

Orton Market Hall: Hirer's Agreement and Booking Details

Updated July 2026

Introduction

Welcome to Orton Market Hall and thank you for your booking.

Booking system

Thank you for using the booking system, and **please be advised that on submitting your booking you have agreed to follow this hirer's agreement.** For further information **please find the fire risk assessment** on the hall booking system too. **You will then be sent an invoice via the booking system, please note this is staffed by volunteers and will respond to your booking asap.** The trustees reserve the right to refuse permission to allow any individual or organisation the use of the hall.

If you are hiring the hall and plan to cater for large numbers of people please contact us in advance of booking to discuss the arrangements.

Capacity

The hall has a **capacity of 100 people and we ask that children are supervised at all times.** We ask that as hirers you are aware of where the fire exits are – **main hall, main entrance, kitchen and supper room and note the requirement on opening these.** Please ensure that these **are always accessible** for your guests and users.

PAYMENT DETAILS

We only now accept payments online. To help us confirm your payment please use the invoice number from your invoice as your reference for payment.

The hall bank details are: -

- Sort Code: 40-26-02
- Account Number: 10632198
- Account Name: Orton Market Hall

CANCELLATION FEES

If the booking is cancelled with less than or equal to 48 hours notice then the full booking fee is payable. If cancelled within 7 days to 48 hours of booking, 50% of the booking fee is payable.

Using the Hall

Accessing, using and leaving the hall

There is a key safe by the main entrance of the hall and the code is 2791. This contains keys to the main hall and kitchen.

In the **supper room on the dresser is a key cupboard**, with additional keys. The toilet keys have a domino key ring for the **2 doors either side of the stage** (Ladies to the left and Gents to the right) for the use of your guests/users. **Please note that these are public toilets run by Orton Parish Council. There is also a toilet for hall users off the supper room.**

Using the hall

Main hall users **will find chairs stacked in the cupboard in the main porch.** Tables are under the stage.

The **heating system is storage heaters and we endeavour** to ensure that the bookings are monitored and heating is put on well in advance of your booking.

WIFI : The hall has public WIFI and all guests/users are requested to read the terms and conditions of use displayed in the hall.

Please note **that as hirer you are responsible for the event** and we expect all hirers and particularly for exercise activities have performed their own risk assessment. If you are a member of a professional organisation and/or you have insurance you may be able to use their guidelines.

Before you leave, please put chairs away again in the cupboard in the main porch, some can be left stacked on the trolleys in the corner of the main hall, please also put away the tables and any other equipment away after use.

We are a small charity and **we advise that hirers are responsible for leaving the hall clean and tidy and swept** after use otherwise, we may make an additional charge for cleaning.

Brushes and other cleaning tools are in the porch cupboard by the main door and there is a vacuum cleaner.

Finally, we appreciate if you check on departure and switch off any appliances in the kitchen, ensure kitchen fire shutter is closed, turn off all the lights, and lock all the doors, remember the main toilet doors and return the key to the key safe.

Using the kitchen

We provide for **approx. 100 people crockery and cutlery in the kitchen cupboards and glasses in the dresser in the supper room.** Please bring your own tea towels.

Please **do take away your own recycling and food waste**, there is a bin outside for other rubbish and if locked it is the same code as the door - 2791

There is a hot water boiler for washing up and hot water boiler for drinks – **please do turn these on if you have hired the kitchen and turn them off as you leave.**

Instructions on how to use the **various kitchen appliances are displayed in the kitchen.**

We kindly ask that you leave the **kitchen clean and tidy, switch off the 2 water heaters and all items used put away.**

Health and Safety

- Please be aware that **as the hirer you are responsible for the safety of the event.** There is a fire emergency plan posted by all fire exits in the building. You need to plan for the evacuation of your guests/users and in particular elderly/disabled people.
- We ask that **as hirers you are aware of where the fire exits which are clearly marked and lit. These are the main hall, main entrance, kitchen and supper room. These can be accessed from the supper room through the connecting door (mind the step). As the hirer, please ensure that these are always accessible for your guests and users.**
- Please check there **is no car blocking the exit from the hall** by the main stage.
- Please can you ensure **that you unlock the fire doors for during your hiring of the hall if you have booked the whole building** – these are the main entrance door, kitchen and supper room. If you are only using **the supper room please ensure the supper room and the kitchen door are unlocked.**
- Please ensure that **all 4 fire exits are kept clear and accessible at all times for your users and guests.**
- **Please remember to also lock all of these 3 doors** when you depart and if you have opened the **hall doors to the public toilets, please lock these too.**
- Please **contact omhtreasurer2022@gmail.com if you are booking to cater using the kitchen** to discuss these arrangements or if you have any questions.
- In the event of a fire, **as the hirer, please ensure all you're your guests/users have left the building and then call 999 and assemble by Kennedy's Chocolate Factory.**
- Please **do not leave any chairs in the main entrance** as this is a fire hazard, please return to cupboard.
- **Smoking: Orton Market Hall is a no smoking environment** and ask that your guests and users extinguish cigarettes safely outside and are not left on the ground outside.
- **If there is an uncontrolled water leak, there is a stop tap under the right-hand cupboard, nearest the cookers** – you may need to empty the lower shelf, but it

is easily found if you do. Please report any incidents to trustees - omhtreasurer2022@gmail.com

- **All electrical items are PAT tested and any issues please contact** omhtreasurer2022@gmail.com

Opening hours

Please be aware that there are homes close by the hall. We therefore require that any music and parties end by 11.30 pm, and that the premises are vacated by midnight.

Accidents

If there is an accident during your period of hire, no matter how minor, you must email full details of the accident to omhtreasurer2022@gmail.com

YOUR OWN EQUIPMENT

Please note we have no storage at the hall and so we are unable to store your equipment. Any items are left at your own risk, and the Trustees are not liable for any damage that occurs.

Selling alcohol

We ask that if you plan to sell alcohol during your hire of the hall that you consult the Westmoreland Council well in advance as the building does not have a license.