

GUIDANCE NOTES FOR HIRERS

MAIN POINTS

- 1. You must leave the hall as you found it; clean and ready for use by the next hirer.**
- 2. You must ensure that the hall is secure during the hiring and upon departure.**
- 3. You must remove all waste from the hall at the end of your booking. Failure to do so will incur cleaning fees of £20 per hour may apply if the Management Committee consider further cleaning is required.**
- 4. You must check your hiring requirements carefully to ensure that you have booked all the relevant areas of the hall and any additional equipment you need.**
- 5. Where electrical equipment is required, you must ensure that you are familiar with its operation as call out fees will apply if a member of the Management Committee is asked to attend the hall in the event of problems.**
- 6. You must ensure that you comprehensively, accurately and clearly complete the hiring agreement and also that you have signed the Acceptance of Conditions and Emergency Plan before submission.**
- 7. If you have hired the bar, your guests may not bring their own alcoholic drinks into the premises. This requirement is to comply with licencing laws.**

These are the things that help your booking and your events go smoothly – detailed guide notes for hirers follow;

Guidance Notes For Hirers

Security

You, as the Hirer, are in charge of the function and you (or someone you nominate to replace you) must be on the premises during the whole of the hiring period.

Where the number of people attending a function exceeds 25, you are responsible for ensuring that you have at least one steward for up to 100 people and two stewards for more than 100 people.

You are responsible for ensuring that the number of people attending your function does not exceed the following limits:

Main Hall	200 seating capacity
Olde Hanney Room	50 seating capacity
Committee Room	12 seating capacity
Maximum for whole Hall:	250 persons.

Unwelcome Visitors

It is recommended that, once your function has started, all the Hall doors are fastened to prevent entry by unauthorised personnel.

The Hall telephone and toilets are for the sole use of those hiring the Hall and must not be used by the general public.

In the event of any disturbance, telephone the local police on **08458 505505** or in an **emergency 999**.

Safety Regulations

Nothing should be done which would endanger any users of the Hall, or contravene the insurance policies relating to the Hall and its contents. In particular, you should note the following:

(a) No obstruction may be placed in the gangways or near emergency exits.

- (b) The main hall exit signs must be switched on during all public entertainments.
- (c) The Hall fire alarm produces a loud wailing sound in all areas. You should read carefully and obey the instruction notices displayed throughout the building, and practise your own fire drill.
- (d) Fire appliances must be kept in their proper places and used for no other purpose. Any damage caused by tampering with fire appliances will be charged for.
- (e) No bicycles are permitted on the premises or in any area that can obstruct pedestrian access. A bicycle rack is by the front door.
- (f) In the event of power failure the trip switches are located with the electric meter in the cupboard next to the men's toilet.
- (g) You are responsible for ensuring that any electrical appliances brought to the premises and used there shall be safe, in good working order and used in a safe manner in accordance with the current regulations.
- (h) You are responsible for undertaking a thorough examination of the premises prior to locking up to ensure that there are no smouldering materials, (smoking and smoke generating devices are not permitted), matches or similar material and that any such waste material is placed in lidded metal receptacles. Also all doors and windows must be securely fastened shut.

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Public Liability Insurance

The Hall has insurance cover which includes Public Liability and Hirers Liability for those groups using the Hall who do not have their own Public Liability cover. It excludes cover for events occurring outside the Hall premises and does not include Public Liability cover for those groups who have their own Public Liability cover. Groups using the Hall who believe that they have their own Public Liability cover should check with their own insurers that they are so covered.

Hirers without their own Public Liability cover need take no further action.

Cleaning

The Committee's cleaning arrangements cover washing the floor and vacuuming the carpets once a day, usually in the morning. It is essential that those who use the Hall leave it ready for the cleaner and for those who want to use the hall before it is next cleaned.

Unless special arrangements have been made in advance with the Bookings Secretary, it is your responsibility, before the end of your booked hours, to wipe and stack the chairs and tables and clear away any decorations, flowers, confetti or litter which may have been brought in or dropped by you or your guests or those attending the function for which you booked.

Please take your rubbish away with you. Too often the accommodation has been left in a very untidy state which is unfair to the cleaner and to those who want to use the Hall next. Please note that additional charges may apply if the cleaner is required to clean or tidy up after you (see clause 7 'End of Hire' in the Conditions of Hire)

Cleaning equipment is in the walk-in cupboard in the Olde Hanney Room

(vacuum cleaner), the tall cupboard at the end of the kitchen (dustpan/brush, mop and broom) and a very large scissor brush is in the storage room at the opposite end of the Hall to the stage.

Any preparations for or cleaning up after your function at the hall must be carried out within the period you have booked.

Key fob

The Bookings Secretary will provide a key fob for regular bookings or tell you either where or how to collect a key fob for the main door at the start of your booked time or whether you must collect the key fob from the person who has had the booking immediately before you.

The key fob opens the entrance door to the Hall.

For occasional bookings it is your responsibility to return the key fob. If there is a booking straight after yours, please give the key fob to the person in charge of the next booking. If there is no booking after yours, please see that all the lights are turned off, that the doors are locked, windows closed and return the key fob straight away to the key safe.

Lights

The light switches for the Main Hall are on the right side wall of the stage.

Heating

There is a heating digital thermostat to control the temperature of the Hall located on the right hand pillar next to the stage and one located to the left hand side of the bar in the Olde Hanney Room. The heating is automatically controlled by our booking system and the temperature

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is pre-set for your booking. If you need to adjust the temperature, just use the + and – buttons on the thermostat to increase or decrease the room temperature as detailed on the notice next to thermostat.

The Main Stage Curtains

These must only be operated by the cords on the left of the stage.

Sound and Projection Systems

Loops for the hard of hearing are installed in the Main Hall and Olde Hanney Room. An amplifier system is available in each room together with data projectors. To make use of either of these facilities, please contact the Bookings Secretary. All disco equipment must be plugged into sockets on the stage. **Other power sources are not permitted.**

Smoke Machines and similar items

No smoke or bubble machines are to be used. They may set off the fire alarm.

Tables and Chairs

Please see page 5 for quantities and locations of tables and chairs. Large tables are designed to seat 8 to 10 people. It is the responsibility of the hirer to set out tables and chairs as required for the function and to clean and replace them afterwards. The Olde Hanney Room has its own chairs and smaller tables. The layout of tables and chairs must incorporate safety exit gangways. If any tables or chairs are moved from the store at the back of the main Hall into the Olde Hanney Room, they must be returned. N.B. The chairs in the Olde Hanney Room are a different colour green to those in the main Hall store. Please do not mix these up when returning the chairs to the store.

Kitchen

Kitchen facilities are available for outside caterers and your own use. You may book the kitchen on its own or with any other room. Preference will always be given to hirers of the Main Hall.

Crockery and Cutlery

Crockery and cutlery may be hired. Contact the Bookings Secretary.

Accidents and Dangerous Occurrences

The Hirer must report all accidents involving injury to the public to a member of the Hall management committee as soon as possible and complete the relevant section in the Hall's accident book which is kept in the kitchen with the First Aid box. Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the Local Authority. The Hall Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Nuisance

Please remember there are residents living near the Hall. Do not leave litter in the Hall or around the Hall premises.

By signing the Hire Agreement you agree to ensure that people leave the Hall in a quiet and orderly fashion and do not cause a nuisance by shouting, revving engines, etc.

Tables and chairs

In the store room at the back of the main hall:

- 23 large tables
- 2 small tables
- 80 upholstered chairs (light green upholstery)

In the Olde Hanney Room:

- 1 large table
- 8 small, folding tables
- 43 upholstered chairs (dark green upholstery)

Please note that the square tables belong to the Bridge Club and MUST NOT be used

At the back of the stage:

- 30 un-upholstered chairs

In the committee room at the side of the stage:*

- 1 large table
- 8 un-upholstered chairs

* please indicate on your booking form if these tables / chairs are required as the room is usually locked

Please note that these numbers are correct at the time of writing – the hirer should confirm availability before the booking is finalised.