

The Tendring Village Hall

Hall Facilities and Conditions of Hire

Access to the following facilities is included in the Hire Fee.

1. Hall Facilities

1.1 Parking

The car park will hold approximately fifty (50) cars which are parked at the owners own risk.

1.2 Main Hall

Size – Approximately 31ft x 37ft. Automatic Heating /Air conditioning controlled. 128 chairs; 23 trestle tables; 13amp sockets throughout; fluorescent lighting + motion-controlled LED lights. Coloured 'disco' lighting available on request for a small surcharge.

1.3 Kitchen

Electric cooker and oven. Microwave, Electric water heating Hot & Cold water over the sink. 100 cups, saucers and plates. Kettles, large tea pots, tea towels, etc. Glasses, knives, forks and spoons may also be hired. No fridge is provided.

Please note – Hot water dispenser to the kitchen sink may be switched on but must be switched off again prior to the end of the hire.

1.4 Toilets

Ladies and gents' cloakrooms (hot water to hand basins) are located off the entrance hall. Disabled toilet with nappy changing facilities. Automatic lighting.

1.5 Access

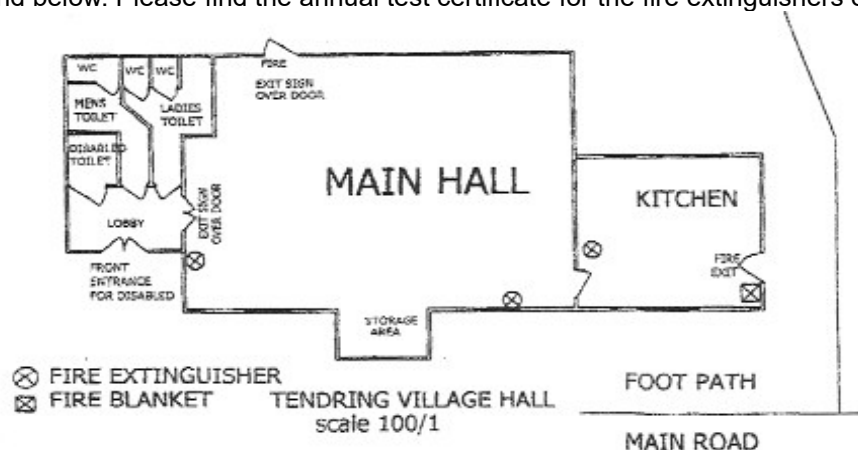
Access for wheelchairs and the disabled is available at both front and rear entrances

1.6 First Aid

A first aid kit is located in a marked draw in the kitchen together with an accident book. A defibrillator is located on the outside wall adjacent to the main entrance and is maintained by the Parish Council.

1.7 Fire Equipment

Users of the Hall should make themselves aware of the location of fire equipment. A map can be found in the Hall and below. Please find the annual test certificate for the fire extinguishers on view in the Foyer.



1.8 Wi-Fi

Free wi-fi is available and the password is **690fb6055d**

1.9 Heating

The heating is controlled by the panel adjacent to the kitchen hatch in the main hall. Although the operating instructions are on the cover do not alter any settings other than the temperature as the system is set to specific parameters. If you do adjust the temperature, it should be returned to the original setting prior to the end of the hire.

1.10 Covid19

Any current Covid restrictions should be followed. While any Covid restrictions apply there will be sanitising stations in the front lobby, in the toilets and at the entrance to the kitchen. Cleaning spray and paper towels are available in the kitchen. All surfaces should be thoroughly cleaned down at the end of the hire.

2. Conditions of Hire

The Hirer agrees to the following:

2.1 At the commencement of the Hire must:

- i) check all Public Safety items listed in section 10 of the annexed Standard Conditions of Hire;
- ii) be aware that the Fire Assembly point is at the bottom of the car park;
- iii) dial 999 in the event of a fire immediately and vacate the Hall through the exit routes.
- iv) the current electrical test inspection and Public Liability insurance certificates can be viewed in the foyer.

2.2 During the hire the Hirer must:

- i) ensure the following maximum permitted number of people per room, including the organisers/performers, are not exceeded;

Main Hall	120
Kitchen*	12

*** Ensure no children under the age of twelve (12) years are allowed in the kitchen.**

- ii) not use drawing pins, sticky tape or other fixtures on the walls or woodwork. Decorations of any description should not be affixed by any means to either the light fittings or the heating units in the main hall;
- iii) ensure that a mobile phone is available during the hire for emergencies as there is no public telephone within the Hall or the local area; and
- iv) finish all music at 2230 promptly.

2.3 At the end of the hire:

- i) sweep the floors and vacuum clean the carpets;
- ii) clean all worktops;
- iii) if trestle tables are used, they must be cleaned, placed face to face on the trollies provided and then replaced behind the curtain in the main hall and;
- iv) put all rubbish, paper, plastics and metal in the appropriate dustbin and recycling bins located in the kitchen. Glass bottles and drinks cans will not be removed by the refuse collection service so these must be removed from the Hall; and
- v) ensure the 'Exit Check List' procedures attached to the left-hand side of the front door in the foyer are followed.

3. You or your authorised representative agree to be present during the hiring and to comply fully with this Agreement.

4. We and you hereby agree that the Standard Conditions of Hire, plus any other conditions that maybe imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.

5. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.
6. You have read and understood the terms and conditions in this Agreement and the Standard Conditions of Hire and the Special Conditions of Hire (if any) set out in the annexed Schedule.