

WOOLASTON MEMORIAL HALL

& PLAYING FIELD

For the Community

Thank you for hiring our facilities and we hope you have an enjoyable event.

Terms & Conditions of Hire

- a) Applications for the hire of the hall and/or the playing field shall be made to the Bookings Officer in advance, the hirer being over 18 years of age.
- b) **The hirer has full responsibility for** ensuring the hall/playing field plus equipment is used with respect. The Hirer must be present throughout the period of hire to ensure all the conditions are complied with.
- c) **Health, Safety and Risk Management:** It is the duty of all hirers, users and visitors to take care of themselves and others who may be affected by their activities and to co-operate with the Committee in keeping the premises, including the grounds, safe and fit for purpose. . Refer to our Health, Safety and Risk Management policy on our website www.woolastonmh.org.uk/policies
- d) **The Hirer will be liable for** any damage done to the hall and its contents including breakages or losses as well as any additional cleaning costs incurred. The hirer is also liable for any damage done to outdoor play/sports equipment, seating and fencing. Any damages must be reported to the Booking Officer immediately after the letting. In the event of any damage during the hire period the hirer will have to pay for repairs carried out by a **contractor approved by the Hall Committee** in addition to the agreed charge.
- e) Current charges for hiring the hall and/or playing field, are available on the website www.woolastonmh.org.uk and shall be paid in advance to the Bookings Officer.
- f) 50% of invoice represents a non-refundable deposit.
- g) The invoice must be paid in advance of the event.
- h) Individuals or organisations who hire the hall on a regular basis can agree payments arrangements with the Booking Officer.
- i) Notice of cancellation of hiring shall be given by hirers in writing 14 days in advance. In the absence of such notice the hirers must pay hiring charges in full.

- j) **SAFEGUARDING:** Hirers are responsible for the safeguarding of children and vulnerable adults under their supervision. Refer to our Safeguarding Policy on our website www.woolastonmh.org.uk/policies
- k) **EQUALITY & DIVERSITY:** All hirers, volunteers and village hall event attendees are required to assist us in meeting our commitments, to ensure equality, diversity and inclusion and avoid unlawful discrimination. Refer to our Equality and Diversity Policy on our website. www.woolastonmh.org.uk/policies
- l) The person to whom the hall or playing field is let shall be responsible for its proper and orderly use, the good behaviour of all the guests, the observance of any licensing regulations or other legal requirements governing such use, the leaving of the premises in a clean and tidy condition, the chairs and tables put away **and for ensuring that doors are locked, windows closed, and all lights put out where appropriate**. It is the responsibility of the hirer to be in charge of and be in attendance during the whole time they are open to the public. The person in charge shall not be engaged in any duties which would prevent him/her from exercising general supervision. All furniture shall only be used for the purpose for which it was designed. No nails, screws, tacks or adhesive tapes shall be applied to decorated surfaces and no alterations shall be made to the electrical circuits or fittings.
- m) The right to refuse any application received for the hire of the hall and/or playing field, or to refuse admission to any individual, without assigning any reason is reserved to the Hall and Playing Field Committee.
- n) The Public Liability Insurance Policy only covers any accident or injury for which the Committee of Management would have a legal liability. The individual organisations or persons hiring the hall and/or playing field should affect their own liability insurances and other cover on their own equipment as may be required.
- o) The Committee of Management accepts no responsibility for damage to or the loss of property of the hirer or for Third Party claims arising from anything introduced onto the Trust premises by the hirer at the conduct of the function of the hirer.
- p) Bookings are subject to the premises being available and the Committee of Management will accept no responsibility for any loss sustained by the hirer because of any part of the premises not being available through the accident, damage, service failure or other, reason outside the control of the Committee of Management.

Audio/Visual Equipment and Licences:

The Audio equipment is in a secure cupboard in the kitchen. Instructions for use are provided. An extension connecting lead for mobile phones etc is provided. Blue Tooth can also be used.

Projector and Screen are in the Hall with a laptop connection point near the French windows. Connecting HDMI lead and Projector control buttons are kept in the cupboard with the audio equipment.

The Hall has a PPL/PRS Music Licence allowing any music to be legally played.

If a Hirer wishes to show a film that is to be advertised publicly with an entrance fee, permission must be given by the Committee and the Hirer must purchase a Single Title Screening Licence. A copy of this Licence must be given to the Booking Secretary.

- Please ensure that the control buttons and connection lead are returned to the cupboard, all equipment is switched off and the cupboard is locked at the end of your hire session.

Defibrillator:

A defibrillator is available and is inside an unlocked yellow box attached to the outside wall next to the glass entrance door. Just follow the very clear recorded verbal instructions. You can't go wrong. Obviously ring 999 first.

If the defibrillator has been used please alert a member of the Hall Committee as soon as possible.

Social Media

Where the hall is hired for a private party, permission has to be obtained from the Booking Officer if this event is to be advertised on social media. The committee reserve the right to cancel a booking where evidence shows that this condition has not been met.

Kitchen:

Please leave the kitchen in a pristine condition and safe, with all cutlery, crockery and glassware put away in the same cupboards they came from, plus kettles, coffee machines and toaster unplugged. **[Do Not unplug the fridge or cooker.]**

Dishwasher: This has a two-minute cycle. Please follow the instructions for use.

Filter Coffee Machine: Large filter papers are available. Please follow instructions for use.

Hot Water Urn: Ensure that this is emptied after use and unplug. Care should be taken with any hot fluids.

Avoid placing hot items on the window ledges as this will burn and melt the window frames!

Intoxicating Liquors

Alcohol can be brought to an event and consumed free of charge under the Hall's Liquor Licence.

ALCOHOL CANNOT BE SOLD on the premises without the express permission in writing of the Booking Officer, whose consent must always be obtained prior to the hirer applying for

temporary license for the sale of alcoholic liquors. Only persons over 18 years of age are permitted to consume intoxicating liquor on the premises.

A copy of the Temporary Events Licence MUST be provided to the Booking Officer.

Bar

In the event that permission has been obtained from the Booking Officer to sell alcohol (see above), and a bar is required, the following conditions should be noted:

- 1) If the bar is sited on the wooden floor any liquid spills must be dried as soon as possible.
- 2) Hirers should note that the wooden floors are especially susceptible to moisture damage and are expensive to repair. Any damage arising from liquid spills, however caused, will be charged to the hirer.
- 3) The use of condensers for chilled drinks can be the source of moisture and your attention is drawn to the possibility of such and the potential for consequential damage.

Betting, Gaming and Lotteries

Nothing shall be done on or in relation to the premises in contravention of the law relating to betting, gaming and lotteries, and the person or organisation to which the hall is let shall be responsible for seeing that the requirements of any Betting, Gaming and Lotteries Legislation are strictly observed.

Safety Regulations

Nothing shall be done that will endanger the policies of insurance relating to the hall and/or playing field or contents and in particular:

- (1) No obstruction must be placed in front of fire exits.
- (2) Fire appliances will be inspected in a timely manner and must be kept in their proper places and used for no other purposes.
- (3) Written Fire Instructions are prominently displayed.
- (4) No balloons filled with flammable gas shall be on the premises.
- (5) No smoking or use of pyrotechnics, artificial smoke, flash boxes or naked lights to be used without express permission of the Committee of Management.

Nuisances

- a) The hirer should ensure that noise arising from the use of the premises shall not cause annoyance to the occupants of the premises in the vicinity and any form of amplification shall be so controlled by the hirer to prevent such annoyance. The building is fitted with a noise limiter. If the noise rises above the pre-set level, power to the sockets in the main hall will be cut off.

- b) Cars may not be parked to cause an obstruction at the entrance to or exits from the hall and playing field. The minimum of noise must be made on arrival and departure.
- c) Litter shall not be left in or about the property. The hirer should use the receptacles provided. Rubbish should be placed in a bin bag and put in the outside recycling at the side of the hall.
- d) Permission from the Hall Committee will be required for dogs to be allowed in the hall.
- e) Horses and other large/farm animals shall not be brought on to the trust property without the express sanction of the Hall Committee.

Smoking

The premises are completely NON-SMOKING, this includes E Cigarettes, and any smoking must be on the playing fields area NOT outside the doors where it will cause a nuisance to occupants of the premises in the vicinity. **Cigarette butts must be disposed of in the playing field bins provided and not litter the surrounding area.**

Notes for Users

FIRE

The building is fitted with a fire alarm, which is regularly checked.

The rear doors are fire exits and must not be locked when the building is occupied.

Smashing the glass and pressing the button in the red boxes by the exits activates the fire alarm.

If a fire warning activates evacuate the building immediately.

Assembly point is in the car park.

Carry out a head count.

Call the Fire Brigade.

Do not re-enter the building until cleared to do so.

If a small fire starts, use the fire extinguishers to fight the fire and raise the alarm. Carry out actions above.

SAFETY IS PARAMOUNT

HEATING CONTROLS

Hall is fitted with under floor heating. Hot water and heating are c/o an Air Source Heat Pump. Changing settings will have no immediate effect on the temperature in the hall. *Please do not adjust the heating controls.*

NOISE LIMITER

The building is fitted with a noise limiter. If the noise rises above the pre-set level, power to the sockets in the main hall will be cut off. The noise limiter is a planning permission requirement, and it cannot be isolated or bypassed. The limiter is located above the partition doors in the main hall.

It is reset by pushing the red button.

However please ensure volume controls are reduced before resetting or it will trip again. The LEDs in the control box signifies the noise levels, green is good if the amber or red lights illuminate reduce the volume.

SECURITY

The French doors are fire exits and must not be locked when the building is occupied. The round knob is the lock. To lock the doors the door handles must first be raised and then the knob rotated.

Please ensure these doors are locked before leaving.

CLEANING

Please leave the building in a clean and tidy state for the next occupier.

Woolaston Memorial Hall Committee Officers:

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