

## **Orton Market Hall: Hirer's Agreement and Booking Details**

### **Introduction**

Welcome to Orton Market Hall. The building was originally built in 1865 to be a covered market venue where local farmers could sell their produce, especially butter. It is now used as a village hall, open to all for community use, and available for hire. The Orton Farmers' Market, held on the second Saturday of each month, retains a link with its historic purpose.

### **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

### **PAYMENT DETAILS**

We only now accept payments online. It is important that you either put a clear reference as to who is paying or use the invoice number that we will send to you. The hall bank details are: -

**Sort Code: 40-26-02**

**Account Number: 10632198**

**Account Name: Orton Market Hall**

Reference: please include name or event

### **KEY COLLECTION AND RETURN**

There is a key safe by the Main entrance of the hall. 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.

Alternatively, the keys to the hall can be picked up on the day from the Village Post Office/Stores before it closes and returned after hours to the porch letter box of the Post Office.

Current opening times are:

Monday: 09:00 - 18:00 hrs

Tuesday - Saturday: 08:00 - 18:00 hrs

Sunday: 10:00-14:00 hrs

### **Before you come**

We ask that if alcohol is to be consumed during your tenure of the hall that you consult the Bookings Secretary well in advance. If alcohol is to be sold then you will need to apply for a local authority licence: again consult the Bookings Secretary well in advance. Please be aware that there are homes close by the hall. We therefore require that any music must cease by 11.30 pm, and that in any event the premises are vacated by midnight.

### **Being Comfortable**

Maximum hall capacity is 100 in normal times. This must not be exceeded. Children should always be supervised.

Main hall users will find chairs stacked in the cupboard in the main porch. Tables are under the stage and in the cupboard behind it. Tablecloths, crockery and cutlery are in the kitchen cupboards. You will need to provide your own tea towels. Instructions on how to use the various kitchen appliances will be displayed in the kitchen.

The public toilets at the south end of the building are for shared use and can be accessed from the main hall by short passages flanking the stage – Ladies to the left and Gents to the right.

Supper room users may boost the heat by using the heater near the large window. All other heaters in the building are storage heaters and will not respond to adjustment so please do not touch. If by any chance anything gets broken, please let the Bookings Secretary know.

## **Accidents**

If there is an accident during your period of hire, no matter how minor, you must complete an accident report contact [bookingsortonmarkethall@gmail.com](mailto:bookingsortonmarkethall@gmail.com) for an accident report form.

## **WIFI**

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

## **DIGITAL AUDIO-VISUAL EQUIPMENT**

If using the hall's WIFI you can obtain detailed instructions how to use the audio-visual equipment using this link [Audio-visual instructions](#)

## **YOUR OWN EQUIPMENT**

Please note we have limited storage so do not recommend storing equipment in the hall. Any items are left at your own risk and the Trustees are not liable for any damage that occurs.

## **Before you leave.**

Please put chairs, tables and any other equipment away after use. Stacks of chairs must never be left in the main porch as this constitutes a fire exit hazard. It is not practicable to pay a cleaner after every hall hiring so **YOU** are responsible for leaving the hall clean and tidy and swept after use otherwise, we may make an additional for cleaning. Brushes and other cleaning tools are in the porch cupboard and the vacuum cleaner is in the kitchen cupboard that also forms a hatch into the main hall. Any crockery or cutlery used should be washed, dried and put back into the cupboards.

Please take away your rubbish as the hall is charged a fee for this. Any recycled waste can be taken to the recycling area at Orton primary school or in Tebay. Any food waste should also be removed. Don't forget to check that all lights and kitchen appliances are turned off. Make sure any windows are closed and secure. If you unlocked the hall then please ensure that all doors, including the internal doors leading to the toilets, are locked and secure, and return the keys.

## **In case of Emergency**

Be aware that as hirer you are responsible for the safety of the event. A fire emergency plan is posted on the wall in each main room. You need to plan for the evacuation of elderly/disabled people so please ensure that there are no vehicles parked outside the front of the emergency exit. Fire exits are from the main hall, through the main porch entrance, and towards the front of the right-hand side wall, clearly marked. These can also be accessed from the supper room through the connecting door (mind the step). Emergency exit through the kitchen is not recommended, as this is where any fire is most likely to start!

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 the Bookings Secretary: **Bruce Humphreys** Tel no. 07541760839 Email: [bookingsortonmarkethal@outlook.com](mailto:bookingsortonmarkethal@outlook.com)

Please note that as hirer you are responsible for the event and we expect all hirers (particularly for exercise activities) to 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.

The trustees reserve the right to refuse permission to allow any individual or organisation the use of the hall.

Although face coverings are no longer mandatory, we ask that they should be worn in crowded or confined areas and when mixing with vulnerable people or with people you do not normally mix with.

If you wish to proceed, please sign the hirers agreement below and if you have any more questions, please do not hesitate to contact me.