

## WITNESHAM VILLAGE HALL HIRING CONTRACT

Please complete the attached form and return with your remittance of £..... For the hire of the Hall. If indicated on the form this should include a £50 deposit, returnable provided no damage is caused.

**Hiring sessions:** A). Morning from 8.00am – 1.00pm, B). Afternoon from 1.00pm – 6.00 pm,  
C). Evening: Sunday – Friday 6.00pm – midnight, and on Saturday 6.00pm – 00.30am.  
New Years Eve 6.00pm - 1.30am

**Our Licence regulations state that no one may be on the Hall premises outside these times so all activities must stop at least 30 minutes beforehand to allow for clearing up and cleaning (e.g. at the latest by 11.30 pm Sunday – Friday and by 00.00 midnight on Saturdays).**

**Hiring charges per session, including electricity,** are as on the booking form and on the notice board. The hire charge is to be paid in advance, and in the event of a booking being cancelled will be refunded at the discretion of the Management Committee.

**PLEASE NOTE – NO SMOKING IS ALLOWED ON THE PREMISES &  
NO BOUNCY CASTLES ALLOWED INSIDE THE HALL**

### **SUMMARY OF CONDITIONS:**

1. The Hall can only be hired by an adult and at least 2 adults must be on the premises at all times.
2. The Hirer must accept responsibility for any loss or damage to the Hall and its contents during the hire, and for its security by locking up and switching off the electricity when leaving it unattended.

The Village Hall Management Committee cannot be held responsible for equipment kept in the Village Hall by regular users. Any damage caused to equipment belonging to hirers however must be reported to the Chairman IMMEDIATELY.

3. The Hall must be cleaned ( swept ), and worktops and tables cleaned after use ready for the next hirer. Please empty all bins into the bins outside. Place your recyclables in recycle bin and take your bottles home.

### **FOOD and DRINK**

4. The Hall is **not** licensed for the sale of alcohol so the hirer must obtain a licence if required and show this beforehand to the Booking Clerk. **Remember** that alcohol is sold if it is inclusive in the ticket price.
5. If you are providing food which is high risk (e.g. eggs, cream, cheese, cooked meat, fish, rice, meat, gravy) you must comply with the Dept. of Health guidelines. Caterers if used, must be registered with the appropriate Council.
6. The fridge must only be used if its temperature is between 5° – 7°. Please leave the fridge switch on when leaving the Hall as this is on a separate circuit to the main switch

### **FIRE REGULATIONS**

7. When the servery is in use please close the door and always leave the hatch roller blind open. Never leave soup or vegetables on the hotplates unattended.
8. Keep fire exits clear during the hire period. In the event of a fire Hirers must help any disabled people out of the main fire doors as there is a step to the ground.
9. The Hirer shall not exceed the permitted numbers to comply with the fire regulations – see the Notice Board for precise details but the maximum ( depending on type of activity ) is 120.
10. Please report to the Booking Clerk immediately any accident or use of any fire fighting equipment or First Aid.  
( Mrs Anne Debenham, 1 Burwash, Witnesham, Ipswich. Tel: Ips. 785798

## WITNESHAM VILLAGE HALL HIRING CONTRACT Cont.

**Please note:** the track before the Village Hall and the grass behind the hall are private property so please do not use these – parking for the Hall is just the other side of it. The road beyond the Hall must be left clear for residents and emergency vehicles.

### WHEN YOU ENTER:

1. Please turn on 'Switch 3' which you will find on the wall between the outside door and the kitchen door and switch it off when you leave. If it is dark switch on the car park (Switch 1)
2. lighting switches are inside the main Hall. Please note that the heaters are thermostatically controlled but in winter the VPMC control the new heaters. Should there be a power failure first check that the trips are on (in the cupboard on the right in the main Hall). The Hall has emergency lighting in a total failure.
3. The hot water for washing up is controlled by the switch on the left side of the hatch in the servery. There is also a switch for the boiling water for hot drinks next to that.
4. **Please do not use staples, drawing pins, blue tack or any sticky materials on walls or paintwork.**

### FIRE PROCEDURE

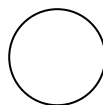
1. SOUND THE ALARM  
(Situated inside the Main Hall doors on the left near the hatch)
2. EVACUATE THE HALL AND ASSEMBLE IN THE CAR PARK.
3. TELEPHONE THE FIRE SERVICE – DIAL 999
4. DEAL WITH THE SITUATION WITHOUT TAKING UNNECESSARY RISKS.
5. DO NOT STOP TO COLLECT PERSONAL POSSESSIONS.
6. DO NOT RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO.
7. INFORM THE BOOKING CLERK IF YOU HAVE NEEDED TO USE ANY FIRE EQUIPMENT

### AT THE END OF YOUR HIRE:

1. **Please clean the tables and worktops, sweep the floor, empty all bins and stack the tables and chairs as you found them --- so that the Hall is ready for the next Hirer. Replace bag in servery bin (from drawer or under the sink)**
2. Rubbish may be put in the bin outside the back door, which is through the second door on the right in the main Hall. Please take all bottles away.
3. In the servery turn off the switches for the water heater, the oven, fan etc. **Leave the fridge switch on.**
4. Lights and heater switches must be turned off – **but** leave the nightstor heaters as you found them please.
5. If it is still daylight (and the car park lights are therefore not on!) turn off the main electric switch 3.

### **IF IT IS DARK WHEN YOU LEAVE:**

External lights are controlled by the switches near the front door – please be sure to follow the procedure exactly as it enables you to have external lights on for 3 minutes on leaving the Hall:-



**TURN OFF SWITCH 1  
(labelled CAR PARK)  
ON EXTREME LEFT**

**PUSH BUTTON 2  
(main Electrics Switch)**

**TURN OFF SWITCH 3  
ON EXTREME RIGHT**