

RULES AND GUIDANCE COVERING THE HIRE AND USAGE OF BROAD HINTON VILLAGE HALL

Broad Hinton Village Hall is a Registered Charity. Number 305475

ACCESS

Unless advised otherwise, the keys to the front door and store room should be collected from and returned to 4 Horton Way, the first bungalow to the left of the hall.

SCHOOL PLAYING FIELD

Users of the Village Hall are not permitted to use the school playing field at the rear of the hall unless they have been given authorisation by the school to do so. The School Playing field must be booked through the school.

LICENSE

The Village Hall has a full license for the sale or supply of intoxicating liquor and the holding of entertainment events. **THE HIRER** is responsible for notifying the Village Hall committee of its intent to sell alcohol when hiring the hall. The Hirer is responsible for ensuring that alcohol is not sold to people under the age of 18. If there is any doubt about a persons age the hirer must request proof of identification and if this is not provided then the sale of alcohol must be refused.

No alcohol should be taken outside the front of the Village Hall, and it is recommended for large events to use plastic containers instead of glasses.

LEAVING

Before leaving please make sure that all of the rooms you have been using are clean and tidy. Please note that Environmental Health Regulations stipulate that any washing up should be done and any rubbish should be placed in bags in the green bin outside the hall at the bottom of the access ramp. You are requested to recycle all empty bottles and cans. The nearest recycling bank is in the High Street at the Crown Inn car park. If you use the tea towels, please take them home for laundering and return them to the hall.

Ensure that all doors and windows (including the **FIRE EXIT** doors in all of the rooms and back-stage) are firmly closed and that all lights are switched off - don't forget to check the lights in the toilets.

Before locking up and returning the keys (see Access above) please make sure that the building is empty.

CLEANING MATERIALS AND ACCESSORIES

Cleaning materials and accessories can be found in the store room at the rear of the hall in the far right hand corner adjacent to the kitchen area. Extra toilet rolls and the vacuum cleaner is also in this room.

HEATING AND HOT WATER

The heating system can be found in the room in the far right hand corner of the hall at the end of the kitchen and bar area. The heating system is programmed to turn on and off automatically for three separate periods over the day, early morning, middle of the day and evening. When the red light on the programme controller in the boiler/cleaners cupboard is on, the heating is on (Please do not try and re-programme).

If you are too hot - If you find the hall is too hot, please press the advance button and the heating system will turn itself off.

If you are too cold - If you want to turn the heating on, please press advance and the heating system will turn on, note it may take a few minutes to warm up.

You can also see instructions in the boiler/cleaners cupboard on how to switch heating on or off if too warm or too cold.

EQUIPMENT/FACILITIES

Any articles or additional equipment brought into the Hall for Social Events must be removed no later than 10.00am the following morning. Red trestle table and more chairs can be found in the store room. There are a limited number of glasses available, so for large events the hirer is required to bring their own. If the hirer is bringing their own alcohol it is recommended that wine is placed in the wine chiller at least 24 hours before the start of the function. Instructions on how to use the dish washer and ice maker can be found above the appliances.

No Hall property should be removed from the premises without permission. Any damages or breakages must be written in the

Hall Usage Report Book, which can be found in the Kitchen area. All damages and breakages must be paid for.

The management committee accepts no responsibility for articles left on the premises, nor for any personal accidents or injuries.

FIRE EXITS, SIGNS and EQUIPMENT

No chairs or other obstructions must be placed in front of the Emergency Exits. The FIRE EXIT signs must remain permanently lit. It is the law (Fire Order) that each event has a "Responsible Person" - that person must make themselves aware of the location and use of the Fire Fighting Equipment, Fire Notices and Escape Routes. They should also note the location of the Power Supply.

NOTICE BOARD

Village organisations are welcome to place notices of forthcoming Village Hall events on the Notice Board in the entrance area and in the main hall. Please ensure that you remove the notices once the event is over. The management committee reserves the right to remove notices. Nothing should be fixed to walls or doors without permission. Please do not cover any management committee notices as these are required by law. If there is no space, use the external notice board.

KITCHEN

Please read the following Food Handling rules.

Health and Safety in Food Handling It is law that you make yourself aware of these precautions

Ensure that you bring your own disinfectants and detergents. Under Health and Safety Regulations the Management Committee is not permitted to leave these products in unsecured areas.

FOOD HANDLERS PLEASE OBSERVE THE FOLLOWING RULES

1. The Village Hall has a NO SMOKING policy for all areas including the Kitchen.
2. Wash your hands thoroughly:
 - Before touching food
 - After preparing fresh meat, poultry or fish
 - After using the lavatory
 - After blowing your nose
 - Before serving food
3. Do not cough or sneeze over food.
4. Please wear clean clothes and protective apron or overall.
5. Use waterproof dressings on cuts, sores or abrasions and keep the dressing clean. Wear a thin rubber glove if necessary.
6. Always clean utensils. Use clean utensil in preference to your hands
7. Wherever possible use food grade disinfectants as well as detergents to ensure that preparation surfaces are clean.
8. Always use clean cloths for washing, wiping and drying.
9. Do not use chipped or cracked crockery: put it on one side to be destroyed or replaced.
10. Clean up as you go and wipe up spillages as they occur.
11. Keep prepared foods covered until they are to be served.
12. Do not place uncooked meat, poultry or fish near cooked preparations unless securely wrapped.
13. Keep fish, meat, vegetable or dairy products and foods containing them either below 8C or, if they are cooked and waiting to be eaten hot, above 63C.
14. Keep the waste bin properly covered at all times.

ACCIDENTS AND DANGEROUS OCCURRENCES

THE HIRER must report all accidents involving injury to the public to a member of the Management Committee as soon as possible. Any failure of equipment either belonging to the hall or brought in by the hirer must also be reported as soon as possible.

INSURANCE COVER

Insurance for Commercial Hirers: Under insurance rules, if this hiring is for Commercial Purposes then the hirer must ensure that they have adequate cover of Public Liability.

CANCELLATION POLICY BY HIRER

Cancellations made less than 4 weeks before the booking of a function on a Friday Evening or anytime Saturday will be charged at the FULL Cost of the Booking. Cancellations made less than 1 week before the Booking of any session from Sunday morning through to Friday afternoon will charged at the FULL Cost of the Booking.

CANCELLATION BY VILLAGE HALL COMMITTEE

THE COMMITTEE reserves the right to cancel this hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government election or bye-election, in which case the Hirer shall be entitled to a refund of any fee already paid.

Broad Hinton Village Hall is held on strict trust with The Charity Commissioners for the purpose of a Village Hall. The Management Committee is bound to ensure that the Hall is administered in accordance with those trusts. Accordingly the Hall Management Committee is bound to preserve and hereby reserves the right to terminate this Agreement by not less than 7 days notice in writing to the Hirer in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes. In the event of such termination by the Hall Management Committee, the Hall Management Committee shall refund to the Hirer all monies paid by the Hirer to the Hall Management Committee for the period affected. The Hall Management Committee shall not however be liable to make any further payment to the Hirer in respect of expenses incurred by the Hirer in relation to the termination.

REFUSAL OF BOOKING

THE COMMITTEE reserves the right to refuse a booking without notice or to cancel this hiring agreement at any time either before or during the term of the agreement upon giving 7 days notice in writing to the hirer.

THE HIRER shall be entitled upon such notice to reimbursement of such monies including the deposit or a proportion of the same as have been paid by the hirer to the Committee. The Committee shall not be liable to make any further payment to the hirer.

NOISE

THE HIRER is responsible for preventing any undue noise being made. In particular it is a requirement that hirers are considerate towards the local community by keeping the volume of music at a reasonable level at all times. The Hirer shall ensure that the minimum of noise is made on arrival and departure.

If in doubt about any of the above - contact the following people:

Booking Officer: Marilyn Martin - 01793 71
Chairman: James Gates - 01793 731197
Secretary: Sue Robinson - 01793 731957
Kirsty Ward - 01793 731961