

## Schedule 3

### Hirers Information Sheet for Wistaston Memorial Hall & Community Centre

#### Opening and closing the village hall

The village hall keys will be available from ..... and after locking up, must be returned there immediately, unless otherwise agreed.

The village hall will be opened for your hiring by Bill Heath and will be closed for you at the time you have indicated.

The person to whom the Village Hall is hired shall be solely responsible for its proper and orderly use and for leaving the village Hall in a clean, tidy and secure condition. Any furniture which is moved should be returned to its original locations. The Hirer shall also be liable for any damage to the Hall and its contents or any loss arising from the hire.

Please telephone 01270 560471 in case of difficulty.

Hirers and their guests are expected to vacate the premises and the Car Park by 23:00 (if an evening booking).

Please ensure that any outside caterers, contractors, etc, are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Hirers using the kitchen facilities should note that tea towels are not provided on hygiene grounds and hirers should therefore provide their own.

A public address / sound system and a hearing loop with hand and lapel microphones are available at no extra cost. If hirers wish to use this facility, they should advise the Hall Booking Officer in advance so that a key can be provided for the equipment.

Hirers intending to use recorded music on the premises should ensure that either they or the provider of recorded music has a licence from Phonographic Performance Limited.

#### Safety

In the event of ANY fire, the village hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialing 999.

The exact location of the nearest telephone, fire exits and fire extinguishers (and their purpose) must be noted before the village hall is occupied and the manner of opening Fire Doors should be made known to your guests/group. (A sketch plan showing these is shown on the following page. A fire blanket is located in the kitchen. This is particularly suitable for dealing with any fire on the cooker hob. In the event of a need to evacuate the premises, ensure that any people with disabilities are assisted to safety.

It is recommended that for concerts, plays and similar, the hirer should nominate someone to be responsible for public safety at the event, together with two attendants who will assist. These people should not be involved in the running of the event to the extent that they are unable to supervise adequately.

DO NOT lock doors which would be used for exit in an emergency and do not obstruct passageways which may be used as escape.

Any hangings or scenery brought on to the premises must be of non-flammable material or be sprayed with a fire retardant.

The Village hall has a no smoking or vaping policy.

Please use the trolleys provided for moving chairs and tables in order to avoid injury.

A first-aid box is located in the kitchen, the Dudley room and the Holmes room.

In the event of an injury, an accident report form should be completed and given to the Hall Booking Officer. The village hall's health and safety file is kept in the kitchen, in the labelled cupboard.

Check that all lights are switched off before leaving.

Check that all doors are locked on leaving the village hall. When door catches have been fixed in the unfastened position on arrival to facilitate entry of other guests/members of your group, care should be exercised to ensure their release before leaving. When several rooms are occupied, users should lock the door relating to the room they have occupied on leaving, i.e. do not leave it to the last person to leave the premises would check that all doors are locked. If the emergency fire doors are opened, particular care is needed to ensure that they are properly closed before leaving.

#### Power circuits/heating

Please let the Hall Booking Officer know if you need the village hall to be particularly warm or cold.

#### PTO

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### **Car Parking**

If an evening booking the car park must be empty by 23:00. When using the car park please park courteously and maximise space. Be thoughtful for the less able. If parking nearby please take care not to block any residents ability to leave their premises.

### **Consideration for others**

Please consider the neighbours. Amplified music must not be played loudly with windows and/or doors open on the sides of the hall facing neighbouring property and all users should vacate the premises quietly, particularly in the late evening. Items which generate noise, such as bottles must not be tipped into the outside wheelie bins after 8pm.

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please do not use drawing pins or sellotape on the walls or other surfaces, use blu-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the village hall clean and tidy and have waste in the bins outside or take it home. In particular we ask you to ensure table tops are wiped clean before being stacked or placed in the storeroom.

### **Faults/damage/comments**

Please report any faults or damage to the Hall Booking Officer via the Faulting Book available in the kitchen. This will allow the issue to be rectified as quickly as possible. The management committee welcome comments or observations that you may have about your hire of the village hall.