



# Hazelwood Memorial Hall

## Important Information

### Important Information for Hirers

Thank you for booking the hall. By confirming your booking, you agree to comply with the full Terms and Conditions of Hire. This summary highlights the most important points for all hirers.

#### Your Responsibilities

The person making the booking must:

- Be over 21 years of age
- Be present during the hire period or nominate a responsible representative
- Be responsible for the behaviour of all attendees
- Ensure the hall is used safely and only for the agreed purpose
- Ensure children are supervised at all times
- Ensure any activities involving children or vulnerable adults have appropriate safeguarding arrangements in place

#### Fire and Emergency Safety

- Familiarise yourself with all fire exits on arrival
- Keep all exits and access routes clear at all times
- In the event of a fire, evacuate the building immediately
- Do not stop to collect belongings
- Call 999 once everyone is safely outside
- Report all accidents, incidents, near misses or equipment faults as soon as possible
- A mobile phone should be available in case of emergency

#### Capacity and Supervision

- Do not exceed the agreed hall capacity
- Ensure adequate adult supervision is provided for your event
- Children must not be left unsupervised in the hall, kitchen, toilets, stage area or storage areas
- Check that all exits are unlocked and unobstructed before guests arrive

#### Kitchen and Food Use

- Take care when using boiling water, ovens, microwaves or other hot equipment
- Any catering activity is the responsibility of the hirer
- Leave all kitchen surfaces, utensils and appliances clean and hygienic
- Remove all food at the end of your booking

#### Hall Care and Cleaning

- Leave the hall clean, tidy and ready for the next hirer
- Remove all rubbish, food and personal belongings
- Floors must be left clean and free from food, drink spillages and rubbish



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- Please take particular care of the floor as it is regularly used for dance and exercise classes
- Do not drag tables or chairs across the floor
- Return all furniture and equipment to where it was found
- Report any damage or breakages immediately

### Equipment and Electrical Safety

- Any equipment brought into the hall must be safe and suitable for use
- Electrical equipment should be in good condition and PAT tested where appropriate
- Trailing cables must be covered or positioned safely to avoid trip hazards
- No unauthorised heaters, dangerous substances or highly flammable materials may be brought into the hall
- Do not tamper with any hall electrical, heating or gas systems

### Alcohol and Parties

- Alcohol may only be supplied in accordance with licensing laws and any hall requirements
- Events involving younger age groups may require additional supervision or security arrangements
- Noise must be kept to a reasonable level
- Events must finish by the agreed end time

### Inflatables and Bouncy Castles

- Prior approval is required before any inflatable is brought into the hall
- Inflatables must be supplied and installed by a competent, insured contractor
- Suitable safety certification and insurance documents must be provided
- Inflatables must be supervised at all times

### Before You Leave

Before leaving the hall, please ensure:

- All rubbish has been removed
- Tables and chairs are put away correctly
- Floors are clean
- Kitchen areas are left clean
- Windows and doors are closed and secured
- Lights, heating and appliances are switched off
- The hall key is returned as instructed

**Failure to follow these requirements may result in additional cleaning charges, repair costs, loss of deposit or refusal of future bookings.**