

Great Dunham Village Hall

Conditions of Hire & other Important Information

Booking Conditions

In order to hire Great Dunham Village Hall, the hirer will be required to complete a booking form together with the payment of any required deposits.

Deposits

For single events such parties, weddings or where the event will include the consumption of alcohol, a **cash deposit of £25** is required to secure the booking. This will be returned subject to the cost of rectifying any damage arising during the hiring.

Cancellation

If the Hirer wishes to cancel the booking before the date of the event, the question of the repayment of the deposit shall be at the discretion of The Amenities Committee.

We reserve the right to cancel any hiring in the event of:

1. The premises being required for use as a Polling Station
2. If it is reasonably considered that the hiring will lead to a) a breach of licensing conditions, or other legal or statutory requirements or b) unlawful or unsuitable activities taking place at the premises as a result of the hiring
3. The premises becoming unfit for the use intended by the Hirer

In any such case the Hirer shall be entitled to a refund of any deposit already paid,

Opening & Closing the Village Hall

The village hall key will be available from Mrs Lawes at 5, Litcham Road, Great Dunham (immediately opposite the Hall) and, after locking up, must be returned there immediately.

The booking time for the hall must include the time required for preparing for the event and tidying up afterwards.

The Hall must be left in a clean and tidy state after use. Dustbin and brushes are kept in the cloak room for use by those hiring the hall. Tables and chairs should be returned to the store room.

Each radiator has a control switch, you may need to turn these up to increase heat in hall when first entering building, please always switch these down to 1 at the end of the hire period.

All lights and other electrical appliances must be switched off when leaving the hall. Doors and windows must be securely closed and locked. Special attention should be given to ensure the door out to the Community Park is locked.

Please leave the village hall clean and tidy and take any waste home. There are supplies of black refuse bins for the use of hall users in the kitchen. Nappy sacks are provided in the disabled toilets and these should be used for nappies (& similar). Please take these home for disposal.

Please ensure table tops are wiped clean before being stacked and the floors are swept.

Users of the kitchen should wash all items used and return them to the cupboards. Some regular users leave soft drinks and other consumables in the kitchen; please do not consume these items.

Safety

The hirer undertakes to supervise Children at all times both in the hall and the Community Park and not to allow any under fives in the kitchen area.

All users are responsible for the safe operation of all kitchen and electrical equipment.

By law you are not allowed to smoke in the Village Hall.

The maximum permitted number of people allowed in the building is:

Large hall - 110

Meeting (Mitchell) room - 30

Combined booking large hall & meeting room - 110

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. The village hall has no telephone so you are advised to bring a fully charged mobile telephone for use in case of emergency.

The location of fire exits and fire extinguishers must be noted before the village hall is occupied and the manner of opening Fire Exit Doors should be made known to your guests. The fire exits are clearly marked and a plan showing the location of fire alarm, extinguishers and blankets is attached

Please use the trolleys provided for moving chairs and tables in order to avoid injury or damage to floors. Please stack chairs and tables in the storeroom in the manner shown on the notice which is on the inside of cupboard door.

The village hall's health and safety file is kept in the kitchen in the cupboard marked with a green cross. The Village Hall Risk Assessments (fire safety & health & safety) are also stored in this file. **All organisers of events must consider whether they need to complete their own risk assessment.**

A first aid box is located in the same cupboard together with an accident book in which any injuries/accidents must be recorded.

Car Parking

The village hall car park will accommodate a good number of cars if they are parked sensibly. Cars are not allowed on the grassed areas or Community Park.

Please ensure any car drivers who park on the road do not obstruct the entrances to local properties.

On occasion and with prior agreement it may be possible to arrange additional parking at the local primary school.

Consideration for Others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

It is a requirement of our Entertainment Licence issued by Breckland Council that windows are kept closed when loud music is played

Please do not use drawing pins, blu tack or sellotape on the walls

Some regular users of the Hall have been given permission to leave sport and play equipment in the store room or kitchen cupboards. Please do not use these.

The hall is cleaned regularly but not after every event, please leave the hall clean and tidy as when your hire began and remove all rubbish.

Faults/ Damage/ Comments

Please report any faults or damage to the booking secretary (or deputy booking secretary) as soon as possible so that they can be rectified quickly. The Amenities Committee welcome any comments or observations that you may have about your hire of the village hall.

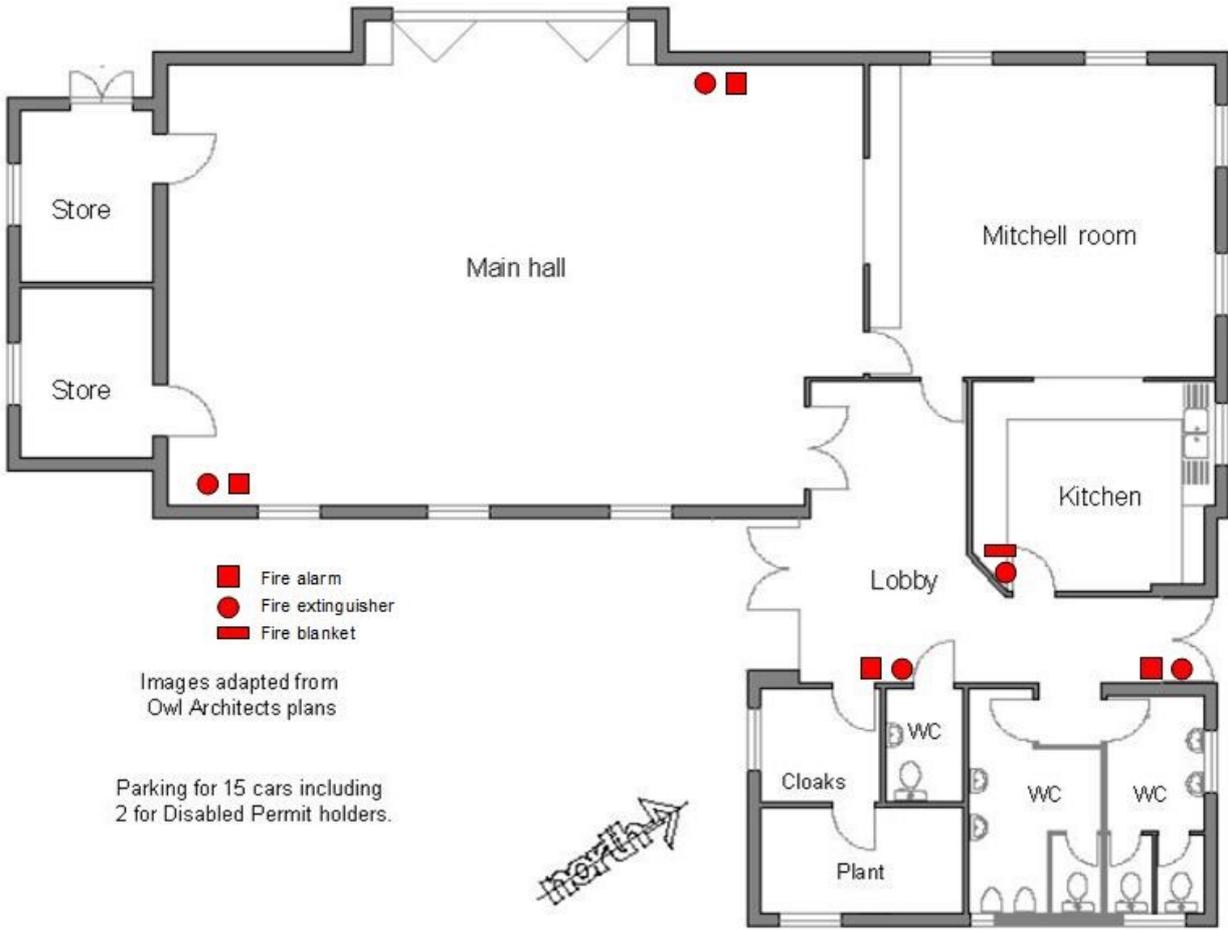
Location and Use of Fire Equipment for Hirers

Fire exits: 2 in the entrance hall and the French windows from the main hall

Accident Book, First Aid box & Health & Safety folder: in the cupboard to the right under the hatch in the Kitchen

Firs Alarm and extinguishers: see plan below

Fire Doors: all internal doors which should be kept closed at all times



END OF HIRE CHECKLIST

The Responsible Person (the Hirer) undertakes:

1. That the premises and surrounding area have been left in a clean and tidy condition.
2. That the tables have been folded and that they and the chairs have been stacked carefully (in accordance with the instructions provided) in the store room.
3. That the thermostats on all the radiators have been turned down to setting "1".
4. That all electrical appliances, including cookers and lights, have been switched off.
5. That all rubbish has been bagged and removed from the site.
6. That all internal doors have been closed.
7. That all windows have been closed.
8. That all external doors have been closed and locked (in particular the door to the community park).
9. That the building has been left in a safe condition with particular regard to FIRE.
10. That the keys have been returned to the Bookings Secretary at the end of the hire period.