

# Ellel Village Hall, Galgate

Charity Commission Registration Number 25547

## GENERAL RULES Governing the use of Ellel Village Hall

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### USE OF THE VILLAGE HALL:

Use of the village hall and its facilities is subject to the following rules and additionally, in the case of hirers to the Ellel Village Hall Conditions of Hire.

### APPLYING TO USE THE VILLAGE HALL:

All applications for hire of any facilities must be made on the official booking form which the hirer must sign to declare that the hirer has read and fully understands and accepts the terms of the Ellel Village Hall Conditions of Hire.

To enquire about making a booking, or to arrange to view the hall please contact the Hall Manager.

### SUPERVISION:

The **HIRER or person in charge of an activity** shall not be under 21 years of age (25 years of age where a bar has been requested), and shall be on the premises for the entire period of the hire or duration of the activity. She/he shall not be engaged in any duties which prevent her/him from exercising general supervision.

All persons in charge or on duty shall have been informed of the procedure for evacuation of the premises and shall familiarise themselves with the fire fighting equipment provided.

### PUBLIC SAFETY:

**NUMBERS:** The maximum capacity of Ellel Village Hall is **250** in the main hall and **45** in the small hall.

Ellel Village Hall Committee carries out regular risk assessments. The following practices **MUST** be followed in order to minimise risks:

- Make sure that all emergency exit doors and pathways are clear as soon as the hall is to be used and throughout the hiring.
- All groups are expected to co-operate in the fire drills which may be arranged at varying times in order to familiarise users with evacuation procedures.
- The Fire Service must be called to any outbreak of fire, however slight, and details given to the Hall Manager or any other member of the Ellel Village Hall Committee as soon as is practically possible.
- Any electrical appliance brought into to the premises and used there must be safe, in good working order, used in a safe manner and have an UP TO DATE PAT TEST CERTIFICATE.
- Do not allow children in the kitchen except under close supervision. Avoid overcrowding in the kitchen and do not allow running.
- Report any evidence of damage or faults to equipment or to the building's facilities to the Hall Manager or to any member of the Ellel Village Hall Committee.
- Report every accident in the accident log book in the kitchen and to the Hall Manager.

### NOISE:

- All doors and windows will remain closed during periods of amplified entertainment apart from access.
- Noise is to be kept to a minimum during arrival and departure, particularly late at night and early in the morning.

### HEALTH & HYGIENE:

- Please bring your own tea towels and washing-up consumables; please take them home with you for washing or disposal. Any tea towels or dish cloths found to be left drying after a hire will be disposed of.
- At the end of your hire – please dispose of your rubbish in the outside bins.
- If preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.

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#### ACCIDENTS AND DANGEROUS INCIDENTS:

A first aid box is available in the kitchen for minor injuries.

For more serious injuries advice may be sought from **NHS Direct – 0845 4647**.

For emergencies- **Dial 999** and give this address: see comment re 999 in “conditions” draft.

#### Ellel Village Hall, Main Road, Galgate, Lancaster, LA20LQ

It is strongly recommended that all users have their own mobile phones for emergencies.

All accidents or incidents, however minor, must be recorded in the Accident/Incident log book located in the kitchen with the first aid equipment and a member of the Ellel Village Hall Committee informed as soon as is practical.

#### UNAUTHORISED ITEMS:

**No Person Shall:** Bring place or erect any furniture, fittings, structures, or place or fix any additional or decorative lighting, or heating appliance, or any decoration shrubs, plants, or similar things or fix any advertisement in or upon any part of the hall without the previous consent of the Ellel Village Hall Committee. Use Sellotape, drawing pins or blu-tak on walls. White-tak is permitted if removed after. Please refrain from using table confetti.

**None of the following items** must be brought into the premises -

Illegal drugs, highly flammable substances, heating appliances, fireworks, animals (except guide or hearing dogs).

**No alcohol** shall be consumed on the premises other than that provided by the licensee appointed by the Ellel Village Hall Committee and holding a Personal Licence for the said property or their appointed staff.

**Footwear** likely to cause damage to floors must **not** be worn in the hall.

#### COLLECTIONS & LOTTERIES:

No collections, games of chance, sweepstakes or lotteries, nor any betting shall be conducted on the premises unless conducted as fundraising and with the agreement of the Ellel Village Hall Committee.

#### END OF HIRE:

- Attendees are encouraged to respect residents of the area when leaving the building i.e. quietly
- All areas of the hall and surrounds (i.e. storage rooms, toilets, car park area, footpaths etc) are left in a clean and tidy condition and any contents temporarily removed from their usual positions are properly replaced.
- All chairs are neatly stacked away.
- All stacked chairs are moved using the appropriate chair trolley and not dragged along the floor.
- All electrical lights and sockets are turned off.
- All tables are cleaned and stacked away.
- All spills are mopped up.
- All window, doors and shutters are locked.
- All Internal doors are shut.
- All rubbish is removed and placed in the appropriate bins.

For an additional charge the village hall can set up and clean/tidy after your event....please contact the Hall Manager for prices.

**THE ELLEL VILLAGE HALL COMMITTEE ARE NOT RESPONSIBLE FOR ANY ITEMS STORED OR LEFT ON THE PREMISES.**