**Walcott Village Hall (Charity Number 521877)**

**Hire Terms and Conditions**

Please respect the Hall, its fixtures, furniture and fittings. The Kitchen is equipped with cookers, fridge, crockery, cutlery, kettle and hot water urn. The hall is run as a charity (521877) for the benefit of the community. The Management Committee/Trustees strives to keep hire charges down to just cover energy costs, upkeep and maintenance. We therefore require the hirer to indemnify the management committee for the costs of all damage occurring.

**General Hall reminders:**

1. Leave the Hall , Kitchen and outside garden area clean and tidy. A broom and vacuum cleaner are in the cloakroom and cleaning items are under the sink in the kitchen.
2. Make sure all taps are turned off and that the emersion water heater is turned off (if used).
3. Make sure all windows and doors are properly shut and secured. Please pay particular attention to the fire escape/doors to garden which is a push bar mechanism.
4. Make sure all lights are turned off.
5. Empty bins and replace bin bags if you have used them.

Please note you may be charged for extra cleaning or may forfeit any deposit you have paid if the Hall is not cleaned.

**Access to Hall:**

Coded key entry system. Entry code = **4748**

Open the key safe and dial the code number into the centre line – line the number up in a row.

Open flap and remove the key.

When leaving the Hall – put key back into the key safe and close the box. Mix up the numbers and close the key safe.

**Lighting:**

Light switched are in the cloakroom, to the right after the second set of double doors.

**Heating:**

The heating is on a 2 hour timer. To turn on the heating press the heating button in the cloakroom once. The heating will automatically turn off after 2 hrs.

**Health and Safety:**

Hirers are asked to familiarise themselves with the halls Health and Safety Policy. Hirers may have responsibilities above and beyond these regarding insurance and statutory requirements relating to their organisation/activity. Hirers have responsibility for checking that any portable electrical equipment brought onto the premises is safe for use/has been P.A.T. tested.

**Fire Safety:**

It is illegal to smoke in any part of the Hall. Hirers must familiarize themselves with the fire evacuation exits and firefighting equipment in the hall. Fire exits must be kept clear at all times and fire doors must be kept closed at all times.

In the event of a fire

* evacuate the hall
* Call the fire brigade
* do not attempt to tackle a blaze

If you hear the fire alarm

* leave the building by the nearest fire exit. Help those less able.
* Do not stop to collect your belongings
* Assemble at the assembly points (garden or car park depending on the exit used).
* Last person out to close all doors.
* Do Not re-enter the Hall until instructed

**First Aid:**

A first aid box is provided in the hall along with an accident book.

**Safeguarding:**

Any organisations or individuals hiring the hall for the purposes of holding activities involving children or vulnerable adults are confirming by signing the terms and conditions of booking that they have appropriate safeguarding policy in place.

**Car parking and Neighbours:**

Please ensure cars are parked responsibly. There are two neighbour’s access areas in the car park (one on each side). These access areas must be kept clear at all times. Hirers are responsible for any damage to fencing. Please also respect the neighbours on leaving the Hall by keeping noise levels low so as not to cause annoyance.

**Hot water:**

The emersion water heater switch is located just to the right of the kitchen door. Please switch off after use.

**Table and chairs:**

These are stored in the cloakroom. Please replace them where you found them.

**CCTV:**

CCTV is in operation outside and inside the Hall. This prevents vandalism and is only looked at if there is an incident or the hall is being used when no booking has been made.

**Licensing:**

The Hall is licensed for music and dancing but NOT for the sale of alcohol. It is the hirers’ responsibility to obtain a Temporary Event Notice North Kesteven District Council. The hirer must nominate the person responsible for compliance with the law relating to the sale of alcohol.

**Complaints:**

If you have a complaint about the Hall please contact the village hall at admin@walcottvillagehall.co.uk