

# Kilmelford Village Hall – Terms and Conditions for Hirers

21/04/26

Full responsibility for the building will fall both to the individual and the organisation booking the Hall. They agree to:

- Collect the keys and any heating tokens as agreed.
- Leave the Hall clean and tidy, floors swept/hovered, dishes washed and put away etc.
- No smoking is allowed in the building or naked flames including candles.
- Under 18's must have appropriate adult supervision and adults must comply with current regulation. No unaccompanied children on the stage or balcony.
- No stilettos, roller skates or wheeled shoes allowed in the Hall to avoid damaging the wooden floors. Our insurance does not cover roller skating.
- Put rubbish and recycling in the relevant bins situated in the Hall car park.
- Report any damages/breakages to any member of the Hall Committee.
- Leave the Hall secure; heaters off, lights off, windows closed, internal doors closed, both front doors locked and return the keys as agreed.
- Hall hirers need to ensure that they have appropriate Public liability insurance and that they have carried out a risk assessment.

**Before a group can use the Hall a member of the group must read the Fire Safety Procedures as displayed in the Hall lobby. That group member is then responsible for briefing the other members of the group.**

## **The briefing must include:**

- The Emergency Fire Action Plan (see overleaf).
- The layout of the Hall including the location of the emergency exits and fire safety equipment.
- Management Noticeboard by the office, which displays the safety information about the Hall.

## **Emergency Exits and Fire Doors:**

- Access to emergency exits and corridors/passageways **must** be kept clear of obstructions.
- Fire doors must be kept shut.

## **Electrical Equipment**

- Any portable electrical equipment brought into the Hall by the group must have a current Portable Electrical Equipment (PAT) certificate and be approved by the Hall Committee.
- Electrical equipment to be switched off and if appropriate unplugged before leaving the Hall.
- Any electrical equipment for use outside the Hall must be approved by the Hall Committee.

## **Payment**

- As arranged with the Bookings Secretary.
- A deposit of £50 is required to secure bookings for larger private events, this will be returned after satisfactory inspection of the Hall facilities.

Please sign and date to confirm you have read and accepted these conditions and return to the Bookings Secretary.

Signed: ..... Date:.....

## **Fire Action Plan**

If you discover a fire:

1. Immediately raise the alarm
2. Call the fire brigade by dialling **999** (if safe, emergency phone by office)
3. When the fire Brigade replies give details

Fire at: **Kilmelford Village Hall, PA34 4XD**

**Do not replace the receiver until the Fire Brigade has repeated the address.**

4. Leave the building by the nearest available exit
5. Report to the person in charge at the assembly point in the **MAIN CAR PARK**

**Do not stop to collect personal belongings**

**Do not return to the building until authorised to do so**

**Do not take risks**

6. When safe to do so, please contact a member of the committee (contact details on the noticeboard on outside wall by front door)