

## **Fen Drayton Village Hall Hiring Agreement (Charity No. 300385)**

### **Important information about hiring Fen Drayton Village Hall**

**Booking Lead** .....

**Booked Time Slot: Date:** ..... **From:** ..... **To:** .....

In case of a problem/difficulty please telephone 07596 576515

Please ensure that all personnel vacate the premises by the end of the booked time slot as shown above.

All Village Hall important notices are on the notice board to the left of the main Hall entrance doors. Please familiarise yourself with these documents, full copies of which can be found on the Village Hall website.

#### **Safety**

No Smoking, candles, fireworks or naked flames of any nature are allowed on the Village Hall premises.

In the event of a fire, the Village Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Service called by dialling 999. Please also inform the Village Hall Committee via the telephone number given above.

Fire exits and fire extinguishers must be noted before the Village Hall is occupied and the manner of opening Fire Doors should be made known to your guests. A sketch plan showing these can be found at the end of this document and on the Village Hall notice board.

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables in the storeroom from which they are taken.

No children are allowed upstairs.

The Village Hall's health and safety file is kept in the Kitchen.

A first aid box is located in the Kitchen.

The accident report book is located in the kitchen.

#### **Car Parking**

There is a car parking area at the front of the Village Hall. All vehicles are parked at owner's risk.

#### **Consideration for Others**

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud conversations 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. Any rubbish or waste, **including soiled nappies**, **MUST** be put in the rubbish containers in the car park or removed from the premises. We are committed to recycling so please recycle as much as possible using the recycling bin in the car park. Toilets should be checked and left clean. Any problems should be reported on the number given above. Ensure table tops are wiped clean before being returned and stacked neatly in the storeroom from which they were taken and that the kitchen is clean and tidy. Any items left on the premises without prior consent will be disposed of if not claimed within two weeks.

In particular we ask you to ensure table tops are wiped clean before being returned and stacked in the storeroom from which they were taken.

**The Village Hall reserve the right to make an additional charge should extra cleaning and/or tidying be required.**

### Faults/ Damage/ Comments

Please report any faults, breakages or damage to the Booking Secretary as soon as possible so that they can be rectified quickly. The Management Committee welcomes comments or observations that you may have about your hire of the Village Hall.

### Leaving the Village Hall

- 1) Check that nobody is in the building.
- 2) Check that all external doors are securely closed.
- 3) Check that all taps and appliances are turned off.
- 4) Check that all lights are switched off, including in the disabled toilet.
- 5) Lock both the top and bottom locks on the front doors.
- 6) Keys may be left in the postbox to the right of the front doors.

### Location and Use of Fire Equipment for Hirers

