

# PENTRIDGE VILLAGE HALL- TERMS OF USE

**RESPONSIBILITIES** -it is the responsibility of the Hirer to ensure that these Terms of Use and the Conditions of Hire are understood and adhered to by everyone using Pentridge Village Hall during the Hire Period. These Terms of Use and the Conditions of Hire are permanently displayed on the notice board in the Village Hall and a copy of each accompanies the Booking Form.

No liability will be accepted by Management Committee for any injury or loss howsoever caused and the Hirer is urged to arrange adequate insurance cover. The Hirer is solely responsible for the safety of his guests/invitees.

**SMOKING**- Pentridge Village Hall is a non smoking building

**ALCOHOL**-if alcoholic drink is to be sold or provided, the Hirer is responsible for ensuring no alcohol is sold or consumed by any person under the age of 18. The Hirer is also responsible for obtaining the necessary licence to enable alcohol to be sold.

**CONTACT NAMES/NUMBERS** - If any problems occur during the event the Hirer must contact Graham Elford at The Old School House adjacent to Pentridge Village Hall ( tel 01725 516973) immediately. A list of contact numbers can be found on the notice board in Pentridge Village Hall.

**TELEPHONE**- there is no telephone in Pentridge Village Hall and the Hirer is therefore advised to bring a mobile phone with him although mobile cover in Pentridge can be erratic

**KEYS**-the keys can be collected from Graham Elford at the Old School House and should be returned to him after the event. The Hirer may post the keys through Graham's letter box.

**PARKING**-all cars are parked at their owners' risk. Parking is permitted on the village green but cars must not obstruct residents' cars or access to the houses on the green.

**FIRE**-In the event of a fire Pentridge Village Hall should be evacuated in an orderly manner using the appropriate fire exits. If it is safe to do so the Hirer should check that everyone has left the building.

The fire brigade should be called on 999. The Hirer must not attempt to tackle the fire unless he is trained to do so and is competent in the use of fire extinguishers.

**SAFETY**- Pentridge Village Hall is situated off the village green and access to it may be slippery if the weather is wet. The Hirer and his guests / invitees should therefore exercise care when approaching or going outside the building.

**FIRST AID KIT** -can be found in the cupboard adjacent to the kitchen hatch.

The Hirer should do the following **BEFORE** his guests /invitees arrive:

Check all exit doors are unlocked and test the push bar mechanism on the side exit door to make sure it is in good working order

Check all escape routes are free from obstruction

All fire fighting equipment is in place –please note fire extinguishers should not be used as door stops

Exit signs are illuminated

**AT THE START** of the event the Hirer must make his guests aware of the fire exits.

**HEATING-** the village Hall has wall heaters .Please follow the instructions on the room thermostat if the temperature needs to be adjusted.

**NOISE** -all music and noise must be kept down to a reasonable level and not disturb the residents of Pentridge. The Hirer should ask his guests to leave quietly after the event, especially if late at night. Car door banging and loud talk and laughter will disturb the residents of Pentridge.

Pentridge Village Hall must be vacated and all noise cease by midnight

**CLEANING-**the Hirer should provide his own dishcloths, tea towels and towels as none is provided

**CLEANING EQUIPMENT** - can be found in the cupboard in the toilet.

**RUBBISH-** all rubbish must be placed in the plastic sacks (provided in the kitchen) and must be removed by the Hirer. The Hirer must not leave any rubbish at the Village Hall after the event.

All rubbish/ litter/ cigarette ends must also be cleared from outside the Village Hall.

**FURNITURE AND EQUIPMENT** -the Hirer must leave all chairs stacked (not more than 6 high) and the tables at the far end of the Village Hall.

**BREAKAGES-** must all be reported and a charge will be made for their replacement.

**FAULTS/ DEFECTS** - please also report any faults or defects- eg broken light bulbs in the defects book

**DECORATIONS** -under no circumstances are items such as decorations, photos, etc to be taped, stuck, pinned or otherwise attached to the walls or woodwork. Hooks are provided so decorations can be hung up without damaging the walls or woodwork.

**STORAGE-**no items are to be left by the Hirer at the Village Hall except by permission from the Management Committee

**DEPOSIT-**the deposit will be returned to the within 14 days of the event provided the Village Hall has been left clean and tidy and in good order and ready for the next hiring. Failure to leave the Village Hall in a clean and acceptable condition will result in the deposit not being refunded and it being applied to cover the cost of cleaning and repairing where necessary.

**AT THE END** of the Event the Hirer must:

Sweep the hall and leave it clean and tidy

Clean the kitchen and toilet

Empty bins in the toilet

Wipe all work surfaces in the kitchen

Check cooker is turned off

Check all other electrical appliances are switched off and unplugged

The refrigerator is to be unplugged and the door left open –no food is to be left in it

Follow the instructions on the heater thermostat if it has been adjusted/moved

Turn off all taps

Turn out all the lights

Secure all windows and outside doors

Remove all cigarette ends discarded outside the Village Hall

All rubbish to be taken away

Finally, check for any signs of fire

**CLEANLINESS** – have you left the Hall as you would like to find it? To remove the stress of cleaning up after your event, for an additional fee of £ 30 we will arrange for the cleaning to be completed.

