

**RUSHALL AND CHARLTON ST PETER VILLAGE HALL.**  
**HALL HIRE TERMS.**



In order to help you make the best use of the Hall facilities, please take a few minutes to read the following information. We are very proud of our Hall and sincerely hope that it meets your expectations – if you have any comments or suggestions, please contact [Ali Perry](#) on **07407 216763** or [rcvh2000@gmail.com](mailto:rcvh2000@gmail.com).

- Please note that the Village Hall is a **“No Smoking”** area and **No naked flames** [i.e. candles etc] are allowed. This is to comply with our insurance policy and fire risk assessment.
- It is Hall policy that no dogs, except guide or service dogs are allowed on the premises.
- We charge for the time that your event is occurring including set up and clear up time. Please ensure you consider this time when booking.
- Please ensure that you are fully acquainted with the instructions for using the Industrial Dishwasher, instructions for use are on the wall above the work-surface.
- Please thoroughly acquaint yourself with the Fire Procedures and Evacuation routes. You must appoint a responsible adult who will take control should an incident occur.
- Please use the wall hooks provided if you wish to put up any decorations, and do not use Blue Tack, sticky tape or drawing pins directly on the walls or ceiling. It would also be appreciated if you do not fix decorations to the speakers. If you need to fix posters or documents, please stick them over the paintings on the wall.
- The Hall is a community facility and we would ask you to thoroughly clear up after your event and take your rubbish away. Please bring your own “black bags” to facilitate this. Brooms are in the Storeroom towards the back of the Hall, dustpan and brush can be found in the kitchen and a mop/bucket is in the Cloakroom.
- Baby changing facilities are sited in the Disabled WC. Please take all soiled nappies and wipes home with you, as we do not have sealed storage facilities for them.
- Please note that children are not allowed in the Kitchen, due to the inherent dangers and Health and Safety Regulations.
- If you use the Kitchen facilities, please remember to switch off the appliances after use. Please remove your food/drink from the fridge after your event, and leave it switched on. You are welcome to use the Dishwasher – following the instruction to be found on the wall above the dishwasher [the mains switch for the dishwasher is to the left of the left kitchen window]. Please protect the Kitchen surfaces from hot pans and dishes.

- There is a “Boiling Water” tap to the rear of the left-hand Kitchen sink. Please be aware that the water from this tap is at BOILING POINT, and extreme care must be taken when using it. The switch for this is next to the dishwasher switch [see above]. Please switch the mains switch off when you have finished.
- When you leave, please ensure that all lights are switched off, including the toilets, Kitchen and Foyer and if you open them the double doors in the main hall are correctly closed.
- If you are leaving late at night, please respect the Hall’s neighbours, and ask guests to leave quietly.
- Should you break or damage anything, please let your booking representative know as soon as possible, so that we can discuss it with you.
- Please note that you are responsible for providing your own insurance, should this be necessary. The Hall accepts no responsibility whatsoever for any injury, loss or damage. The hall risk assessment and fire risk assessment can be found on the notice board in the main hall.
- We ask that you comply with these terms. As the Hirer, it is your responsibility to ensure that all the above points are actioned in full.

We sincerely hope that you have a great time in our Hall, and we hope to see you again.

## RUSHALL AND CHARLTON ST PETER VILLAGE HALL

### FIRE PROCEDURES

#### FIRE SAFETY INSTRUCTIONS FOR USERS OF HALL. THESE SHOULD BE READ IN CONJUNCTION WITH THE HALL FIRE RISK ASSESSMENT

#### THIS ADVICE MUST BE CIRCULATED WITH ANY BOOKING INSTRUCTIONS AND WILL FORM PART OF THE CONDITIONS OF HIRE OF THE HALL

The maximum number of persons permitted to use the Village Hall must not exceed the following:

- When used for dancing 100
- When used for standing/close seated 140
- When used for functions utilising tables and chairs,  
e.g Dinner/Dance events 80

(Note there is only sufficient place settings for 70 persons)

#### **Actions to be taken in case of Fire or another Emergency**

The guidance given below is not intended to replace or supersede the Conditions of Licence issued by Wiltshire Council.

1. For all events a responsible person shall be appointed for public safety. This will be a condition of hiring and will be for either the event organiser to identify or a member of the Committee if it is a Committee arranged event.
2. The responsible person must be at least eighteen years of age, know the location of the nearest telephone or have access to a mobile phone. They must be aware of how to call the Emergency Services and must be familiar with the specific fire routine (see below) which is in use while the premises are being used for public events.
3. The responsible person must familiarise themselves with the fire risk assessment.
4. The responsible person must ensure that all exit routes are always available and kept clear of obstructions.
5. The responsible person must ensure that all illuminated exit notices are working, and that emergency and external lighting systems are operable.
6. The responsible person must know the type, location and principle of operation of the provided firefighting equipment.
7. The responsible person must check the suitability, safety and location of heating and cooking appliances (If being used).
8. The responsible person must agree to a suitable signal to be given to any person broadcasting music, singing or verbal commentary, should a Fire or other incident occur. On receiving the signal, the person broadcasting must stop the broadcast immediately and provide instructions from the responsible person.

9. The use of any naked flame, Fire, BBQ or pyrotechnic is not permitted - the Hall has a **NO SMOKING POLICY.**
10. In the event of an emergency, the responsible person shall direct the public to the nearest available exits in a calm and confident manner and move to the Fire assembly area at the rear of the properties in The Gardens. Taking into account the danger from crossing the road. (See map below)
11. The responsible person shall consider the needs of any person with disabilities and ensure support is provided in the event of any evacuation.
12. The responsible person shall ensure that a working torch is available during the hours of darkness.
13. The responsible person should in the case of Fire or other emergency dial 999 and ask for the emergency services giving the location and brief details of the incident.

**Rushall and Charlton St Peter Village Hall, Pewsey Road, Rushall, Pewsey, Wiltshire SN9 6EN**

**14. THE BASIC ESSENTIALS OF THE FIRE ROUTINE ARE:**

- (a) SOUND THE FIRE ALARM OR OTHER VERBAL COMMUNICATION
- (b) CALL THE FIRE SERVICE – USE THE 999 SYSTEM ONLY.
- (c) EVACUATE THE BUILDING VIA THE NEAREST EXIT (S).
- (d) EVERYONE SHALL REPORT TO THE ASSEMBLY AREA IN THE REAR PROPERTIES IN THE GARDENS (Map Attached)
- (e) TAKE A ROLL CALL
- (f) USE AVAILABLE FIRE FIGHTING EQUIPMENT TO FIGHT THE FIRE PROVIDED IT DOES NOT PUT PEOPLE AT RISK
- (g) WAIT FOR THE ARRIVAL OF THE FIRE SERVICE.
- (h) PROVIDE A BRIEFING TO THE FIRE SERVICE OR OTHER EMERGENCY SERVICES UPON ARRIVAL
- (i) COMPLY WITH THE INSTRUCTIONS OF THE FIRE SERVICE.

Updated March 2024 (BY)

Fig One – Fire Assembly Area

