

Conditions of Hire, Emergency Plan / Fire Safety Policy

Rowney Green Village Hall



*The Village Hall is a non-profit-making facility managed and maintained by Community Volunteers
These requests are intended for your safety and to help to maintain the fabric of the building for future use
Your co-operation is appreciated*

Please Read and understand the **Standard Conditions of Hire**, set out on Page 2.
If in doubt as to their meaning, please seek clarification from The Booking Secretary

Please DO:

- Appoint a "Responsible Person", for supervision and compliance with *The Emergency Plan / Fire Safety Policy*
- Carry tables/chairs, not drag
- Notify us of accidental damage
- Be considerate to the neighbours – **close all windows if music is being played**
- Finish at or before mid-night
- Clear up as necessary after use
- (PLEASE LEAVE THE HALL AS YOU WOULD WISH TO FIND IT)
- Take any recycle rubbish away with you if possible. Place other rubbish in the outdoor bin provided
- Lock up and return the keys and/or key card

ENJOY YOURSELVES

Emergency Plan / Fire Safety Policy

1. The person who has made the booking is designated as the **responsible person** for the event/meeting/function.
2. Ensure that fire exits are kept clear at all times.
3. The hall has a no smoking policy and ashtrays are located on the wall near the front exit and the exit to the social room.
4. If there is a fire, the fire alarm can be activated manually by breaking of a manual point of it will automatically go off.
5. On discovering a fire, the alarm should be activated if it has not gone off automatically and the building evacuated.
6. The **responsible person** should be aware of the fire exits to organize the evacuation of the building.
7. The escape routes are marked and lit by the emergency lighting system.
8. People should assemble on the front car park.
9. The **responsible person** should call the fire service.
10. The location of the fire extinguishers are marked on the plan of the building which is included on the website www.rowneygreenvillagehall.org, also a copy is located next to each fire alarm panel.

Please Avoid:

- Parking on the road and obstructing driveways
- Damaging the fabric of The Hall or using pins, tape etc. which may deface the décor
- Smoking inside the building
- Wearing stiletto heels on the wooden floors

Please Remember:

- Deposit will be lost or a cancellation fee charged should you be unable to take up your booking - unless The Booking Secretary is notified at least 4 weeks before the event
- Sub-letting is prohibited



Standard Conditions of Hire

The hirer shall be deemed to have read and understood the following standard conditions of hire. If the hirer is in any doubt as to the meaning of the following, please refer to the Booking Secretary.

Please contact the Management Team via The Booking Secretary

1. *The hirer will, 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. This includes proper supervision of car parking arrangements so as to avoid obstruction of the highway. Any breakages or damage must be reported forthwith and made good to the satisfaction of the Management Team. If not done in a reasonable time the Management Team reserves the right to have the repairs done and re-charge the hirer any consequential losses incurred. Should a fire extinguisher be let off accidentally, there will be a charge of £20.00 to the hirer.*
2. *The hirer shall not sub-let or use the premises for any unlawful purpose or in any unlawful way, nor do anything, or bring onto the premises anything, which may endanger the same, or any insurance policies in respect thereof.*
3. *The hirer shall be responsible for compliance with the licensing conditions as displayed in the hall and for the observance of the same and of all other regulations appertaining to the premises stipulated by the Fire Authority, the Local Authority, the Local Magistrates Court or otherwise. The Lobby, Emergency Exits and Gangways must be kept clear at all times. The hirer must sign the Booking Agreement form provided, agreeing to comply with the conditions set out in the Premises Licence relating to the provision of Stewards.*
4. ***There must be no music or entertainment after mid-night***
5. *Charges as set out will be adhered to, so far as possible, but the Management Team reserves the right to alter or amend them, where necessary. If the Hirer wishes to cancel the booking before the date of the event a Cancellation Fee will be payable unless cancelled in writing to The Booking Secretary at least 4 weeks before the event.*
6. *The Management Team reserves the right to refuse to let the Hall, or any part thereof, but letting will not be unreasonably refused.*
7. *Vehicles parked in the car park are at the owner's risk. Entrances must be kept clear. Unauthorised parking is strictly forbidden.*
8. *No cooking or heating equipment other than that provided may be used, unless by prior agreement with the Management Team.*
9. *Please adhere to the "No Smoking" policy inside the building.*
10. *Chairs are only to be moved singly or with the trolleys provided and furniture and equipment are to be lifted from place to place, not dragged. Affiliated Community Groups shall maintain equipment in good order to avoid damage to the floor and to the fabric of the building in general.*
11. *Stiletto heels are not permitted in the Hall.*
12. *Notices relating to Village Hall activities and the like may be displayed for a limited period of time in the external notice boards, and smaller notices, not exceeding A4 size paper, displayed on the interior notice board(s). Other notices must be mounted on card or hardboard supports and not affixed in any way to any part of the fabric of the building. The use of drawing pins, clips, nails, screws etc. in any part of the building is not permitted.*
13. *Letting charges are to be paid prior to hire; otherwise the Hall may not be made available. Community Groups (CG) shall pay monthly on receipt of Invoice, otherwise subsequent lets may be charged at full rate.*
14. *Nothing of significant size or weight shall be brought into the Hall for permanent storage without permission from the Management Team, and all permitted equipment shall be stored within the bounds allocated for the CG's use.*
15. *At the end of the hire, the hirer shall be responsible for switching off all lighting, gas and electrical appliances, replacing any contents temporarily removed from their usual position, locking all exterior doors, returning keys to their lockers and leaving the premises and surrounds in a clean and tidy condition, otherwise the Management Team shall be at liberty to make an additional charge.*
16. *Where possible, please take away with you any rubbish for recycling – place other rubbish in the outdoor bin provided.*

Thank you