



Information Sheet for Hirers

DO NOT fix **ANYTHING** to the walls of our hall. You may **ONLY** use the upper picture rail and lower dado rail

ONLY Blu-tack is to be used to affix decorations and notices so please ensure that you bring some 'Blu-tack' with you.

DO NOT use drawing pins or sellotape on **ANY** surfaces.

Remove any decorations and/or notices you have affixed using Blu-Tack carefully.

Failure to comply may result in the loss of your deposit

Please leave the Memorial Hall clean and tidy. The hall floor **MUST** be swept before leaving - brushes can be found by the kitchen door. **ALL waste to be placed in black plastic bags** and either put in the outside bin or taken it home. Any **table tops** used are to **be wiped clean prior to stacking.**

Cleaning materials are provided in both areas in clearly labelled plastic boxes – PLEASE USE THEM!

Opening and Closing the Memorial Hall

The Memorial Hall will be opened for your hiring by the Hall Caretaker from the commencement of your booking and will be closed for you at the time you have indicated. **Make sure you have allowed sufficient time in your paid for booking for setting up and clearing. Additional time used and not booked for is liable to additional payment.** Please ensure that any outside caterers, contractors and bar staff are aware of the hire period and that they will not be able to enter before and will be required to leave after the hire period. In case of difficulty, please contact the Hall Caretaker by telephone on 07508 937861 or by email at chris-ashworth@hotmail.co.uk

Health and Safety

Hirers are required to familiarise themselves with the Fire Action Notices displayed around the Hall. In the event of a fire, the Memorial Hall should be evacuated in an orderly manner using the appropriate exits and the Fire Brigade called by dialling 999.

Hirers and guests are to gather at the designated Assembly Point located at the back of the village car park. The exact location of the nearest fire exits and fire extinguishers must be noted before the Memorial Hall is occupied and the manner of opening the Fire Doors should be made known to your guests.

The fire doors adjacent to the servery hatch are to remain UNLOCKED whilst the Hall is in use. It is the Hirers responsibility to ensure that these doors are locked before vacating the Hall.

Please see the attached Floor Plan of High Wych Memorial Hall overleaf.

Please use the trolleys provided for moving chairs and tables to avoid injury. Chairs and tables should be re-stacked in the Memorial Hall as they were found.

There are basic First Aid bags located in the kitchen, the Committee Room toilet area and outside the disabled toilet. The Accident Book can be found INSIDE the First Aid bag in the kitchen.

There is a Baby Change facility in the disabled toilet.

Power Circuits

All users of the Hall are advised that any portable electrical equipment that they bring on site should have been PAT tested.

Car Parking

The Memorial Hall has car parking space for approximately five cars if they are parked sensibly. Any overflow may park in the adjacent village car park. This is a non-paying car park. It is the responsibility of hirers to ensure designated disabled parking bays are used appropriately. The access road must not be obstructed. Unauthorised overnight parking by hirers and/or their guests is not permitted in either car park.

Hall Telephone

The Memorial Hall has no telephone and there is no longer a public phone located in High Wych. Hirers are advised to bring a fully charged mobile phone for use in case of emergencies.

Faults/Damage/Comments

Please report any faults or damage to the Booking Secretary or Hall Caretaker as soon as possible so that they can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of the Memorial Hall.

Consideration for Others

The High Wych Memorial Hall is sited within a residential area.
Please ensure your guests leave quietly at the close of your event.
Car doors banging and loud talk in the car park are disturbing to local residents.

Payment of Hire Fees and Security Deposits

You can enter your requested hire date and time onto our online booking calendar and this will be marked **PROVISIONAL BOOKING**. Once your booking has been approved, you will receive an email to confirm and your Invoice will follow shortly after. One hour's hire fee to be paid within 7 days of your booking being confirmed and the balance plus any security deposits required are to be paid not less than 14 days prior to your event. Details of how to pay hire fees and security deposits can be found on your invoice.

Security Deposits

Depending on the intended activity of the hire, a security deposit **MAY** be required. Should this be the case, the Booking Secretary will contact you.

A security payment **WILL** be required for any hire that is for a party. Please see scale of charges below.

| SECURITY DEPOSITS FOR PARTIES | |
|--------------------------------------|---------------------------------------|
| CHARGE | AGE-GROUPS |
| £100.00 | 0 to 12 year-olds |
| £250.00 | 13, 14 and 15 year-olds |
| £500.00 | 16 to 24 year-olds (inclusive) |
| £100.00 | 25 year-olds and over |

The security payment will be held against:

- *damage to any fabric or part of fabric to the premises*
- *any breakages*
- *any missing or damaged equipment*
- *any costs incurred by the Hall due to additional cleaning time found to be necessary*

Any costs incurred as a result of any of the above, in excess of the value of the security payment will be invoiced to the Hirer. Any such works will be completed by a contractor chosen at the sole discretion of the Trustees of the hall. Security deposits will be returned to the hirer in full or in part within 3 working days following the end of the hire following a full inspection of the premises by the Caretaker. Security deposits may be forfeit in total depending on any resultant damage that incurs repair costs or additional cleaning costs to the hall. Please see our full Terms and Conditions of Hire for further details.

WiFi Connection

There is a fast broadband connection at High Wych Memorial Hall. Hirers of the Hall are responsible for the correct use of this facility and are bound by all laws pertaining to downloads and material obtained electronically via this connection. High Wych Memorial Hall Committee accepts no liability for misuse of the internet connection at the hall by hirers and/or their guests. The password is: **Memorial2020**

Music Licenses

High Wych Memorial Hall has both a PRS and a PPL music license for the playing of music.