

Stramshall Village Hall

Vicarage Drive, Stramshall, Uttoxeter, Staffordshire ST14 5DL

Stramshall Village Hall Conditions of Hire

Booking the Hall

- 1. Bookings for the Hall** can be made by adults (over 21) using the booking form available from the booking secretary, Fay Phoenix, fayphoenix@hotmail.co.uk 07710971263, Bridge Barn, Stramshall Road, ST14 5AF. Check availability at www.stramshall.info. We do our best to honour regular bookings but reserve the right to cancel any bookings according to a priority list identified in Point 7.
- 2. Booking form.** Make your booking requirement clear on the form as this will be used to calculate your final invoice. Please include the length of time and what time you will require to set up and clear up. You will be allowed quarter of an hour set up and half an hour clear up time free of charge. The hirer shall not use the premises for any purpose other than described on the booking form.
- 3. Bookings involving the sale of alcohol** are provisional until authorised by the Bookings Secretary. Evidence of a Temporary Event Notice (TEN) will be required. For clarity a chargeable event involving the supply of alcohol would require a TEN.
- 4. Deposits.** This is 25% of the total hire fee and is non-refundable in the event of a cancellation. If cancellation is less than 7 days prior to the event the hiring fee is payable in full.
In addition, we may require a good care deposit of £100.00. We will refund the good care deposit within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring as a result of the hiring.
- 5. Payment.** Please pay the hire fees monthly for regular bookings. Pay other bookings fees on receipt of the invoice and before the event to the Treasurer, Joy Oulsnam, 11 St Michaels Road, Stramshall ST14 5AQ, preferably by BACS to Stramshall Village Hall, HSBC account number 21089110 sort code 40-45-38 Please use the booking invoice number as reference, or by cheques payable to Stramshall Village Hall with booking invoice number reference written on back of cheque.
- 6. Refusal of booking.** The Booking Secretary reserves the right to refuse a booking that is not in the interest of the Village Hall or the village community.

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7. Cancellation Policy.

By the Hirer: If the Hirer wishes to cancel the booking before the date of the event the repayment of the hiring fee and deposits, already paid shall be at the discretion of the Committee.

By the Committee. The Committee reserves the right to cancel this hiring by written notice to the Hirer in the event of:

- a) The Premises being required for use as a Polling Station for local or parliamentary elections
- b) Such hiring will lead to a breach of licensing conditions or other legal statutory requirements
- c) Unlawful or unsuitable activities will take place at the premises
- d) The premises becoming unfit for the use of the Hirer or undergoing necessary work or maintenance.
- e) An emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion, or those at risk of these or similar disasters.
- f) Village Hall fund raising events

In any such case the Hirer should be entitled to a refund of any deposit already paid, but the Committee shall not be liable to the Hirer for any resulting direct or indirect loss or damage whatsoever.

While at the Hall

8. Health and Safety. The Hall has a maximum occupancy of 190 standing, 120 Seating only and 100 seating at tables.

The meeting room has a maximum occupancy of 35 standing, 15 Seating only and 10 seating at tables. These numbers need to be reduced if the part of the hall is to be used for entertainment purposes e.g., disco or band.

Children are not allowed in the kitchen area when food and drink is being prepared. All food preparation to be carried out in the kitchen.

In common with other public places, there is no smoking or vaping within the Hall. There is a first aid box and an accident report sheet in the kitchen. Use wet floor sign A frames (located in ladies toilet, cloakroom and kitchen) when a spillage occurs or when a wet floor poses a risk of slippage.

Ensure all emergency lighting over the exit doors is switched on for your function and keep these doors clear. You are the **responsible person** in an emergency occurring during your hire. Please familiarise yourself with the fire risk assessment policy as displayed in the foyer of the hall.

Inform your attendees of the location of the emergency exits at the start

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of a function and assembly point at the car park adjacent to the village hall. No smoke machines, fireworks, flammable substances or naked flames. If there is a fire alarm emergency, dial 999 and evacuate the building immediately. All electric sockets are covered by RCD trip switches these are located in a locked cupboard; we would recommend that you provide your own trip protection device to enable you to reset power in the case of an outage. If access to the RCD board is required then contact a key holder as listed on outside notice board. All plug-in electrical equipment used by clubs or commercial ventures need to have a compliant PAT labelling.

9. Safeguarding

We have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our trustees, volunteers, and staff. Organisations and commercial enterprises will therefore be asked to provide evidence of their own safeguarding policy to the Booking Secretary.

10. Key. You will either be provided a key or provided with a code for the key safe, which is changed regularly but must not be shared. When using the key safe replace the key on departure from the building having made sure all lights are turned off and doors secure. There is an exit check list located in the foyer to help you complete all necessary actions prior to leaving the building. Hirers and guests are not permitted to stay overnight under any circumstances.

11. Consideration for neighbours. Please ensure that you and your guests show consideration for our neighbours. Keep noise, especially amplified music, to a reasonable level and keep windows and doors closed when amplified music is being played. An electronic sound level monitor is installed which will cut off the electric power supply if the noise level becomes too high. Also avoid making excessive noise outside of the hall. The Hall is in a residential area, and we want ensure our neighbours are not disturbed.

12. How to use the kitchen equipment. Instructions for the use of the kitchen equipment are located by the equipment or in a folder located in second drawer under hob, ask at your show around visit. If you use the electrical equipment such as the hob, make you and your helpers know how to operate safely.

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- 13. Parking.** Park considerately and encourage local people to walk as parking spaces are limited for large events. Vehicles and possessions are left at owner's risk.
- 14. Clearing up and recycling.** The hall must be left clean and tidy inside and out after bookings. Clearing up can take place on the morning after an event if requested on the booking form and authorised by the booking secretary. Mop up any spillages immediately not using excess water and ensure the area is dry. Take away anything that will not fit into our general waste outside bin. All recyclable waste to be removed from the hall at the end of the hire. Empty fridge and leave in a clean state. Take away any items of lost property left during your hire.
- 15. Damages and breakages.** Please report these to the booking's secretary. Any damage that is considered beyond normal wear and tear will be charged for. Please report any observed defects you may feel need attention.

By signing the Hire Agreement, you are accepting these conditions of hire.

Stramshall Village Hall Committee of Trustees
Updated September 2023
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