

SOUTH OTTERINGTON, NEWBY WISKE & MAUNBY VILLAGE HALL

CONDITIONS OF USE

More details about the hall, including a bookings diary, are available on our web site

www.southotterington.org.uk

1.0 General

- 1.1 All bookings should be made through the **Village Hall Bookings Secretary Penny Helliwell Garthlea, South Otterington, Northallerton DL7 9HU tel 07977 231276**
Email bookings@southotterington.org.uk).
- 1.2 Please check before making a booking that the hall is available.
- 1.3 The Village Hall Committee thanks users in anticipation of their full co-operation with these conditions of hire. Please note that the person signing for the booking is deemed by the Village Hall Committee to have taken full responsibility for ensuring that all the conditions for hire and use of the hall as set out in these notes are fully complied with. Whilst the Committee employs a cleaner to ensure the hall is ordinarily maintained to an acceptable standard, this in no way removes the obligations of users as set out below.
- 1.4 The Committee welcomes suggestions from users as to how either these conditions or the procedures underlying them might be improved.

2.0 All Bookings

- 2.1 Please complete fully the booking form. Regular users are billed for all their uses of the hall, but if making a private booking ensure that:
 - payment is made in full when making the booking;
 - the period for which the hall is hired adequately includes the times needed both to set up and prepare for the event or activity and to clear or clean up afterwards
 - arrangements are made to meet the booking secretary who will usually be available, if needed, to visit the hall to explain the location of key facilities (see para 2.2 below), key safety check (see section 4 below on fire safety) and any other matters relevant to the use of the hall.
 - the bookings secretary, or another Trustee in her absence, will open up and close the hall before and after the letting.
- 2.2 All users should:
 - prior to use check on the location of the fire bell, fire extinguishers and the fire evacuation arrangements including the fire exits. Check the power & heating, including location of fuses.
 - Use electricity and water economically, consistent with the nature of the event or activity, the area(s) of the hall used and the time of day or year;
 - If using the heavier larger tables from the hall store, they should always be transported by two persons and put away first;
 - as far as possible no posters, balloons etc should be attached to the walls of the hall. If this is considered essential, Sellotape and bluetak should not be used, as this is likely to cause the paint to peel away.

At the end of the event or activity hirers should

- sweep and, if needed, mop the floors, both in the main hall itself and in the kitchen, toilets and entrance foyer. Whilst there is a cleaning machine in the hall, this is for the sole use of the hall cleaner. Users should not, therefore, use this machine under any circumstances;
- ensure all lights are off prior to leaving
- ensure all heaters are off prior to leaving; SEE SEPARATE HEATING INSTRUCTIONS
- see that all doors and windows are securely locked;

- place refuse in the appropriate bins in the kitchen and empty into the correct outside bins before leaving, transfer to the external bins outside the hall;
put away all crockery etc used after washing it up in the kitchen;
- make sure any items of equipment used e.g. cooker or water heater are turned off and that, if appropriate, the tea urn is emptied of water;
- check the toilets and clean if required;
- return any chairs and/or tables used for the event to the appropriate hall stores. In doing so, please ensure all chairs are stacked no more than 10 high in rows parallel to the right-hand wall and all tables are stored on their sides adjacent to the right-hand wall with the heavier tables put away first nearest the wall;
- check everywhere including the stores & toilets to ensure no-one has been left in or nothing left by mistake;
- leave the floor and walls of the main hall clear of all furniture and equipment;
- report any damage, accidental or otherwise, caused, or any other “issue” during the use of the hall to the Bookings Secretary at the end of the event .

2.4 If a fire breaks out whilst the hall is in use, the user must ensure the fire safety procedure set out in section 4.0 below is followed as appropriate

2.5 If anyone using the hall finds that any of the above conditions have apparently not been complied with by a previous user, they should inform the Bookings Secretary immediately.

3.0 Bookings Involving Young People

3.1 Events involving young people must be supervised at all times by at least two adults, who are deemed to be responsible for their general behaviour. This includes keeping noise down to an acceptable level, bearing in mind the nearby houses, and ensuring the young people involved do not play outside the hall during the event, other than on a strictly supervised basis. It is the hirer’s responsibility to ensure supervising adults have any required DBS/CRB checks. No bookings will be accepted for parties of teenagers aged over 15.

4.0 Fire Safety Procedure

4.1 The fire bell is located in the entrance hall. There are fire extinguishers in each area of the hall, the kitchen and the entrance hall and there is a fire blanket in the kitchen.

4.2 Whilst checks are made at least once a month that the fire doors function properly, users must also ensure at the time of entering that:

- the fire doors are known and operate satisfactorily;
- all escape routes are kept free from any obstructions.

4.3 Users should ensure all persons involved with any event are made aware both of the above and of the procedures to be followed in the event of a fire as set out below:

- upon discovering a fire, ring the fire bell and call out loudly for everyone to leave the building in an orderly fashion as quickly as possible;
- check the chair and table stores to ensure that they are clear of all persons;
- if the fire bell is rung, leave at once by the nearest exit. The escape routes are via the front door, the rear door and the kitchen door. The fire doors open outwards and are opened by pushing the handles downwards;
- once everyone has left, close the internal fire resisting doors so that they can restrict the spread of smoke and flames;
- telephone the Fire and Rescue Service by using the nearest available mobile phone or a telephone in an adjacent property;
- after the building, has been completely evacuated, assemble on the Village Green adjacent to the hall and await the Fire and Rescue Service.