

WILLOUGHBY VILLAGE HALL CONDITIONS OF HIRE

- 1 Applications for hire must be made to the Booking Secretary at least 10 days before the Hall is required. Particulars of hire and its object must accompany all applications. Minimum age of hirer is 21.
- 2 The consent of the Management Committee or its elected officers must be given before the Hall can be hired by persons living outside the Parish.
- 3 The Hall cannot be hired on Sundays, Christmas Day or Good Friday for public dancing, singing or music or for any commercial money making activity. Any other form of hire on these days must be approved by the Management Committee.
- 4 All functions must cease promptly at the termination of hire and not later than 1.00hrs on weekdays and 23.45hrs on Saturdays.
- 5 No intoxicants shall be consumed or allowed on the premises without permission of the Management Committee or its elected officers. The Hirer shall be responsible for obtaining any licence that may be required and for not allowing the consumption of alcohol unlawfully.
- 6 The Hirer, during the period of 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. A premium may be charged at the discretion of the Committee.
- 7 The premises should not be used for any purpose other than that described in the hiring agreement. Furniture should not be taken outside the hall at any time.
- 8 The Management Committee or its officers do not accept any responsibility for any items lost in the Hall.
- 9 FIRE EXITS must remain clear at all times and the Hirer to acquaint themselves with the Fire Regulations and be responsible for calling the Fire Brigade should it be necessary. The Hirer to ensure that all electrical equipment brought into the Hall has been Portable Appliance (P.A.T.) tested by a competent person and certification is still in date.
- 10 The Hall operates a NO SMOKING POLICY in all areas.
- 11 The Village Hall Wifi code is ***** (subject to change)
- 12 The Hirer shall be responsible for :
 - The opening and locking of the Village Hall for each function as required by the booking organisation.
 - Operation of the heating controls. The heating is operated by the control box located in the vestibule, adjacent to the door to the gents cloakroom. To switch on the heating press operating mode button (bottom right below information window) three times to move highlighted display from “off” to “on”. Water heating for taps is automatic. Please note piping runs to kitchen and ladies toilet are long so hot tap requires to be run for some time before hot water appears. Note:-Heating needs time to warm hall but should not be switched on more than 90 minutes prior to occupancy unless otherwise agreed. The set temperature in the hall is controlled by a fixed thermostat and there is no need to adjust any boiler controls in the cloakroom.
 - **Switching off the heating at the termination of the hire.** To switch heating off press operating mode button referred to above once to return display to “off”.
 - Ensuring that all electrical appliances (except fridge in kitchen) are switched off at end of hire.
 - Ensuring that all doors and windows are securely fastened and that the kitchen door is locked from the inside.
 - Locking the Hall at the termination of the hire and either retaining key or returning key to Booking Secretary (B Hallam – 01788 890003).
 - Reporting any damages or defects to Secretary (P Palmer – 01788 890109)

- Accidents – a First Aid Kit is provided (located in kitchen drawer). Please note all items used in the log book provided.
- A large projection screen is available for use if requested at the time of booking. This screen is electronically operated and no attempt should be made to lower or raise manually. The control is in a locked cabinet at side of stage. The key will be available from the Booking Secretary.
- ALL tables and chairs used should be replaced to the position as at commencement of hire. – ie Main Hall green chairs placed around hall, brown chairs in cupboard, tables returned to Store Room etc.
- NO ball games or skate boards are allowed within the confines of the Hall or its grounds under any circumstances.
- All rubbish created by the function to be removed from the Hall and placed in the 2 wheelie bins outside the kitchen door. **Should both bins be full Hirer to dispose of excess rubbish – it is not to be left in the Hall grounds.** Any rubbish for recycling should be separated from the rubbish and put in the BLUE Recycle bin (ensuring only recyclable rubbish is put in this bin ie no bin liners)
- The Hall should always be left in a state of cleanliness. A vacuum cleaner, brooms, dustpan and brush, mop etc can be found in the cupboard in entrance hall. NB A surcharge to cover cleaning may be imposed if, after consultation with the Hirer, it is deemed that this condition is not complied with.
- Car Parking – the Hirer to ensure that all cars are parked in the Hall Car Park. The car park opposite may also be used if the Village Hall Car Park is full. No cars should be parked on the grass verges or in front of private driveways, or on the bridge. The highway must be kept clear for the normal passage of traffic. The Management Committee does not accept responsibility for vehicles or their contents parked at the Village Hall Car Park. **THE HIRER SHOULD BE RESPONSIBLE FOR SENSIBLE PARKING.**
- Ensuring no one plugs into the Halls mains to watch or record TV programmes as they are shown on TV, using a television, computer, laptop, mobile phone or DVD/VHS recorder. The Hall does not have a TV licence and any fines incurred for breeches of this law will be passed onto the Hirer.
- Health Hygiene and Safety - The Hirer shall, if preparing, serving or selling food be responsible for observing and complying with all relevant food, health and hygiene legislation - the Management Committee accepts no responsibility.
- Equipment brought into the Hall must be safe for the purpose intended, does not cause damage, and is removed on vacating the Hall.
- If you are providing food, the hirer has a legal duty (under the Food Information Regulations 2014) to advise customers of any allergens that may be present in ready to eat food provided or sold.
- Ensuring no CCTV or recordings are undertaken in the hall without the prior agreement of the Management Committee.

HALL CAPACITY:

MEETINGS – 120

DANCES – 120

CHAIRPERSON

Mrs Val Hall
Barrowfield
19 Lower Street
Willoughby
01788 890134

SECRETARY

Mrs Paula Palmer
Annes Cove
Pye Court
Willoughby
01788 890109

BOOKING SECRETARY

Mrs Beryl Hallam
Waverley
17 Lower Street
Willoughby
01788 890003