

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. *The hall is only cleaned once a week so we rely on users to clean up after they use the hall.*
7. **Wiping tables and kitchen surfaces clean after use. Stacking tables and chairs neatly in the format as per the instructions by the committee room.**
8. **Placing all rubbish in bags tidily.** All bags must be placed in the bin in the kitchen and moved to the outdoor bin outside the kitchen door when that is full or removed from the premises. **We do not have recycling facilities** at the hall so we ask that you take any recyclable rubbish home with you.
9. **Turning off all lights, returning the heating to a temperature they found it at and securely locking all doors and windows when leaving the Hall.**

The Hirer MUST NOT:

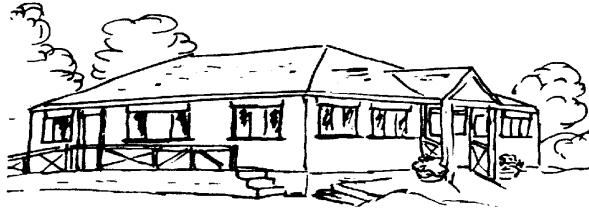
- 1a. Sublet the Hall or hire the Hall on behalf of a third person or use the Hall in any way that invalidates the Insurance
- 2a. **Sell alcohol without first obtaining the appropriate licence. *The Hall does not have such a licence. To apply for a Temporary Events Notice (TENS) see Wilts County Council 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 150 persons standing or 100 sitting. For dining we recommend 60 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. **When the booking is cancelled and the committee is advised after the event**, the committee reserves the right to charge the rental fee in full.

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 and will always take precedence.

Payment Terms: Our terms are Payment in Advance for non-regular users.
For regular users, payment is due on Receipt of Invoice.



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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.