

NEWTON ST LOE VILLAGE HALL

HIRE OF HALL : Fees, Terms and Conditions

Fee Structure

The Hall is available for hire at £7.00 per hour (£8.00/hour if heating used), with an additional fee of £5.00 for use of the Hall's crockery.

There is a charge of £5.00 per hour for use of ovens. See below.

A fee of £10 will be required for cleaning. See below.

Please Note: For large events and gatherings a refundable **deposit of £40** will be required from the hirer to cover any breakages, and any substantial cleaning requirements etc. See below.

Cheques should be made payable to **NSL Village Hall Association**, please.
If you would like to pay by BACS please request our bank details when you book.

Cancellation

There is no cancellation fee if cancellation is made at least 48 hours in advance.
Cancellation within 48 hours will incur a nominal fee of £10.00

Health and safety

The hirer must respect health and safety guidelines and refrain from activity that causes a risk to public health and safety within the Hall. See **Annex 2**

Use of the skittle alley includes the condition that skittle alley runners are put away at the end of each session.

Cleaning/Equipment

The hall must be left clean and tidy after use.
A fee of £10 will be charged and used by the NSL Village Hall for cleaning.

Note: For large events, the Hall requires a £40 refundable deposit to cover any breakages or substantial cleaning costs. Hall users are encouraged to leave the facilities in good repair, clean and tidy so as not to forfeit their deposit!

The hirer will do everything possible to avoid damage to the fabric of the hall and its decorations (carpet, walls etc.)
The use of external equipment is allowed in the Hall but must be declared and permission sought in advance.

Kitchen facilities

The kitchen facilities include the use of water, crockery and ovens.
Damages to any of these facilities must be reported.
A fee of £5.00 per hour will be charged to cover the use of the ovens.

Animals/Guide Dogs

Only trained guide-dogs for the blind shall be permitted in the Hall

Parking and Security

The hirer and those attending the events are requested to park with consideration to the village residents and to leave the Hall quietly and without causing noise or other disturbance.
The Hall does not accept liability for loss of any personal items brought to the Hall or for loss from or theft of cars left outside the premises.

Village Environment - please respect our space!

The premises may only be used between the hours of 8 am and 11pm unless special permission has been issued by NSL Village Hall management committee.

NSL is a pristine 18th century village and the residents and visitors prize its environment. All those using the Hall and its facilities are asked to respect this environment, not to damage or leave litter in its environs, and to adhere to the 20MPH speed limit.

Thank you.

Annex 2: Health and Safety Compliance

- 1** The hirer, not being a person under 18 years of age, hereby accepts responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all conditions of the Public Entertainment/Stage Play Licence relating to management and supervision of the premises are met.
- 2** The hirer acknowledges that she/he has received instruction in the following matters: The action to be taken in event of fire. This includes calling the fire brigade and evacuating the Hall
 - a)The location and use of fire equipment. b) Escape routes and the need to keep them clear c) Method of operation of escape door fastenings d)Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire
- 3** In advance of the entertainment / event the hirer shall check the following items:
 - a)That all fire exits are unlocked and panic bolts in good working order b)that all escape routes are free of obstruction and can be safely used c) that any fire doors are not wedged open d) that exit signs are illuminated e) that there are no obvious fire hazards on the premises

Capacity

The number of people on the premises shall not exceed xxxx

4 Means of Escape

All means of exit from the premises must be kept free from obstruction and immediately available for instant free public exit. The emergency lighting supply illuminating all exit signs and routes must be turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

5 Outbreaks of Fire

The Fire Brigade shall be called to any outbreak of fire, however slight, and details thereof shall be given to the secretary of the management committee.

6 Dangerous Performances

Events/Performances involving danger to the public shall not be given.

7 Explosives and Flammable Substances

Highly flammable substances shall not be brought into, or used in any portion of the premises. No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) shall be erected without the consent of the management committee.

8 Heating

No unauthorised heating appliances shall be used on the premises when open to the public without the consent of the management committee. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.

