

CLEE ST MARGARET VILLAGE HALL MANAGEMENT COMMITTEE

INFORMATION AND CONDITIONS including OVERNIGHT HIRE/External Grounds only Reg. Charity 522493

*Welcome and thank you for using CSM Village Hall as your chosen venue. We hope you will find it clean and tidy and make sure that the hall is left safe and as you found it; we are a charity, run by volunteers. **Please note that the hall is in a residential area and excessive noise must be avoided, especially late at night.***

IN ACCORDANCE WITH THE 'FIRE SAFETY ORDER 2005' AND FOR YOUR OWN SAFETY, KEEP THE MAIN ENTRANCE, REAR KITCHEN AND FRENCH DOORS ACCESSIBLE AT ALL TIMES.

Provision/Services

1. The Village Hall holds a Premises Licence, in accordance of the Licensing Act 2003. The main conditions attached to this Licence are that:
 - noise levels are kept to a minimum, particularly when leaving the premises.
 - the sale of alcohol in and in the external grounds around the hall, is not permitted after 11.00 p.m.
 - the legal age limit applies to the drinking of alcohol and on no occasion should the hirer deviate from this strict rule.
 - In instances of people camping in the grounds, it is important that noise levels, including music cease completely by 11.30 pm.
 - A minimal number of contained, small, raised commercially made, domestic fire bowls, will be considered on an individual basis, under the strict guidance of our Health and Safety rules.
 - Under no circumstances must anyone sleep in the hall. The hall **MUST** be vacated and locked by 11.00 p.m. and must remain locked until 8.00 a.m. (also for insurance purposes). Please speak regarding toilet provisions.
2. The hall can accommodate a maximum of 90 people seated with tables/chairs and 120 if chairs only are used. A greater number can be accommodated if the outside areas are also used; please discuss when booking. There are 90 chairs in total, 50 of which are stored with the large fold down tables (seating 8) in the cupboard at the rear of the hall. Additional chairs and small tables (seating 4) are scattered around the hall and in the small meeting room.
3. The kitchen is well equipped with crockery, cutlery, cooker, kettles, two fridges, microwave oven and electric plate warmers. Wine, beer, cordial glasses and large coffee/tea flasks are available as an extra charge. Additionally, plain small cotton and large cream damask tablecloths can be hired for £1.50 and £3.50, respectively; this fee will include laundering.
4. Should a bar service be requested, we would consider supplying and staffing this on acceptance of meeting satisfactory criteria. There is no charge for this service and bar prices will be notified in advance.

5. A modern, projector/microphone/screen, can be hired*, that is capable of linking to external technological equipment.
6. For a games event, a billiard/pool table and skittle alley can be made available *

*(NB * extra charge applies)*

General Information

7. The external lighting is triggered by PIR sensors and the internal lighting is labelled accordingly. In the darker months, should you require the external lights, to the car park area, to be permanently on for the period you are there, the PIR system can be overridden by pressing the far left switch just inside the foyer; please ensure this is switched off again on leaving.
8. Your hire fee is inclusive of electricity and heating charges (winter months). The heating will be set for you as required.
9. There is a cupboard in the main foyer, which contains cleaning equipment, i.e. vac, mop/bucket and spare toilet rolls etc. Cleaning products can be found under the kitchen sink.
10. It is extremely difficult to obtain a mobile signal at the hall and signals in the surrounding area are patchy.
11. The key to the main entrance can be obtained from Lucy Wells, Polly Bolton or other members of the committee by arrangement and must be returned immediately following your event. The building must be locked and secured on leaving the premises.
12. All bookings must include setting up and clearing up time. If you decide to opt in CSM full cleaning service after your event, you will also be charged on a time basis for that service.
13. To secure your booking, a deposit must be paid well in advance of your event and the full amount at least 4 weeks prior. Any breakages/damage must be reported to Lucy/Polly on 01584 823837 with an adjustment made to the refund of your deposit, if necessary.
14. All lights, heating, kitchen appliances and the water to the gents toilet urinals, located on the wall to the right of urinals with 'stop tap', must be switched off prior to leaving. Failure to do this, will incur an extra charge of £20.00.
15. The main hall floor is coated with a durable finish, on a regular basis; do not drag chairs, tables or other items across it as this will damage the surface. Please do not put down chalk or other materials to make it slippery for dancing. Mop up spillages with a dry cloth immediately to prevent accidents.
16. When decorating the hall walls, do not use anything that will damage the building, including nails, drawing pins, staples, blue-tack or sellotape. Please use any existing hooks.
17. It is essential that all rooms are left clean and tidy with all food waste removed from the premises before departure. Bins for recycling non-food waste are located to the rear of the building, along with low level bins for recycling bottle and cans. The VH Management Committee will dispose of non food recycling. If you require a cleaning service to be provided following an event, all waste will be removed for you*

(NB * extra charges apply)

Health And Safety

IN ACCORDANCE WITH THE 'FIRE SAFETY ORDER 2005' AND FOR YOUR OWN SAFETY, YOU WILL BE REQUIRED TO ESTABLISH A 'RESPONSIBLE PERSON' FOR THE PERIOD OF HIRE. This person/s is/are required to sign, 'the Contract of Hire', *Appendix II*, to establish that they fully accept and understand what is expected of them in terms of fire safety and health and safety responsibilities. Please note that it is your responsibility to supervise children at all times when on the premises.

18. The RP (responsible person/s) **must** familiarise him/herself with the layout of the building, noting the location of fire exits and fire extinguishers/fire blanket, fire assembly point, prior to commencement of the event and be prepared to use fire safety equipment if necessary.
19. The RP/s must ensure that the main entrance, rear kitchen and French doors are kept clear and accessible at all times.
20. THIS IS A NON SMOKING VENUE, the RP/s must ensure that all guests are aware and comply. Anyone wishing to smoke outside, must dispose of butt ends safely, using the bucket/sand.
21. The 'responsible person' must organize a Fire Marshal. In the event of fire, the RP/s should ensure that the premises are evacuated and guests are directed to the 'Assembly Point' near the front gate and accounted for; the alarm is raised/Fire Brigade is called and if possible the fire is brought under control, without further endangering life. NB: you may have to drive to a nearby property to raise the alarm as mobile signals are patchy. Wifi is available on site.
22. Please ensure that any portable electric devices that you/sub contractors bring to the hall, for use, both inside and outside, have been tested and comply with current safety regulations. Any VH electrical equipment (and any of your own brought onto site) that is considered unsafe should be marked up accordingly and immediately taken out of use.
23. The fuse box is located in the cleaning equipment cupboard next to the ladies toilets, should you need to isolate the supply.
24. Candles, with the exception of electric ones, are not permitted for use in the hall.
25. External - Raised fire bowls should not be overfilled or left unsupervised in any event and extinguished prior to camping for the night. A bucket (provided by you) of water per fire bowl should be taken to the area for safety/emergency purposes.
26. In the event of an accident occurring, there is a First Aid Box located in the kitchen, which is stocked on a regular basis. Children should be supervised, it is your responsibility to keep them safe.
27. Any spillages should be cleaned up immediately to ensure safety of people; cleaning equipment and products are kept in the cupboard adjacent to the ladies toilets and under the sink.

28. All internal doors and kitchen hatches, should be closed prior to locking up the premises to prevent the spread of fire.

NB if you notice any maintenance or health & safety issues, please make a note in the Maintenance Log which is kept in the kitchen. If the matter is urgent, contact Rob Woods on 07486611116

January 2022