



GENERAL INFORMATION

The Hall is used for a wide variety of functions and events by a wide range of users. You must not use the Hall for any unlawful purpose and only for the purpose you have specified in the booking form.

The Old Weston Village Hall Committee aims to provide good experience to all visitors and user groups and is continuously looking to improve accessibility and facilities. Although the trustees of the Hall take all reasonable steps to ensure that the Hall is safe and clean for users, as the hirer, it is the primary responsibility of those booking the Hall to ensure the health and safety of users of the Hall. The Hall trustees accept no responsibility for accidents to hirers or their guests, and hirers should consider carefully taking out their own public liability insurance in case of any claims against them arising as a result of the hire.

Keys - The keys to the Hall are available through the Bookings Secretary, with whom arrangements for collection and return should be made. Please ensure that a responsible person keeps charge of the keys at all times. A charge will be made for lost keys.

Heating - Heating the Hall is very expensive. The heating is carefully regulated so that it should be at a comfortable temperature for most users at most times. If you do find the need to increase the heating, please do not turn up the thermostat to more than 21'. Please also use the fans to help keep the warm air in the lower part of the hall.

DURING THE EVENT

It is the hirer's responsibility to ensure that, Under the Licensing Act 2003, alcohol must not be sold to those under 18 years of age. It is the responsibility of the hirer to ensure that no children may be admitted to films when they are below the age classification for the film on show.

Care of the Hall - Do not use Blu-tak, tape or pins on the walls. Flyposting or any other form of unauthorised advertising is not permitted and you are responsible for ensuring that you do not, and do not permit anyone else to flypost or carry out any other type of unauthorised advertising.

We expect people to act responsibly when using the hall and the kitchen

LEAVING THE HALL

Noise - Music for evening events must end at midnight. When leaving the Hall after your event, particularly in the evening, please try to avoid unnecessary noise and disturbance to our neighbours.

Lighting / heating - Please turn off all internal and exterior lights when leaving. Please turn off the heating/ fans when you leave.

Tables and chairs - Please return all furniture to the side storage area after your event (stacking the chairs neatly in piles of 8) and clean it if needed. Please report any damage to the Booking Secretary.

Windows - The keys for the window locks are kept in the windows. If you open any windows, please remember to lock them again when you leave and return the keys to their place.

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Kitchen and other equipment - Please leave the kitchen clean and tidy, wash and return the equipment before you leave. Make sure that all items (etc.. water urn, oven, warming cupboard have been turned off)

Rubbish - Put all rubbish in the appropriate bins outside of the hall. The grey bin is for general waste; the blue bin is for dry recyclable material and the green bin is for garden and food waste.

Hall keys - After your event, please ensure that all windows and doors in the Hall are securely closed and locked. . The keys must be returned promptly after your event.

Observance of licensing and legal requirements -. Some activities (e.g. the sale of alcohol or playing music at an event for which an admission charge has been made are subject to specific legal requirements and/ or may require the filing of a Temporary Event/Performing Rights/Alcohol Licence in advance of your event. It is the responsibility of hirers and users of the Hall to ensure that they find out about, and comply with, any such requirements and, if required, obtain and comply with any conditions of any licence, or file any notice, which is required for their event.

Please speak to the Bookings Secretary if you need advice about this.