



## Notes for Hirers

**These notes are offered for guidance only, and do not supersede anything that is in the Conditions of Hire or any specific Hiring Agreement.**

The Village Hall is primarily for the use of residents of Ston Easton Parish, but it may also be booked for use by non-residents as considered appropriate by the Management Committee. It is run as a Charity by a volunteer committee, who are responsible for its proper use and maintenance. The Village Hall Management Committee is not responsible for the playing field, the playground, or any other facilities adjacent to the hall.

**AS THE HALL IS IN A RESIDENTIAL AREA, ALL FUNCTIONS ARE TO BE FINISHED (AND ALL GUESTS ETC. MUST HAVE VACATED THE PROPERTY AND CAR PARK) BY 11.30PM LATEST.**

## Availability

The hall is normally available for events from 8am to 11.30pm. It may be booked prior to this for the purpose of setting up in advance. Note that for normal events setting up and clearing up times are chargeable as part of the hall hire period.

Any bar serving drinks etc. must have stopped serving and be closed by 11pm.

Music and PA systems must be turned off by 11pm.

The hall and car park should be completely vacated by 11.30pm at the very latest.

Please remind your guests to leave quietly as we have residents living nearby.

## Security

Please refer to the supplied checklist to ensure that everything is left as it should be. The hirer must ensure that all external doors and windows are secure when they leave the hall.

## Cleanliness

The hall will be clean and tidy when handed over to the Hirer. Please ensure that it is left in the same condition at the end of your event. If there are issues with the completion of the post-event clean, the Hirer may, by special arrangement, return the next day to complete clearing up. This must be agreed in advance, as it could otherwise impact subsequent hirers.

Chairs and tables should be stacked and put away, unless otherwise agreed. The whole of the hall floor should be swept but not mopped, and any surface marks should be cleaned and dried. The kitchen and bar floors (if used) should be swept and mopped as necessary.

All toilets must be left clean. Cleaning materials and disposable gloves are provided for this if required.

**All rubbish MUST be removed by the Hirer, and black bags and bin liners are provided for this.**

If any of the above conditions are not met, the Management Committee reserves the right to charge a reasonable fee to arrange cleaning, rubbish disposal etc.

## **Sale or consumption of alcohol**

This is covered on the booking form so that the Booking Secretary can check that appropriate licences and other considerations are taken into account. On no account may alcohol be consumed or sold unless this has been included in your Hiring Agreement.

## **Health & Safety**

The hall is as safe as can be reasonably expected. It is, however, the absolute responsibility of the Hirer to ensure that it is used safely. The Village Hall Management Committee can accept no responsibility for any accidents or hazards that arise from any action or omission by the Hirer or their guests.

Instructions for use of heating, hot water and cooker must be adhered to.

Regulations dictate that it must be possible to evacuate the hall within 2½ minutes in the event of fire. In general, no more than 100 people are allowed at an event in the hall at any one time. This may be amended if the Hirer undertakes to take appropriate steps to ensure safe evacuation is possible, and any such amendment will be stated in the Special Conditions schedule attached to the Hiring Agreement.

During any pandemic or other exceptional circumstances, separate instructions and procedures will be issued. Please ensure that you have these, if and when necessary.

All children must be supervised at all times.

You must report any hazards found to the Secretary or the Bookings Secretary as soon as possible, and note them in the accident book while you are in the hall.