



Hutton Village Hall Conditions of Hire and General Rules

The Hirer, or agent will, during the period of the hiring, be responsible for supervision of the premises, the fabric and contents. They will be responsible for the care, safety and behaviour of all persons using the premises.

The hall only has a finishing kitchen and cooking is not permitted on the premises – you are welcome to warm food in/on the stove if you are using the Main Hall kitchen

The Hirer shall be responsible for proper supervision of car parking arrangements, to avoid obstruction of the highway and entrances to properties of nearby residences. Overnight parking is not permitted. The car park is for parking cars only and must not be used for any other activity whatsoever. It must not be used as a play area under any circumstances.

If smoking outside, cigarette ends must be disposed of in the receptacles provided to the side of the hall (around the left side of the building as you face it) not thrown into the parking or garden areas.

The Hirer shall not sublet nor use the premises for any unlawful purposes, or in any unlawful way, nor bring onto the premises anything which might endanger the premises or breach any insurance policies.

The Hirer shall indemnify the Committee for the cost of repair of any damage done to any part of the building or contents, which may occur during the hire period as a result of the hiring.

The use of nails, screws or any adhesive or device for fixing decoration, poster or display board is forbidden except with the prior written consent of the Management Committee.

The Hirer shall satisfy himself that the hall is suitable for the intended hire before hiring. Cancellation of a hiring may be made at any time by the Management Committee. A full refund of monies paid will be paid but the committee will not be liable for any compensation.

The Licensee for the music, singing and dancing (and the bar licensee where appropriate) has the right to satisfy themselves that the terms of the licence are being met. In the event of unruly, disorderly, or unseemly behaviour, the licensee has the right to terminate the function and demand clearance of the premises without a return of hire fee.

All animals except guide dogs are always forbidden in the hall.

At the end of the hiring, the hirer shall be responsible for leaving the premises and surroundings in a clean and tidy condition, with all contents returned to their usual positions. Cleaning includes sweeping the floor, wiping, and putting away the tables and chairs at the end of the function. No personal property should be left in the Hall premises after the booking. The hall must be vacated promptly at the end of hiring period or a charge will be levied of £50 per hour or part thereof.

- **Parking**

The central aisle of the car park must be kept clear at all times for emergency vehicle access. No cars must park there at any time.

Vehicles must not park in front of the main hall doors or small hall access except to load and unload which must be done quickly and then the vehicle removed to a parking bay.

The disabled bay is strictly reserved for the disabled at all times.

- **Insurance**

Third party insurance is required for hirers bringing their own equipment into the hall

All parties should have their own public liability insurance and ensure that all entertainment is covered by this policy.

All electrical appliances brought into the hall should be PAT tested.

Hutton Village hall take no responsibility for safety of any equipment brought into the hall by hirers.

- **Fire Regulations and General Rules**

The Main Distribution Desk and Fire Action Notice are located in the foyer to the right of the kitchen entrance door, above the fire extinguisher. It is essential that two adults in your group make themselves aware of procedures in case of fire.

Emergency Exits must be kept clear by a gangway of 1.05m at all times. The main entrance doors to both halls must also be kept clear.

When chairs are set out 'theatre style' a central gangway of 1.05m and the full length of the hall must be maintained .and the chairs clipped together

The main foyer and small hall foyer /corridor are emergency exits; Chairs, tables and equipment must not be placed there. Please ensure foyer lights are after dusk.

The stage curtains must be closed in the event of fire and left closed at the end of hiring.

No children are allowed on the stage unless part of a bona fide performance.

No mobile heaters, portable gas or oil appliances or candles may be brought into the Village Hall.

Hirers must clear up and vacate the hall at the end of the hire period or risk forfeiting their deposit.

Patrons are forbidden by law to sell alcohol at a function except when licenced.

Full fire and safety regulations based on the licence are displayed in the main hall foyer.

A hall licensee has the legal right to insist on absolute compliance with these mandatory requirements.

In the event of an emergency (i.e. fire, loss of electricity etc) the hall must be vacated immediately. The assembly point is within the bench area, at the bottom of the car park, adjacent to the road.

Music, Singing and Dance Regulations

- Music must cease: Monday - Saturday at 23:45
Sundays - Music only from 14:30 to 22:30

First Aid

- A first aid kit is mounted on the wall above the warming cabinet in the main kitchen and by the sink in the small kitchen. There is an accident book on the bookcase in the lobby area.

Bouncy Castles

- May be used in the Main Hall and must be connected to the power socket on the side of the stage above the electric light switch gear, identified by green/yellow tape around the socket.

DISCLAIMER: Hutton Village Hall Management Committee accept no liability for injuries incurred in areas of the Hall which have not been booked by the Hirer.