

LAWSHALL VILLAGE HALL MANAGEMENT COMMITTEE

Checklist for Using Village Hall

The village hall is a charity, run by volunteers. In order to keep costs of hiring the hall at a minimum, we depend on hirers to leave the hall in a clean and secure condition. We, therefore, ask all hall hirers to observe the following:

- 1) If you find any damage at the start of hire, or if any occurs during the hire notify the caretaker immediately.
- 2) All chairs and other furniture moved during a hiring should be **returned to their original positions**. (Please avoid dragging furniture across the floor as this damages the floor). Trolley available for moving chairs.
- 3) Please **empty all bins**, replace with a clean rubbish sac and place rubbish in wheelie bin outside. PLEASE do not leave soiled nappies in the kitchen bin but place in outside bin in car park.
- 4) If **heaters** have been turned off, they should be switched back on before vacating the hall.
- 5) The **floor** should be cleaned with a broom (to be found to the left hand side of the stage) Dustpan and brush under the kitchen sink. Mop and bucket for kitchen, Jubilee room etc. in kitchen. (**Please DO NOT mop the main hall floor as water damages the non-slip coating**)
- 6) Tables, **kitchen** work-surfaces, cooker and sink should be left **clean and tidy**.
As per covid regulations please bring and **take away** your own tea towels and cleaning cloths.
- 7) All **kitchen electrical equipment** should be turned **off** and left in a clean condition, except the **Fridge** which should be emptied, cleaned and left closed and **on**.
- 8) All **crocery** etc to be placed in **dishwasher** which should be set running on programme 1, which takes some time. Do not unpack.
- 9) All **windows and fire doors** should be **secured** before vacating premises
- 10) Please ensure that all **lighting** has been **extinguished** before vacating the hall
- 11) Please do not alter the settings on the hot water system timers.

Please report any damage or breakages to the caretaker.

Please also notify the caretaker if the First Aid box has been used and report all accidents.

Caretaker : Sharon Marshall, Tel 01284 830182 ; Booking Secretary: Leanne Hornby, Tel 01284 830895

IN THE EVENT OF FIRE Sound the alarm and **immediately** evacuate the building. Please acquaint yourselves with the fire exits which are located near the stage in the main hall, in the Jubilee room and in the kitchen as well as the main entrance / exit.

DEPOSIT The deposit will be returned in full provided there is no damage to the hall and its facilities; and that no additional cleaning is required following the period of hire (clauses 1 & 5 of conditions of hire.)

The hall does not have an alcohol licence. If you plan to serve alcohol or run an event after 11pm you will need to apply for a **temporary event notice**. The booking secretary can offer guidance on that process.

The hall Safeguarding policy requires that those who wish to hire the hall for activities involving children or at risk adults (other than private parties) produce a copy of their Safeguarding policy and evidence of carrying out relevant DBS checks.

N.B. The Village Hall Management Committee is not responsible for personal accidents sustained by hirers or their guests. **Risk assessments** should be undertaken for all activities and safety measures implemented.

See Full conditions overleaf.

Lawshall Village Hall “Standard Conditions of Hire”

1. The hirer shall **take good care** of and shall not cause any damage or permit or suffer any damage to the building or any part or parts thereof or to any fittings, equipment or other property therein and shall PAY for any damage thereto (including accidental damage caused by any act or neglect of himself/herself, his/her servants, agents or any persons resorting to the building by reason of the use of the hired premises by him/her. (NOTE – it is suggested that, in the Hirer’s own interests, private insurance should be arranged to cover all such damage).
2. The Lawshall Village Hall Management Committee (LVHMC) does not accept any responsibility whatsoever for any damage or loss by fire, theft, flood or from any other cause to belongings brought into or left in the hall for sale, exhibition, use or any other purpose.
3. The LVHMC shall not be liable for loss due to any breakdown of machinery, failure of supply of electricity, leakage of water, fire, government restriction or Act of God which may cause the premises to be temporarily closed, or the hiring to be interrupted or cancelled.
4. Any damage either found at the start of, or occurring during, the hire should be notified to the caretaker immediately.
5. The Hirer shall, at the expiration of the period of the hiring, leave the premises in a clean and orderly state. In the event of a breach of this clause the Hirer shall pay to the LVHMC any expenses incurred in cleaning and tidying.
6. The premises must be used only for the purpose for which they were hired. The Hirer may not sublet or assign any portion of the building to any person, and must vacate the premises **promptly** upon expiry of the period of the hiring, otherwise there is a charge of £15 (Lawshall residents) /£17 (non – residents) per hour or part hour.
7. The Hirer will be responsible for providing adequate staff for the supervision, running and security of the function, including the car park. The hirer is responsible for ensuring such staff have familiarised themselves with the location and operation of fire extinguishers and fire exits.
8. The Hirer shall be liable for and shall indemnify the LVHMC in respect of any loss, damage or injury which may be incurred by or be done or happen to the Hirer or any person or persons in his employ or any of his subcontractors or by any other person resorting to the premises by reason of the use of the hired premises by the Hirer. The hirer shall ensure the premises are used safely, with particular attention to supervision for children.
9. The LVHMC retains the right, at its discretion, to refuse to let the premises or part to any person or body.
10. All applications for the hire of rooms must be **in writing** using the LVHMC Booking Form. The person who signs the application form shall be considered the Hirer. Where a Promoting Organisation is named on the application form, that organisation also shall be considered the Hirer and shall be jointly and severally liable with the person signing the form.
11. The signed application must be accompanied by a Damage Deposit which will be refunded after the function if the premises are left in a satisfactory condition. Any breakages or additional cleaning costs incurred will be deducted from this refund any costs incurred in excess of the sum deposited. Shall be the liability of the hirer. The Full hire charge must be paid at least 28 days before the date of the function.
12. All Damage Deposits will be fully refunded in the event of a written cancellation. All refunds will be at the discretion of the Treasurer acting on behalf of the Village | Hall Management Committee.
13. The Hall will be licensed by the LVHMC for music and dancing up to 11pm. Please be aware of the neighbours and do not play overloud music or sound. **The maximum number of persons who may be accommodated is: 200 seated or 150 for dancing and cannot be exceeded.** There is no licence for the sale of alcohol on the premises but arrangements can be made regarding this upon contact with the Booking Secretary.
14. The booking of the hall by any Hirer indicates acceptance of all of these Standard Conditions of Hire. These conditions may not be varied in any way unless the hirer receives written approval for doing so from the Booking Secretary following the prior agreement of the Lawshall Village Hall Management Committee.

Safety Regulations (Hirer)

The following practices **must** be followed to minimise risks:

1. Ensure that all Emergency doors are unlocked (Jubilee room and Kitchen) and clear of obstructions internally and externally as soon as the Village Hall is to be used and throughout hiring.
2. In case of fire or other emergency leave the Hall by the nearest available exit and assemble at the fire assembly point in the carpark.
3. Do **NOT** operate or touch any electrical equipment where there are signs of damage, exposure of components or water damage.
4. Do **NOT** attempt to change light bulbs or tubes, modify, or repair any electrical appliance or fitting.
5. Do **NOT** cover or place any item on or above the radiators or any heaters.
6. Do **NOT** bring onto the property any portable electrical appliances that have not been Portable Appliance Tested (PAT). All appliances must be displaying a current `Passed Test` sticker in accordance with the Electricity at Work Act 1989.
7. Do **NOT** leave portable electrical appliances operating unattended.
8. Portable Gas heaters are **NOT** allowed in the Village Hall.
9. Do **NOT** work on steps or ladders until they are properly secured, and another person is present.
10. Do **NOT** attempt to move heavy and bulky items. Two people are required to lift, move, and stack tables. Use the trolley to transport fold up tables and stacked chairs. Do **NOT** stack chairs more than 5 high.
11. Do **NOT** allow children in the kitchen unless accompanied by an adult.
12. Wear suitable protective clothing when handling any toxic materials.
13. Report any evidence of damage or faults to equipment, or to the building facilities to the caretaker, or other member of the management committee.
- 14. Report every accident in the Accident Book and to the caretaker.**
15. All hirers **MUST** ensure that the Village Hall capacities are not exceeded.
The maximum numbers of persons allowed in the village Hall are:
Seated at tables = 150
Mixed Occupancy (tables and dancing) = 100
Dancing = 150
Seated audience = 200
16. Fire, Pyrotechnics, or any naked flame (**including candles**), except for the gas cooker in the kitchen are **NOT** allowed on any part of the property.
17. The hire agreement must be signed at the time of booking and returned to acknowledge acceptance of the Village Hall's Health and Safety Policy.

END OF SESSION CHECK LIST

- 1. Check all rooms including the toilets to ensure all have been vacated.**
- 2. Check that all heaters and cookers have been turned off.**
- 3. Fill and set dishwasher running, do not turn off.**
- 4. Check that all other electrical appliances are turned off and unplugged.**
- 5. Search for any possible smouldering fires and clear wastepaper.**
- 6. Close and lock storage cupboards and all appropriate internal doors.**
- 7. All Hall equipment used must be returned to its proper storage cupboard or space.**
- 8. Turn off all lights not required for security purposes.**
- 9. Secure and lock all external doors and windows.**
- 10. Return Key to keysafe and close securely.**