

WEOBLEY VILLAGE HALL

LETTING RULES

Important: please do your very best to reduce noise outside the hall to a minimum, particularly as guests are leaving, which may be late at night.

The Hirer accepts responsibility for the following:

1. Appointing Stewards to be responsible for the safe running of the event.
2. Ensuring that the Stewards and the Hirer are aware of the Hall Fire Alarm system and Fire Alarm procedure including the location of the Fire Assembly Point.
3. Ensuring that the Stewards and the Hirer know the location of first aid kits and the Accident Book which must be completed in the case of accidents occurring. Any accident must be recorded in the Accident Book and the Caretaker notified
4. Ensuring that the Stewards and the Hirer sign in the Hall User book
5. Returning every part of the Hall in a clean and orderly condition. The Hall should be handed over to the Hirer in a clean and safe condition. Should the Hirer find any part of the Hall to be in any way unclean or unsafe the caretaker must be informed immediately.
6. After the hire, all tables and chairs must be put away. The electric cooker must be turned off both at the hob, oven and switches in the right hand cupboard. The cooker must be left clean. All other electrical appliances in the kitchen and kitchenette must be switched off including the water boilers. The fridge and freezer doors should be left open as should the microwaves.
7. All lights must be switched off.
8. All windows closed and outside doors locked.
9. Refuse must be property bagged and left outside the back door of the kitchen.
10. If any part of the Hall is left dirty or any equipment is damaged there will be a surcharge for cleaning, renovation or repair, whichever is appropriate.
11. To abide by the Hall's Premises Licence (which can be seen in the Committee Room) – the Licence identifies permitted activities and licensing hours. The Hall has an agreement with a licensee who provides a bar for a fee of £100 per event. This is to cover their time and cost of set up - this licensee must be used by hirers of the hall and alcohol is not to be brought into the Hall without prior agreement.
12. It is illegal to smoke anywhere in the Hall
13. To ensure that the Hall only has the recommended numbers of people according to the Fire Risk Safety Plan – these are Main Hall 170, Lounge 50 and Committee Room 15 people as an absolute maximum - numbers must be agreed with the Hall Management Committee at the time of hire.
14. Keys must be returned to the caretaker