



Four Marks Village Hall

Registered Charity Number 301828

INSTRUCTIONS, CONDITIONS AND GENERAL INFORMATION FOR HIRERS

BOOKING CONDITIONS

1. Bookings are to be made through the Booking Secretary of the Village Hall in writing.
2. The Hirer of the Village Hall must be at least 18 years of age.
3. Hirers are to pay all moneys due before use of the Hall is allowed. Cash, cheques and bank transfers are acceptable methods of payment.
4. The Village Hall key may be obtained by prior arrangement with the Booking Secretary.
5. The Village Hall is licensed for use by a maximum of 200 people at any event, and the Hirer must ensure that this number is not exceeded.
6. The Village Hall has no license for the sale of alcohol. It is the Hirer's responsibility to obtain a Temporary Event Notice from EHDC if necessary.
7. The Hirer is responsible for **all** Hall contents and property, including the car park, gardens and surroundings, whilst in possession of the key. **Costs of loss or damage must be paid by the Hirer.**
8. **NO SMOKING OR VAPING IS PERMITTED ANYWHERE WITHIN THE VILLAGE HALL.**
9. Music must be kept to a reasonable volume, and must be stopped by 11.30 pm. The Village Hall must be vacated by 12 midnight, **quietly**. Failure to comply may result in deposit moneys being forfeited.
10. The hall, including ancillary areas such as lobby and toilets, must be left in a clean and tidy condition. Cleaning up includes removal of bottles, cans, glass, litter, etc from the car park, gardens and surroundings.
11. Additional conditions, available in writing, may apply at the discretion of the Booking Secretary or other Committee members.
12. Should the Hall not be available for the booked use, the Management Committee will not accept any liability for any losses incurred by the Hirer.

SAFETY

1. The emergency lighting supply will automatically come on in case of power failure.
2. All entrances and exits, external and internal, and the passage to the rear fire exit behind the stage, must be kept **CLEAR AT ALL TIMES**.
3. At the outbreak of fire, sound the alarm using the break-glass units near each exit, evacuate the building at once and contact the Fire Service. Fire fighting equipment can be used if no risk to any persons is taken. The Chairman, Booking Secretary, or any other Committee member must be informed of any such emergency.
4. No candles or naked flames are to be used in the Village Hall.
5. Please do not obstruct vehicle access to the car park. Access for emergency services and the defibrillator are essential.

GENERAL INFORMATION AND INSTRUCTIONS

The Hirer is responsible for ensuring that no damage is caused to any fixtures, fittings, property or structures of the Village Hall. Any damage must be notified to the Booking Secretary at once.

All functions must be adequately supervised. Fire exits must be kept clear at all times. **If the fire alarm is set off without good cause, the hirer will be charged a penalty of £50.** If music is played, it must be kept to a reasonable level, and the hall windows on the car park side must be kept closed. Music must end by 11.30 pm, and the hall and car park cleared by midnight.

A First Aid Kit can be found in the kitchen. Please record any accidents in the Accident Book with the First Aid Kit.

The Hall must be left in a clean condition. Cleaning equipment and materials can be found in the kitchen, in the tall cupboards. Rubbish must be disposed of in the large wheely bin outside, or removed from the premises if bins are full. Bins must be closed and rubbish must NOT be left outside bins.

On leaving the Hall, the Hirer must ensure that all taps, water boiler, heating and lighting are turned off. Small ceiling lights in the lobby indicate when toilet lights have been left on, and should be checked before leaving. The Hirer is responsible for closing and locking all windows and doors.

HALLS AND COMMITTEE ROOM

Each room contains chairs, which must be replaced as found at the beginning of the hiring. Large and small folding tables are available from the table store, next to the Small Hall at the rear of the building. These must be wiped clean and replaced tidily after use.

SHARED USE AREAS

The kitchen, lobbies and toilets are Shared Use areas. When more than one room is in use, hirers must be prepared to share such areas amicably.

KITCHEN

The kitchen must be clean before and after use. Cleaning equipment is kept in the tall cupboards. If the cooker is used, please ensure that this is left clean. Instructions for the cooker are on the wall to the right of it. Please note that the dishwasher is **not** a domestic machine; instructions for use are on the wall above it. **Please drain dishwasher after use. Please remove all your food from fridge/freezer.** Hot water is supplied to sinks and wash basins free of charge. Electricity is also free of charge. A water boiler on the wall provides hot water for tea, coffee, etc; instructions are on the wall beside it.

LOOP AMPLIFIER SYSTEM

A public address system including a Loop System for hearing aid users is available. Please ask for details of use. Hirer must provide own batteries (2 x AA) for microphones.

HEATING

Gas warm air heating is included in the hiring fee. Heating controls for the Large Hall are to the right of the stage, and automatic once temperature is set. The Small Hall heating is switched on with a key in the boiler in the rear lobby. The Committee Room has independent electric heaters with wall switches.