



Contact address:
email: foxtonvillagehall@btinternet.com

c/o 18 High Street, Foxton, Cambridge, CB22 6SP
telephone: 01223 870665

The premises includes the paved area around the building and the car park.

CONDITIONS OF HIRE

You, the hirer, must ensure that a responsible adult is in charge of the event.

This person must

- be on the premises the whole time that the premises are occupied
- maintain good order & take charge of emergency situations
- monitor the conduct of all persons present and ensure that everyone complies with the rules.

The Village Hall Management Committee will impose an extra charge if

- they have reason to believe that the conditions of hire or rules have been contravened,
- the period of hire is significantly exceeded,
- there is any damage to the premises arising from the event.

All or part of a deposit held will be forfeit as deemed appropriate by the Village Hall Management Committee or their representatives and a further charge may be made if necessary to cover relevant costs.

RULES

Fire Safety

You must read the Fire Procedure on the notice board by the main hall.

Everyone must:

- note the location of fire exits and break glass points
- keep fire exits and routes to them clear,
- keep fire doors closed,
- avoid use of inflammable materials,
- avoid accumulating combustible material,
- switch off and unplug electrical appliances after use.

DO NOT:

- leave fire doors propped open.
- use unprotected naked flames
- leave the cooker hob on and unattended,

Please note that smoke effects will activate the fire alarm and therefore must not be used.

Health and Safety

Health & Safety legislation imposes duties on everyone as individuals.

All users of the premises, employees, volunteers and contractors on the premises must:

- take care and responsibility for your own safety and that of other people,
- comply with Health and Safety and Fire Safety requirements,
- comply with VHT notices on the premises.

Anyone on the premises finding a fault, damage or other situation which might cause injury must:

- take action to rectify it immediately if safe to do so,
- inform a key holder as soon as possible,
- where equipment is damaged and cannot be removed to prevent use, place a notice on it warning that it must not be used.

The full Health and Safety and Fire Policies are displayed on the notice board by the main hall.

Continues overleaf

General rules

- Parties must be by personal invitation only.
- Alcohol may only be sold by prior arrangement.
- Evening events must end no later than midnight. (Clearing up may continue after this time but must not extend beyond 6.00 am.)
- You, the hirer, are responsible for ensuring
 - that you have the necessary licences and insurances for the activities taking place
 - the electrical safety of any appliances brought into the building.
 - that all food prepared, served or sold on the premises complies with Food Safety legislation.
- The paved area must be kept clear for emergency access. Unloading/loading is permitted but NOT parking.
- You must not exceed the maximum permitted numbers of people.
- There must be at least 1 appointed steward per 100 people. There must be at least 1 responsible adult for every 25 persons under 18 yrs.
- For a seated audience, 1.05m wide gangways accessing the exit doors must be provided such that no-one is seated more than 3.6m from a gangway.
- Fireworks are forbidden both near the building and in the car park. The permission of the Parish Council must be obtained for use of fireworks on the recreation ground.

You MUST

- Switch on emergency exit signs (via the light switch panels) while the building is occupied.
- Take care to avoid damage when moving equipment or decorating.
- Co-operate with other hirers in the use of shared facilities - foyer, kitchen, toilets.
- Be considerate of nearby residents by avoiding excessive noise.
- Leave the premises as clean and tidy as possible - in a reasonable condition for subsequent hirers. Note that spills must be mopped up quickly to avoid staining.
- Carefully remove all decorations and their fixings.
- Put away tables & chairs according to the notices in the store areas.
- Take away and recycle bottles, cans, plastic bottles and paper. Bag remaining waste; place bags in the green rubbish store outside near the main entrance. There is a nappy disposal bin in the disabled toilet.
- Ensure that if the microphone is used that this is switched off & put away.
- Turn off all lights, close all windows, kitchen shutters and lock all doors when leaving the building; remember to check toilets & stores.
- Return keys immediately after the hire period unless otherwise agreed.

You MUST NOT

- Use pins anywhere other than notice boards.
- Fix anything to ceilings, painted walls or the acoustic boards in the Main Hall; tape; blu-tak or easily removable fixings may be used to attach decorations to windows, doors or Main Hall walls.
- Fix any permanent equipment without prior approval of the management committee.
- Bring any animals (other than service dogs) into the building without prior permission of the management committee.

GENERAL NOTES

- For the heating to work effectively, keep doors and windows closed and leave radiators turned on.
- Cleaning equipment is available in the stores, the kitchen and the tall kitchen cupboard.
- Lift the handle of the entrance door when locking it.
- Lost property will be disposed of if not claimed promptly.

If you have any urgent problems related to the premises, contact Tessa Howell on 01223 870665 or another key holder (details by entrance door).