



General Health & Safety Rules

1. Like all public buildings, NO SMOKING is allowed anywhere in the Hall
2. No candles or naked flames are allowed
3. Smoke alarms are fitted in the main hall which are linked directly with the residence above (the Old Workhouse)
4. Fire Brigade advice in the event of fire is :
 - Shout “Fire!”
 - Ring the alarm bell
 - Evacuate!
 - Assemble in the “assembly area” – the car park is the primary assembly area with the small green on the north side (School Road) side of the hall as a secondary assembly area if the car park is not safe to use
 - If safe to do so, check that all occupants have been evacuated
 - Use the fire-fighting equipment only if this is necessary to create a safe exit route for yourself or other persons
 - Call the fire brigade and wait for them to attend
5. Emergency exits are fitted with crash bar openings
6. Emergency exits and access to them must be kept clear at ALL times
7. No children are allowed in the kitchen
8. Hirers must not exceed the maximum numbers permitted by our Premises Licence in each part of the hall
 - Main Hall 120 seated and 200 standing
 - Committee Room 25 seated and 40 standing
 - Vine Room 15 seated and 30 standing
9. Only use the appliances in the Hall in accordance with their designated use.
10. Do not use appliances where the wiring appears faulty or worn – report to a member of the Hall Committee
11. Report any faulty lights to a member of the Hall Committee
12. Beware of the numerous steps inside the hall
13. Mop up any spilt liquid immediately
14. Observe the important rules regarding food hygiene displayed in the kitchen



WISBOROUGH GREEN VILLAGE HALL

NOTICES TO HIRERS

FIRE PRECAUTIONS AND EVACUATION PROCEDURE

It is the responsibility of the hirer to ensure they are aware of:

- A
 - i. Location and operation of emergency exits.
 - ii. Location and operation of firefighting equipment.
 - iii. Location and operation of fire alarm.
 - iv. Location of nearest telephone (Public phone box is situated by the public toilets next to the green).
 - v. That exit doors and main passage ways are kept clear at all times.

It is also the responsibility of the hirer to:

- B
 - i. know the exact number of people attending the function – so that in the event of evacuation all can be accounted for.
 - ii. appoint, prior to commencement of the function, a minimum of one steward per 30 people attending who must be briefed on all of A) above.
 - iii. ***In the event of a fire,***
 - a. ***Call the Fire Brigade***
 - b. Alert the tenant in the Old Workhouse flat above the Hall
 - c. Use the fire-fighting equipment to try to contain the fire, without risking the safety or security of any person who attempts this
 - iv. ***In the event of evacuation***
 - a. Designated stewards will be responsible for evacuation of pre-arranged areas of the hall.
 - b. the hirer is responsible for ensuring that all attending the function are accounted for at an agreed assembly point outside the building.

See Over



WISBOROUGH GREEN VILLAGE HALL

Licensing Act 2003

All Hirers take note that :



It is an **OFFENCE** under the above act to :

- sell alcohol without a licence obtained from the appropriate Licensing Authority
- supply alcohol to children under 18 years of age (maximum fine on conviction up to level 5 on the standard scale, currently £5,000)
- allow the supply of alcohol to children under 18 (maximum fine up to level 5)
- knowingly allow the consumption of alcohol on the premises by a person aged under 18 (maximum fine up to level 5)
- allow disorderly behaviour on the premises (maximum fine on conviction up to level 3, currently £1,000)
- supply alcohol to a person who is drunk (maximum fine up to level 3)
- obtain alcohol for a person who is drunk (maximum fine up to level 3)
- knowingly keep or allow to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (maximum fine up to level 3)
- allow children under 16 years of age to be present whilst alcohol is being consumed unless they are accompanied by an adult (maximum fine up to level 3)

Hirers – it is your responsibility to ensure compliance

**Please note :
No stiletto heels
allowed in
the main Hall**



Please take care of your Hall

See Over



WISBOROUGH GREEN VILLAGE HALL TRUST

Guidelines for use of internet and wifi at the Hall

1. Access to internet/email is via the wifi router located on the wall at the east end of the main hall
2. A security code is required in order to use the service
3. The code is printed on the back of the router
4. The router is deliberately located high on the wall so that young persons cannot easily access it
5. The code (or instructions how to find it) is given only to adults who need to know in order to use the service – **DO NOT PROVIDE THE CODE TO ANY MINOR**
6. Explain to any Hirer using the wifi service at the Hall that by doing so they accept the following conditions :
 - a) The hall internet is not private (in the sense that there are a number of people who use it)
 - b) The hall committee will not be liable for any loss or potential loss sustained as a result of using it
 - c) The Hirer or any sub-agent of the Hirer (e.g stall holder) uses it “as is” - the Hall committee cannot guarantee availability of the service nor the speed at which it operates
 - d) The hall committee cannot guarantee that the service is virus free and therefore the Hirer must provide his/her own internet security software on whatever device he/she uses to access the service in order to protect his/her data
 - e) In the interest of maintaining a basic level of security the Hall committee ask that the Router Password is limited only to those people who **NEED** to know in order to use the service
 - f) Access or recording of television programmes (including BBC iplayer) via the Hall’s internet service is strictly prohibited (the Hall has no licence for this)