



ASTON-BY-STONE VILLAGE HALL

Registered Charity No: 1183768

Hiring Agreement

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Introduction

Hours of opening: 9am -12 midnight

Aston-by-Stone Village Hall is run as a charity whose specific objective is to provide the Hall's facilities for the use of the inhabitants of Aston-by-Stone and the local community. The charity itself is self funded and managed by a small group of volunteers. The hiring of the Hall for hirers to use and enjoy provides an essential source of funds for the provision and maintenance of the Hall.

This Agreement constituting the Booking Form and Standard Conditions of Hire is made between the Hirer and the Venue. The parties agree that the hiring will be carried out in accordance with this Agreement. The agreement is reviewed annually and both casual and regular hirers will be asked to read and agree to the terms as stated in this Hiring Agreement. Please be aware that on signing the agreement the Hirer enters into a contract that could be used in evidence should legal action become necessary.

These Conditions apply equally to casual and regular hirers of the Hall. A representative from each regular hiring group is invited to attend the Village Hall AGM and participate in discussions pertaining to the hall, including matters related to the hall's upkeep and ongoing arrangements. We welcome feedback from both casual and regular hirers, please send any comments to astonbystonevillagehall@gmail.com

Regular hirers will be invoiced every 3 months, or at intervals pre-agreed with the Management Committee. Invoices to regular or casual hirers alike must be paid within the time parameters as stated on the invoice. Failure to do so may result in the cancellation of hiring.

Our booking calendar can be viewed at <https://hallbookingonline.com/aston/> and further information about hiring Aston-by-Stone Village Hall can be found on the portal. Should you wish to amend or cancel a booking use the booking portal or send an e-mail to astonbystonevillagehall@gmail.com. All one-off bookings are subject to a representative of the management committee being available to check hirers in and out of the premises. This will be confirmed at enquiry stage i.e. before a booking is accepted and confirmed.

We advise that the Hirer undertakes a risk assessment for each event. The Hirer is also advised to carry out a practice evacuation of the Premises. The Village Hall Committee are happy to receive and answer questions and will endeavor to support the Hirer as they familiarise themselves with the premises.

2.4 Hire Fee: (Please see 'Hire Fees' document on booking portal and note these are subject to annual review).

Regular hirers complete this section

Hire Fee: £ / Hour

Regular booking slot (Day, time, term time or throughout the year,):

Please advise of any alteration to your regular booking slot at your earliest convenience and at least 28 days in advance so we can make the hall available to other users and invoice correctly.

Casual hirers please complete this section

Hire Fee: £ / Hour

Total Number of hours hired:

Total Hire fee: £

Damage deposit (casual hirers): £100.00

Total Payable £

On confirming your booking we will invoice you for a non-refundable £25 booking deposit to secure your booking. This non-refundable deposit must be paid within 7 days of receipt of invoice and will be deducted from your final balance.

You must pay the total balance of the booking fee and damage deposit 28 days prior to the date of the event for which you hire the premises.

We will refund the £100.00 damage deposit within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of the hiring as a result of the hiring or cancelation of the hiring and the premises are left in a clean and tidy state.

Our preferred method of refunding the deposit is through direct bank transfer, therefore please provide the following information, any paper details of which will be destroyed following completion of the transaction:

Name of Account Holder: _____

Sort Code: _____ Account Number: _____

Is this a commercial hire? Yes / No

Additional condition for use with commercial hirers:

Village halls are usually held on strict trusts which require the management committee to ensure that the hall is administered in accordance with those trusts. Accordingly, we are bound to preserve and hereby reserve the right to terminate this Agreement by not less than seven days' notice in writing to you in the event of the hall being required on the same date/time for the fulfilment of its charitable purposes.

In the event of such termination by us, we will refund to you all monies paid by you to us. We will not, however, be liable to make any further payment to you in respect of expenses, costs or losses incurred directly or indirectly by you in relation to any such termination.

2.5 Premises

Whole of hall: If part of hall please specify:

Storage of equipment:

2.6 Purpose/description of hiring: Please detail here any change or additions to the purpose or description of hire to that described in your original booking:

Use a separate sheet as necessary.

- | | | |
|-------------|--------------------------------------------------------|----------|
| 2.7 | Will tickets be sold for your event? | Yes / No |
| 2.8 | Is food to be provided at the event? | Yes / No |
| 2.9 | Is alcohol to be provided at the event? | Yes / No |
| 2.10 | Will there be exhibition of a film? | Yes / No |
| 2.11 | Will live music be performed or recorded music played? | Yes / No |
| 2.12 | Will you be hiring a Bouncy Castle | Yes / No |
| 2.13 | Will you be hiring an Entertainer | Yes / No |

- 3.** You agree not to exceed the maximum permitted number of people including the organisers/performers of 120 people.
- 4.** The hall does have a licence: with the Performing Right Society (PRS) for the performance of copyright music, from Phonographic Performance Licence (PPL).
- 4.1** We do not have a Premises Licence. This Agreement gives permission to you for a performance of live music, the playing of recorded music, or an exhibition of a film but only in accordance with the Deregulation Act 2015.
- (i) You are responsible for ensuring that screenings of film abide by age classification ratings.
 - (ii) You agree that if regulated entertainment outside of the Deregulation Act 2015 is to be held you will obtain our consent to give notice of a TEN to the licensing authority.
 - (iii) You agree to obtain our consent to give notice of your intention to provide alcohol at the event and to give notice of a TEN to the licensing authority.
- If you fail to comply with (i), (ii) or (iii) above, we will cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.
- 5.** You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.
- 6.** We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.
- 7.** None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

Subject to satisfactory completion of Booking Form and receipt of fees duly authorised by the person named above at 2.2(b), on behalf of the Village Hall: Emma Snowden.

Signed by the person named at 2.3(a) above or at 2.3(c) above, duly authorised, on behalf of the organisation named at 2.3(b) above, where applicable:

Signed: _____

Date: _____

Standard Conditions of Hire

If you are in any doubt as to the meaning of any of the Conditions, you must seek clarification from us without delay.

1. Age

You, not being a person under 18 years of age, hereby accept responsibility for being in charge of and on the premises at all times when the public are present and for ensuring that all Standard Conditions under this Agreement relating to management and supervision of the premises are met.

2. Supervision

During the period of the hiring, you are responsible for:

- (i) supervision of the premises, the fabric and the contents;
- (ii) care of the premises, safety from damage however slight or change of any sort; and
- (iii) the behaviour of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

As directed by us, you must make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings or contents and for loss of contents.

3. Use of premises

You must not use the premises (including the car park, if any) for any purpose other than that described in the Agreement and must not sub-hire or use the premises or allow the premises to be used for any unlawful or unsuitable purpose or in any unlawful way nor do anything or bring on to the premises anything which might endanger the premises or render invalid any insurance policies covering the premises nor allow the consumption of alcohol without our written permission.

No ball games except table tennis and indoor bowls. No fires in the car park. No outdoor bouncy castles. The car park is only to be used for parking cars.

The enclosed area to the left of the hall (through double door fire exit to left of stage) is the AVH courtyard. If you wish to use the area, please read the courtyard risk assessment. You must always supervise children, being particularly aware of the front and rear gates and water butts which may be full and must only be used for watering plants. Please do not access the area after dusk. This area has been developed for hirers to enjoy please check the area is safe and secure before you use it and at the end of your hire.

Small indoor inflatables of the type hired for a children's party are allowed inside the hall but are used entirely at the hirer's risk – please take care to not damage the hall's wooden floors. Please assess risks and ensure any indoor inflatable is clear of the hall beams and sensibly located.

Smoke machines set off our smoke alarms and must not be used in the hall.

4. Insurance and indemnity

- (i) You are liable for:
 - a) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence to any part of the premises including its curtilage or its contents
 - b) costs arising from accidental and malicious loss or damage and for loss or damage arising out of your negligence done to our WiFi service (if any)
 - c) all claims, losses, damages and costs made against or incurred by us, our employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of your use of the premises (including the storage of equipment) and your use of our WiFi service (if any), and
 - d) all claims, losses, damages and costs made against or incurred by us as a result of any nuisance caused to a third party as a result of your use of the premises and/or the use of our WiFi service (if any), and subject to sub-clause (ii), you must indemnify us against such liabilities.
- (ii) We will take out adequate insurance to insure the liabilities described in sub-clauses (i) (a) and (b) above and may, in our discretion and in the case of non-commercial hirers, insure the liabilities described in sub-clauses (i)(c) and (d) above. We will claim on our insurance for any liability you incur but you must indemnify us against:
 - a) any insurance excess incurred and
 - b) the difference between the amount of the liability and the monies we receive under the insurance policy.

- (iii) Where we do not insure the liabilities described in sub-clauses (i)(c) and (d) above, you must take out adequate insurance to insure such liability and on demand must produce the policy and current receipt or other evidence of cover to our Management Committee. If you fail to produce such policy and evidence of cover, we will cancel this Agreement and re-hire the premises to another hirer.

We are insured against any claims arising out of our own negligence.

5. Gaming, betting and lotteries

You must ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

6. Music Copyright licensing

You must ensure that we hold relevant licences under Performing Right Society (PRS) and the Phonographic Performance Licence (PPL) or, where appropriate, you must hold such licence(s).

7. Music

You must have our written permission for performance of live music and the playing of recorded music under the Deregulation Act 2015. This Agreement confers that permission.

8. Film

You must restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. You must ensure that you have the appropriate copyright licences for film. This Agreement confers the required permission on you. (The Deregulation Act 2015 requires you to have our written permission to show a film).

9. Safeguarding children, young people and adults at risk

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported

10. Public safety compliance

You must comply with all conditions and regulations made in respect of the premises by the Local Authority, the Licensing Authority, and our fire risk assessment or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. You must also comply with our health and safety policy.

You must call the Fire Service to any outbreak of fire, however slight, and give details to our Management Committee.

- (i) You acknowledge that you have received instruction in the following matters:
 - a) The action to be taken in event of fire. This includes calling the Fire Service and evacuating the hall.
 - b) The location and use of fire equipment.
 - c) Escape routes and the need to keep them clear.
 - d) Method of operation of escape door fastenings.
 - e) Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
 - f) Location of the first aid box.
- (ii) In advance of any activity whether regulated entertainment or not you must check the following items:
 - a) That all fire exits are unlocked and panic bolts are in good working order.
 - b) That all escape routes are free of obstruction and can be safely used for instant free public exit.
 - c) That any fire doors are not wedged open.
 - d) That exit signs are illuminated.
 - e) That there are no fire-hazards on the premises.
 - f) That emergency lighting supply illuminating all exit signs and routes are turned on during the whole of the time the premises are occupied (if not operated by an automatic mains failure switching device).

11. Noise

You must ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning. You must, if using sound amplification equipment, make use of any noise limitation device provided at the premises and comply with any other licensing condition for the premises.

12. Drunk and disorderly behaviour and supply of illegal drugs

You must ensure that in order to avoid disturbing neighbours of the hall and avoid violent or criminal behaviour:

- (i) no one attending the event consumes excessive amounts of alcohol
- (ii) no illegal drugs are brought onto the premises.

Drunk and disorderly behaviour is not permitted either on the premises or in its immediate vicinity. We will ask any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way to leave the premises in accordance with the Licensing Act 2003.

13. Food, health and hygiene

You must, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with a refrigerator and thermometer.

14. Electrical appliance safety

You must ensure that any electrical appliances brought by you to the premises and used there are safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual circuit breaker is provided you must make use of it in the interests of public safety.

15. Stored equipment

We accept no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or we will charge fees each day or part of a day at the hire fee per hiring until the same is removed.

We may, in our discretion, dispose of any items referred to below by sale or otherwise on such terms and conditions as we think fit, and charge you any costs we incur in storing and selling or otherwise disposing of the same, in any of the following circumstances:

- (i) your failure either to pay any charges in respect of stored equipment due and payable or to remove the same within seven days after the agreed storage period has ended
- (ii) your failure to dispose of any property brought on to the premises for the purposes of the hiring.

16. Smoking

You must comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made thereunder. We will ask any person who breaches this provision to leave the premises. You must ensure that anyone wishing to smoke does so outside and disposes of cigarette ends, matches etc. in a tidy and responsible manner, so as not to cause a fire.

17. Accidents and dangerous occurrences

You must report to us as soon as possible any failure of our equipment or equipment brought in by you. You must report all accidents involving injury to the public to us as soon as possible and complete the relevant section in our accident book. You must report certain types of accident or injury on a special form to the Incident Contact Centre. Our Management Committee will give assistance in completing this form and can provide contact details of the Incident Contact Centre. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

18. Explosives and flammable substances

You must ensure that:

- (i) Highly flammable substances are not brought into, or used in any part of the premises.
- (ii) No internal decorations of a combustible nature (e.g. polystyrene, cotton wool) are erected without our consent.

19. Heating

You must ensure that no unauthorised heating appliances are used on the premises when open to the public without our consent. You must not use portable liquefied propane gas (LPG) heating appliances.

The heating is automatically regulated. Hirers must not alter the heating settings. Radiator stats can be turned down but must be turned back up to the original setting before vacating the premises.

20. Animals

You must ensure that Guide dogs, Hearing dogs and assistance dog owners are allowed on the premises.

21. Fly posting

You must not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises, and must indemnify and keep indemnified us accordingly against all actions, claims and proceedings arising from any breach of this Condition. If you fail to observe this Condition you may be prosecuted by the local authority.

The fixing of any posters or notices (including temporary notices) and all other miscellaneous items on internal walls is prohibited. As is the use of selotape, blue tac or any other method of fixation.

22. Sale of goods

You must, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, you must ensure that the total prices of all goods and services are prominently displayed, as must be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices.

23. Cancellation

If you wish to cancel the booking before the date of the event and we are unable to conclude a replacement booking, we may, in our complete discretion, return the deposit or require payment of the hire fee.

We reserve the right to cancel this Agreement by giving you written notice in the event of:

- (i) the premises being required for use as a Polling Station for a Parliamentary or Local Government election or by-election;
- (ii) our reasonably considering that (a) such hiring will lead to a breach of licensing conditions, if applicable, or other legal or statutory requirements, or (b) unlawful or unsuitable activities will take place at the premises as a result of this hiring;
- (iii) the premises becoming unfit for your intended use;
- (iv) an emergency requiring use of the premises as a shelter for the victims of flooding, snowstorm, fire, explosion or those at risk of these or similar disasters.

In any such case you will be entitled to a refund of any deposit already paid, but we will not be liable to you for any resulting direct or indirect loss or damages whatsoever.

24. End of hire

You are responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced, otherwise we may make an additional charge.

Toilets must be flushed and left clean. All lights must be turned off. Tables and chairs are to be returned to their stored location. The Village Hall takes no responsibility for items left in the Hall after it has been used by a hirer. All rubbish generated during the period of hire should be removed from the premises and disposed of appropriately. Village hall wheelie bins are for regular hirers only.

For regular hirers you are to ensure the property is properly locked and secure. For casual hirers, your representative will usually lock up after your hire period has ended.

The Hirer must ensure that the Premises are vacated promptly at the end of the Period of Hire.

The deposit of £100 will be retained where any part of the Premises have not been left in a clean, tidy and undamaged condition. At the end of the period of hire, your representative will review the condition and discuss any concerns with you prior to reporting such concerns to the management committee.

25. No alterations

You must not make any alterations or additions to the premises nor install or attach any fixtures or placards, decorations or other articles in any way to any part of the premises without our prior written approval. In our discretion, any alteration, fixture or fitting or attachment which we have approved may remain in the premises at the end of the hiring. Such items will become our property unless you remove them and you must make good to

our satisfaction any damage you cause to the premises by such removal. *Additional locks are not permitted and locks must not be changed.*

26. No rights

This Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on you.

Appendix 1

TEMPORARY EVENTS NOTICES

Temporary Event Notices (TENs) can be used to authorise small scale occasional events with less than 500 attendees where “licensable activities” are planned to take place. An application must be made to the local authority no later than 10 working days before the event. If you apply on line via www.staffordbc/temporary events notice a copy of the application will be passed to the Police, Fire Service and Environmental Health. The cost is £21 (subject to change by Stafford Borough Council).

You may need to submit a Temporary Event Notice for authorisation if you are hosting or organising any events that take place in any premises or open space.

What activities need a licence?

The sale of alcohol – unless you are selling it by wholesale or the alcohol is being given away with no charge being made.

The supply of alcohol at private members clubs.

The supply of regulated entertainment (see below)

The supply of late night refreshments, which is hot food or drink supplied to the public from 11pm to 5am (for consumption on or off the premises). Please note that Aston Village Hall closes at midnight.

What is regulated entertainment?

Entertainment, which takes place in front of an audience, and includes:

A performance of a play (for example, a pantomime or amateur dramatic production including a rehearsal).

An exhibition of a film.

An indoor sporting event. (Table tennis and bowls excluded)

A boxing or wrestling event.

A performance of live music (for example, karaoke, a band or a choir).

Any playing of recorded music.

A dance performance.

Providing facilities for making music, dancing and entertainment of a similar nature

Exemptions

The Licensing Act 2003 specifies the following as not requiring a licence:

Film exhibitions solely to demonstrate a product, advertise goods or services, or provide information, education or instruction.

Entertainment at a garden fete or similar event for charitable purposes.

Morris dancing.

Entertainment from carnival floats.

Who can submit a TEN?

Any person over 18, who will be responsible for all aspects of the event, can submit a TEN.

No more than 15 TENs may be given relating to the same premises in any calendar year.

At least 24 hours must lapse between events.

No more than 499 people can attend.

Your event may be over different days and only one TEN is required, provided the event does not exceed a total of 168 hours.

A TEN is treated as being from the same premise user even if an associate gives it.

For more information go to [www.staffordbc.gov.uk /temporary-event-notice](http://www.staffordbc.gov.uk/temporary-event-notice)

Appendix 2

Application for consent for a Temporary Event Notice to be given for an event at Aston Village Hall.

Aston Village Hall is not licensed for the sale of alcohol.

I hereby apply to Aston Village Hall Committee for consent to give to the Licensing Authority a Temporary Event Notice to hold the following licensable activities at the Hall on the following date(s), during the following hours and in the following location(s):

Date(s): _____

Time: _____

Description of Event: _____

Licensable Activities: _____

Location: Main Hall
 Annex
 Kitchen

I hereby undertake to comply with the provisions of the Licensing Act 2003 (and any regulations thereunder) as they relate to a Premises User holding a Temporary Event Notice (TEN) and to indemnify the Committee for any obligations thereunder. I undertake in particular, to notify the Police Authority within the required time and not to allow the sale of alcohol to those aged under 18 or those who are drunk or disorderly.

Signed by the person named at 1.3 (a) or 1.3 (c) on the Hiring Agreement (duly authorized on behalf of the organization named at 1.3 (b), where applicable.

Name (in capitals): _____

Signature: _____

Below is for completion by Aston-by-Stone Village Hall trustee

I hereby give permission for the person named above to apply for a Temporary Event Notice to the Licensing Authority for the area for the event described above on the date(s), at the time(s) and in the location(s) specified above.

Signed by the person named at 1.2 (b) of the Hiring Agreement, duly authorized, on behalf of the Village Hall Committee:

Name in Capitals: _____

Signature: _____



Aston-by-Stone Village Hall Hirer Check-out Checklist

When you arrive at the Village Hall please check the hall for breakages, damage or hazards. Walk around the building, check fire exits are clear, that the hall is generally clean, tidy and free from hazards. Please report breakages, damages and notify us of problems as soon as you encounter them by telling your check in rep or emailing astonbystonevillagehall@gmail.com

At check-out, to ensure the hall is left clean and tidy for the next hirer, please ensure you have done the following:

- Flush toilets and check all bathrooms to ensure they are clean, that all taps and lights are off and that the nappy bin is empty.
- Check kitchen and hall.
 - Floors clean and tidy, debris free.
 - Check fridge and cooker have been left clean.
 - Empty kitchen bin.
- Tables and chairs are returned to the appropriate places.
- If you have used the water boiler for hot drinks please ensure it is off on the boiler, the screen should say 'OFF'.
- Check all rubbish has been removed from the hall, casual hirers please take your rubbish home for disposal.
- Close all windows, ensure fire exits are securely shut and rear kitchen door is locked.
- Turn off lights and lock up main front door.
- For casual hirers only, unless your volunteer is meeting you to check out in person, return key as directed by your volunteer representative and text them to let them know you have left the building.

Please leave the hall as you have found it for the next hirer to use and enjoy.

Let us know of any issues, breakages or problems encountered during your hire by emailing astonbystonevillagehall@gmail.com

Appendix 4

Additional Information

Opening and closing the Village Hall

For casual hirers, the Village Hall will usually arrange for a representative from the management committee to meet you at the start of your hire period to open up and then will return at the end of your hire period to lock up. Regular users will either have a key or be informed of the code for the key safe, please ensure the key is returned to the key safe. Those in possession of the code must replace the key and turn the dial to 0000.

Fire and Safety

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 dialing 999.

The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the Hall is occupied and made known to guests.

Telephone

The Village Hall has no telephone and the nearest one is located approximately 100 yards down the A34 towards Stafford on the left hand side so you are advised to have a fully charged mobile phone with you in case of emergency.

Car Parking

The narrow lane leading from the Village Hall car park provides access to the village and a private house and must not be obstructed. Vehicles must not be parked on the grass verge at the front of the premises or on the footpath or elsewhere in the vicinity so as to cause obstruction. The front and rear car parks must be utilized. See also standard condition 2 for car parking information and responsibility for supervision

Consideration of Others

Please ask guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park will disturb local residents.

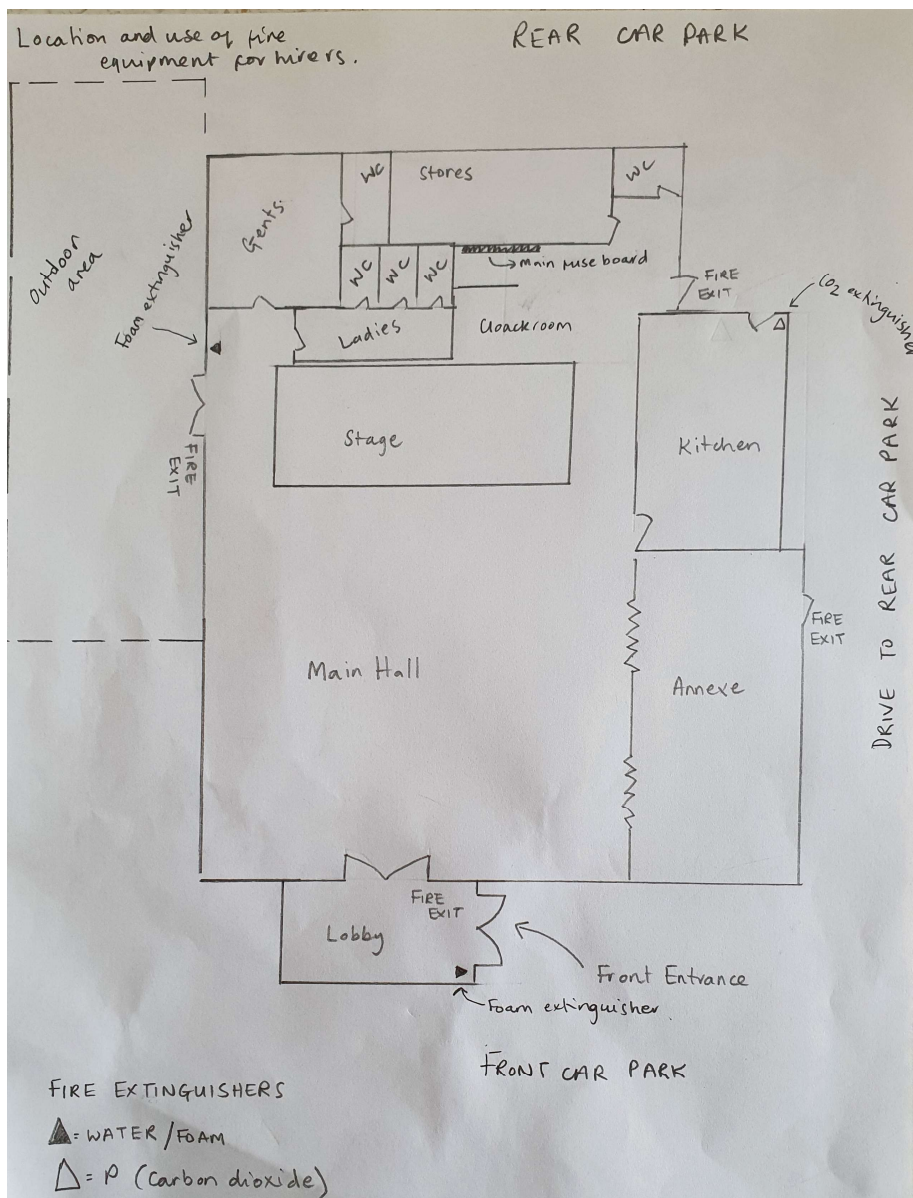
Please leave the Village Hall clean and tidy and take your rubbish home to dispose of appropriately.

In particular, we ask you to ensure tabletops are wiped clean with antibacterial cleaner before being stacked away. That chairs are wiped and restacked, no more than 7 chairs high, and returned to their stored location using the trolleys provided.

Location of Fire Exits, Fire Extinguishers and Mains Fuse Board

<u>Fire Exits:</u> Main Front Entrance Front to left of stage Kitchen rear door Annex Passage to the rear of the right of the stage.	<u>Fire Extinguishers</u> Two in kitchen One in main hall.
<u>Main Fuse Board</u> Located in the boiler cupboard in the passage to the rear right hand side of the stage.	<u>Mains Water Tap</u> Underneath the sink in the kitchen
<u>Accident Book</u> In bottom drawer to the right of the cooker in the kitchen.	<u>First Aid Kit</u> In bottom drawer to the right of the cooker in the kitchen.

Plan to Show Location of Exits, Fire Extinguishers and Mains Fuse Board



Faults/Damage/Contents

Please report any faults or damage to astonbystonevillagehall@gmail.com as soon as possible so that they can be rectified quickly. The Committee welcomes comments or any observations that you may have about your hire of the Village Hall.

Thank you for choosing Aston-by-Stone Village Hall for your event.