

MILDENHALL VILLAGE HALL CONDITIONS OF HIRE

INSURANCE: Private functions are covered under Mildenhall Village Hall Public Liability Insurance. Hirers for commercial events must provide their own Public Liability Insurance.

The Hirer MUST be over 21 years of age and **be responsible for;**

1. The supervision of the Hall and the behaviour of all people using it and for paying for any damage to it or to its contents.
2. Ensuring that people using the Hall do not park their vehicles so as to hinder access to adjacent properties.
3. Reading and adhering to the Fire Safety Instructions below.
4. Where necessary, reading and adhering to the Food Hygiene Code of Practice displayed in the kitchen.
5. Ensuring that all necessary steps are taken to prevent the Hall's neighbours being unreasonably disturbed by music or other noise made by people using or leaving the Hall and its environs.
6. Leaving the Hall in a clean and tidy condition, i.e. floor swept and washed if necessary.
7. **Wiping tables and kitchen surfaces clean after use. Stacking tables and chairs neatly. Tables - no more than two pale brown and four darker brown tables together. Chairs to be stacked in the storage area - refer to instructions by the committee room where the chairs are stacked.**
8. **Placing all rubbish in bags tidily.** All bags must be placed in the wheelie bin outside the kitchen door or removed from the premises. *A charge will be made if these conditions are not complied with.*
9. **Turning off all lights, returning the heating timer to the original setting and securely locking all doors and windows when leaving the Hall.**

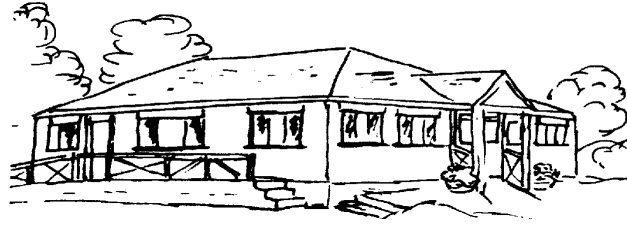
The Hirer MUST NOT:

- 1a. Sublet the Hall or hire the Hall on behalf of a third person or use the Hall in any way that invalidates the Insurance
- 2a. **Sell alcohol without first obtaining the appropriate licence. *The Hall does not have such a licence. To apply for a Temporary Events Notice (TENS) see Wilts County Council website.***
- 3a. **Allow consumption of alcohol by persons under the age of 18 years.**
- 4a. **Allow any smoking within the hall premises.**
- 5a. **Play loud music or make noise that is likely to be a nuisance to village residents.**
- 6a. Use the hall in any way that invalidates the insurance or breaks the conditions of the Hall Public Entertainment Licence.
- 7a. At any one time allow more than 200 persons standing or 100 sitting. For dining we recommend 65 persons eating at tables.

If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of the payment or repayment of the fee will be at the discretion of the Committee.

The hiring of the Hall is at the discretion of the committee and it reserves the right to cancel with notice.

Note: Use of the Hall as a Polling Station is a government requirement



MILDENHALL VILLAGE HALL

COVID-19 Terms and Conditions

You, the hirer, are responsible for ensuring those attending your activity or event comply with the latest Government COVID-secure guidelines while entering and occupying the Hall.

The responsibility of cleaning the Hall and wiping down surfaces before and after use rests with the hirer. We ask everyone as they leave the Hall to clean all touched surfaces to make it safe for the next hirer. The Hall will be cleaned once a week.

All rubbish must be cleared away.

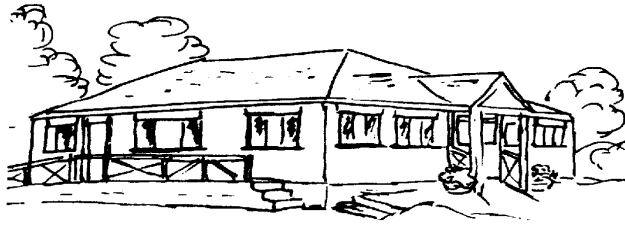
Please use hand sanitiser when entering and leaving the Hall.

Fresh air should be maximised. Please ensure you close doors and windows when leaving the Hall.

The hirer must keep a record of all people entering the Hall and be prepared to use NHS Track and Trace if any one reports symptoms of Covid-19.

Please social distance to 2 meters when possible but a minimum of 1 metre or according to the government guidelines at the time.

Please follow Government guidelines at all times.



FIRE SAFETY INSTRUCTIONS

The Hirer must act as the Responsible Person under the Regulatory Reform Fire Service Safety Order 2005 during the period of hire, accepting the following duties:

1. Read the Fire Instructions written on notices in the hall.
2. a. Be familiar with the location of fire exits, fire extinguishers and fire blanket, as shown on plans in the hall.
b. Note instructions for use of fire extinguishers, as shown on the chart in the kitchen.
3. Bring a mobile phone. Call the fire-services (Dial 999) on the discovery of a fire or suspicion of a fire. State Fire at Mildenhall Village Hall and give hall postcode SN8 2LR. Be ready to give your mobile number if requested.
4. Keep a record of the number of people present so that everyone can be accounted for at the assembly point at the far side of the car park.
5. Help children, elderly, or those with any disability to leave the hall.
6. No hazardous material or electrical equipment may be brought into the building without the written permission of the Village Hall Committee. No naked lights are permitted other than night-light type candles enclosed within jam jars.
7. All emergency exits and outside doors must be kept free from obstruction and combustible materials.
8. The external doors in the kitchen and committee room must be unlocked while these rooms are in use and locked again on leaving the hall.

Your acknowledgement of the Hall Conditions of Hire confirms that you have read this Fire Safety Information sheet.

At the start of your event, it is best practice to tell all hall users the location of the fire exits and assembly point.