24. Stored equipment**

Storage outside of the hiring period is not permitted. The Village Hall accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property must be removed at the end of each hiring. Failure to remove property will result in the loss of the special deposit and /or fees will be charged for each day or part of a day at the hire fee per hiring until the same is removed.

The Village Hall may, use its discretion in any of the following circumstances:

- a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 1 day of the end of the hire period.
- b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in The Village Hall management committee disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

**25. No alterations**

No alterations or additions may be made to the premises nor may any fixtures be installed or placards, decorations or other articles be attached in any way to any part of the premises.

**26. No rights**

The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

**27. Dangerous and unsuitable performances**

Performances involving danger to the public or of a sexually explicit nature shall not be given.



**28. Smoking**

Smoking is not permitted on any part of the premises and the Hirer shall, ensure that the Hirer's invitees, comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulation made hereunder. Any person who breaches this provision shall be asked to leave the premises.

**29. Keys**

The time at which the keys can be borrowed shall be agreed between the hirer and the Duty Officer. Keys must be returned to the duty officer immediately after the event.

**30 Hire Period .**

The hire period is the time that the hirer commences and finishes using the hall. It includes the time taken for setting up and clearing up. The hire period shall be between the times specified in the hire agreement (Para 1.1) The Hirer should include time needed for preparation and clearing up in establishing the total period of hire required. Adequate time should be allowed at the end of events to ensure that the Village Hall is ***vacated at or before the end of the hire period***, to comply with the conditions of the premises licence. At the end of the hire period all persons must leave the premises and the hirer shall lock the doors.

**Appendices**  
**Appendix 1**

Application for consent for a Temporary Event Notice to be given for an event at Ravensden Village Hall  
Ravensden Village Hall has a premises licence authorising public entertainment (see page 3 para 2 of the hire agreement) **but it is NOT licensed for the sale of alcohol.**

I hereby apply to Ravensden Village Hall Management Committee for consent to be give to apply to the Licensing Authority for a Temporary Event Notice to hold the following licensable activities at the hall on the following date(s), during the following hours and in the following location(s):

Date(s)

Time

Description of event

Licensable activities

Location of activity:

Meeting room/bar	<input type="text"/>
Kitchen	<input type="text"/>
Garden	<input type="text"/>
Hall	<input type="text"/>

I hereby undertake to comply with the provisions of the Licensing Act 2003 (and any regulations hereunder) as they relate to a Premises User holding a Temporary Event Notice (TEN) and to indemnify the management committee for any obligations hereunder. I undertake, in particular, to notify the Police Authority within the required time and not to allow the sale of alcohol to those aged under 18 or to those who are drunk or disorderly.

Signed by the person named at 1.3 (a) or 1.3 (c) of the Hiring Agreement (duly authorised on behalf of the organisation named at 1.3 (b), where applicable):

Name (print)

Signature

I hereby authorise the person named above to give a Temporary Event Notice to the Licensing Authority for the area for the event described above on the date(s), at the time(s) and in the location(s) specified above.

Signed by the person named at 1.2 (b) of the Hiring Agreement, duly authorised, on behalf of The Village Hall's Management Committee:

Name (print)

Signature

## Appendix 2

### RAVENSDEN VILLAGE HALL: SAFETY

The First Aid Box is located in the kitchen. Accident records are located in a section of a file marked *Ravensden Village Hall* which is kept in the kitchen.

Accidents must be recorded whenever an accident occurs.

Any accident must be reported at a convenient time to the member of the management committee responsible, who is: The Duty Officer. Tel: 07999 87 876

#### Safety Rules

All hirers will be expected to read the whole of the hiring agreement and should sign the hiring form as evidence that they agree to the hiring conditions. All new hirers are provided with information on the hire form and by the duty officer (if further assistance is required) of safety procedures at the hall which they are expected to follow (e.g. fire evacuation procedures, use of equipment). The location of the accident records and health and safety details are a section of a file marked *Ravensden Village Hall* which is kept in the kitchen.

It is the intention of RAVENSDEN 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.

Employees, hirers and visitors will be expected to recognise that there is a duty on them to comply with the practices set out by the committee, with all safety requirements set out in the hiring agreement and with safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

The committee has carried out risk assessments. The following practices **must** be followed in order to minimise risks:

1. **Make sure** that all emergency exit doors are clear and unlocked as soon as the hall is to be used and throughout the hiring
2. **Be aware that** the ground outside the rear fire escape slopes downwards, that there is a step down within 1m of the doors and the land at the rear is uneven.
3. **Do not** operate or touch any electrical equipment where there are signs of damage, exposure of components or water penetration etc.
4. **Do not** work on steps, ladders or at height until they are properly secured and **another person is present**
5. **Do not** bring onto the property any portable electrical appliances which have not been Portable Appliance Tested.
6. **Do not** stack more than four chairs
7. **In the kitchen do:**
  - I. not touch hot surfaces
  - II. not allow children in the kitchen except under close supervision.
  - III. not allow over-crowding in the kitchen
  - IV. take great care when moving and draining hot pans.
8. **Wear** suitable protective clothing when handling cleaning or other toxic materials
9. **Report** any evidence of damage or faults to equipment or the building's facilities in the faults book kept in the kitchen.
10. **Be aware and seek to avoid the following risks:**
  - I. creating slipping hazards on wet floors – mop spills immediately
  - II. creating tripping hazards such as buggies, umbrellas, mops and other items left anywhere in the building
  - III. use adequate lighting.
  - IV. risk to individuals while in sole occupancy of the building
  - V. risks involved in handling kitchen equipment e.g. cooker, water heater and knives
  - VI. creating toppling hazards by piling equipment e.g. in store cupboards.

## Appendix 3 OPERATING INSTRUCTIONS

### EMERGENCY PROCEDURES

There are copies of the emergency procedures in the main hall and in the entrance.  
This includes a plan of the hall showing the location of fire exits, fire doors and fire extinguishers.

#### FIRE PRECAUTIONS

**NO SMOKING, NAKED FLAMES OR FLAMMABLE SUBSTANCES OR MATERIALS (PARTICULARLY DECORATIONS) ARE ALLOWED IN THE HALL.**

**NO DECORATIONS ARE TO BE TIED TO LIGHTS, THE HEATERS OR STUCK ON THE WALLS/CEILING. Ensure that weighted helium ballons do not touch light fittings or heaters.**

**NO ADDITIONAL HEATERS CAN BE BOUGHT INTO THE HALL**

You should point out the location of the fire exits to your guests/other users of the hall before any event begins. You should appoint two-able bodied adults to assist disabled people in the event of an emergency.

Emergency exit signs must be switched on at all times.

You must ensure that fire exits are not blocked or obstructed at any time both inside and outside the hall in the car park.

### ELECTRICAL EQUIPMENT

#### ELECTRICAL SOCKETS

If the lights fail, the associated LCD will trip, the RCDs for the electrical sockets are all in the power cupboard in the entrance marked DB1. Power to the Kitchen is marked DB2.

They can be reset if necessary.

Any electrical equipment bought into the hall must be in good condition and used in a safe manner. Do not attempt to use or repair damaged or faulty Village Hall equipment.

In the event that faulty equipment is used in any of the sockets in the hall, the RCD will trip. You can reset this, but you must stop using the equipment if any RCD trips more than once.

Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

#### LIGHTS

All lights at the front and rear of the building will come on automatically

The entrance lobby light switch is marked on the far right as you come in, also switches for the external sides of the hall.

To the right as you enter the main hall are the main light switches each has an associated dimmer

#### HEATERS

All heaters are controlled by a "Heating Master Switch" which can be found under the main hall light switches to the right inside the main hall door

There are 6 electric heaters in the main hall (please leave the individual heater switched on)

A separate heater is in the bar/committee room which can be switched on as required.

Heaters in the Ladies, Gents and Disabled toilets are also controlled by the "Heating Master Switch"

#### WATER HEATERS

There are two water heaters in the kitchen. The boiler can be used for tea and coffee making;

**CAUTION VERY HOT WATER.** The other, provides hot water to the sinks.

In the bar/committee room another water heater is under the small window. This will provide hot water to the sink, and to the hot taps in the ladies toilet.

#### COOKERS

Open at least one window in the kitchen when using the cookers

Do not cook with fat.

Never leave the cookers unattended, and turn off at the wall when not in use.

#### FRIDGES

The fridge in the main kitchen, the power switch can be found in left hand cupboard at the bottom

In the bar/committee room the switch is to the right.

Please switch fridges off when you have finished using them.

## **CAR PARK**

### **DO NOT TAKE ALCOHOLIC DRINKS INTO THE CAR PARK**

Any vehicles left overnight must be removed by 10am the following morning

If the car park is full, guests should park so as not to inconvenience local residents.

## **GENERAL**

Ravensden Village Hall is licensed for a maximum of up to 80 people formally seated at tables, and up to 100 at a standing/casual seated event.

Ensure that the stage steps are fixed at all times when the stage is in use

Mop up spills as soon as possible with the mop provided (in the cupboard by the kitchen entrance)

Please read and adhere to the instructions for operating equipment in the hall

Please log any equipment failure or damage in the fault book to be found in the kitchen under the counter.

## **WHEN YOU HAVE FINISHED**

Stack all upholstered chairs neatly on the stage, No more than 4 in a stack. Fold-up chairs to be stacked in the meeting room.

Wipe down all tables. Folding tables are to be stacked to the right of the stage and square ones stacked in the meeting room

Leave the hall in a clean and tidy condition, including sweeping the floor (brushes are in the broom cupboard by the kitchen entrance).

Ensure that the work surfaces, cookers and fridges are wiped clean, and **the two fridge doors left open.**

Put waste sacks in the bins that are outside the hall.

## **LEAVING**

**Ask guests to leave quietly.**

**Switch off all lights, water heaters in the kitchen and the Bar/Committee room and the heating master switch.**

**DOUBLE CHECK THAT THE HEATER MASTER SWITCH, COOKERS AND FRIDGES ARE PROPERLY TURNED OFF**

**Ensure all windows are closed and curtains left open;**

**Lock the door and gate.**

**Return the keys to the Duty officer**

## **APPENDIX 4**

### **General Information**

Please telephone **07999 87 0876** in case of difficulty.

### **Opening and closing**

The Village Hall keys will be available from the Duty Officer see Clause 1.2 of the Hire Agreement and Clause 29 of the Standard Conditions of Hire. After locking up at the end of the Hire period the keys must be returned immediately to the Duty Officer.

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 quietly before or at the end of the licensed period. Failure to comply with this will result in forfeiture of your deposit.

### **Safety.** Also refer to Appendix 2

In the event of a fire, The Village Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

The exact location fire exits and fire extinguishers must be noted before The Village Hall is occupied and the manner of opening Fire Doors should be made known to your guests. Refer to plan below.

The Village Hall's health and safety details are kept in section of the file marked *Ravensden Village Hall* which is kept in the kitchen

### **Hall telephone**

The Village Hall does not have a telephone. You are advised to bring a fully charge mobile telephone for use in case of emergency

The Management committee welcome comments or observations that you may have about your hire of The Village Hall.

Thank you for hiring our Hall

**Appendix 5**  
**Floor plan**

