

The Narth & District Village Hall

Registered charity 524389



Please read these before signing the Hire Agreement for the hall.

Take the Check List with you to use at your event.

Note that as hirer of the hall **you must be present** when other people are in the hall during the booked period. **It is your responsibility to ensure the terms and conditions of hire are met.**

Terms & Conditions of Hire

- The Narth Village Hall committee reserve the right to refuse bookings
- Any loss or damage incurred during the hire period shall be paid for by the Hirer. Any damage or defects found on the premises prior to or during the event must be reported to the Village Hall Committee
- The Hirer shall ensure that the numbers within the Hall do not exceed the stated capacity for the particular event (from a maximum of 60 seated to 120 standing)
- The Hirer shall ensure they adhere to the operating hours and conditions under our current Premises Licence, which is displayed on the Hall notice board
- The Hirer accepts responsibility for risks against claims for damage, loss of property, or injury to persons resulting from the Hirer's use of the premises. (The Village Hall and local voluntary groups are covered by our public and employer's liability insurance. Other users of the Hall are not covered and we recommend hirers take out their own insurance to cover their liabilities.)
- The Hirer shall ensure that they read the Fire Emergency Plan for the Hall (reproduced below) and ensure that these procedures are followed. Emergency Exits must be kept clear at all times
- The Hirer understands that our marquees are not fire resisting, and that they are solely responsible for assessing and managing any risk of fire that their event or activity may involve
- Leaving the cooker or other equipment switched on may result in an additional charge to cover electricity costs
- **The Hirer agrees to abide by all policies of the Hall, including those relating to the consumption and sale of alcohol, protection of children and vulnerable adults, and equality and diversity.** Copies of these policies are available on the Village Hall web site and are displayed in the Hall
- The Hirer agrees to ensure that at the end of the hire the Check List is followed (appended to this agreement), to ensure that all equipment is turned off, and the hall is left clean, tidy and secure

Cancellations

Normally we require at least 7 days' notice of cancellations, in which case you will not be charged.

If you cancel within 7 days of the event, the Committee reserve the right to charge for the booking. Among other possible factors, this will depend on whether the Booking Clerk is able to adjust the Hall's heating controls. You will be charged the full hire amount if we do not receive sufficient notice for this to be done.

If emailing, please use the official email address (bookings@thenarthhall.org.uk) as this will be forwarded to the appropriate person when the usual Booking Clerk is on holiday.

Complaints Procedure

We hope you find everything in order at the Hall. However if there is anything wrong we do appreciate feedback so we can correct it. If you have any comments or complaints please speak to a member of the Village Hall Committee or contact the Chair of the Committee: Larry Stoter 01600 861836, larry.stoter@gmail.com.

Continued overleaf/-

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Fire procedure

IF YOU DISCOVER A FIRE

- Dial 999 to call the Fire Brigade.
- Tell the person running the event or activity there is a fire
- Do not attempt to tackle the fire using the appliances provided unless you are competent to do so.
- Do not put yourself or others at risk by doing so.

IF YOU ARE THE PERSON RUNNING THE EVENT OR ACTIVITY

- Stop the event or activity, and calmly ask those attending to leave the building by the nearest available exit.
- Only if it is safe to do so, carry out a quick check of the hall to make sure that everyone has left

IF YOU ARE TOLD THERE IS A FIRE

- Calmly leave the building by the nearest available exit.
- Do not stop to collect personal belongings.
- Do not re-enter the building.
- Assemble in The Glade car park opposite the village hall

Fire Emergency Plan for Hirers of the Hall

As the person hiring the hall for the event or function you are responsible for the safety of those persons assisting with or attending the event.

Before the event or function you should be aware of:

- The contents of the Fire Procedures Notice displayed in the room.
- What fire extinguishers are present and their location.
- How a fire will be detected (smoke and heat alarms are fitted).
- The available escape routes and exits.
- Checking that all escape routes are clear of obstructions and combustibles.

At the start and during the event or function you should ensure that:

- Escape routes and exits do not become blocked.
- No naked flames are started, including candles.
- Rooms do not become overcrowded and when setting out chairs and tables adequate room is left for safe and easy means of escape.

NOTE: The use of free-standing heating equipment (e.g. electric fires) is expressly forbidden, as is the use of candles or other naked flames, and no deep fat fryers should be used in the kitchen.

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Hirer's Check List

Before your event please note the following:

- **If you wish to sell alcohol at your event, this must be arranged in advance with the Village Hall Committee** under the terms of our Premises Licence. You may need to apply for a Temporary Event Notice from the Council. Alternatively, it may be possible to sell alcohol under the Hall's licence, in which case there must be a committee member or authorised representative present to oversee the sales and anyone serving alcohol must be trained and confirmed by the hall committee. Note that our Premises Licence only covers sales from within the hall, not from the car park or Glade.
- If this is a public event at which children or vulnerable adults will be present without their own parents/carers you will be required to submit a copy of your child/vulnerable adult safeguarding policy. This does not apply to private parties or events which are attended by children accompanied by parents or carers.
- Kettles, cups and plates are provided for basic refreshments. Permission for use of other equipment is at the Village Hall Committee's discretion and must be agreed in advance, and there may be an additional charge. Training can be provided.

Energy conservation during your event:

- The stage curtains should remain drawn shut when the stage is not in use
- The external doors should not be left open in cold weather – please ask people to close the door behind them
- The kitchen door and hatch should be closed when not in use

The electric radiators will be set to come on before your event and to turn off after it. If the room is too cold you may use the electric fan heaters above the doors. If the room is too hot please follow the separate instructions.

DO NOT change any other settings and do not turn off radiators at their power sockets as this affects the programmed timing for the next users.

Note that the heating is controlled by wifi using devices plugged into sockets on the stage: **do not turn off or unplug these devices** as this affects the heating programme and can result in a cold hall for the next users.

Rubbish and recycling: There are no collections of waste or recycling from the hall, so please arrange to remove all rubbish, recycling and food waste from the hall after your event.

Accidents and Incidents: In the event of an accident, please enter details in the Accident Book which is located on the kitchen window sill, and report the incident to the Booking Clerk or other Committee member. First aid boxes are also available in the kitchen.

Breakages and faults or other problems should be reported to the Booking Clerk or other Committee member.

On leaving the hall please ensure that:

- Fire exits are not obstructed
- The fan heaters are turned off
- All windows are closed
- Curtains and blinds are closed in winter
- All water taps are turned off
- Any equipment used is turned off, including fridges, water heater, urn and cooker (turn cooker off at the main switch)
- All chairs are stacked and tables are returned to the back room
- All lights are turned off, including in the toilets
- All rubbish and recycling is removed and taken away from the Hall and its grounds
- All areas used by the hirer are left clean and tidy
- All doors are locked
- All keys are returned to a member of the committee or replaced in the key safe, as pre-arranged with the Booking Clerk