

Witham Friary Village Hall Conditions of Hire Summary 2022

Please also read the full conditions of hire.

1. BOOKING

- a. Please make your booking via our online booking system at <https://hallbookingonline.com/withamfriary/>, which will be approved by the bookings secretary.
- b. The Committee reserves the right to refuse any booking and is not obliged to give any reason for so doing.
- c. If the Hirer wishes to cancel the booking before the date of the event and the village hall is unable to conclude a replacement booking, the question of the payment or the repayment of the fee shall be at the discretion of the village hall.

2. HIRER'S RESPONSIBILITY

- a. The Hirer hereby accepts responsibility for overseeing and being on the premises at all times.
- b. The Hirer shall make good or pay for all damage (including accidental damage) to the premises or to the fixtures, fittings, or contents and for loss of contents.
- c. The Hirer acknowledges that they have received written instruction in the following matters:
 - The action to be taken in event of fire. This includes sounding the alarm, calling the Fire Brigade and evacuating the hall.
 - The location of fire bell and fire extinguishers.
 - Where the assembly point is.
 - Actions to be taken in case of medical or another emergency
- d. The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order.
- e. The Hirer shall, if preparing, serving or selling food, observe, where appropriate, all relevant food health and hygiene legislation and regulations.
- f. The Hirer must report all accidents involving injury to the public.

3. HALL ACCESS & PARKING

- a. The Village Hall key is kept in a "Key safe" box on the door of the hall. The combination number will be provided to hirers at the time of hiring.
- b. The Hall has no public telephone, so you are advised to bring a charged mobile phone for use in a case of emergency. (It is wise to check that you have a signal)
- c. A public telephone is available outside the Seymour Arms pub.
- d. The Village Hall has a car park. Cars are not allowed on the playing field. Please ensure the car park is used and that minimal cars are parked on the public highway, which may cause obstruction to traffic and farm vehicles.

4. WIFI

The wifi password can be found by the light switches. The modem is on the windowsill.

5. SOUND SYSTEM

This connects easily via Bluetooth and there's a short video on YouTube here for further info:

https://www.youtube.com/watch?v=Daa_ddTOC1g

Turn it on at the socket on the wall below. There is a CD player, a remote control, a mic and headset plus an induction loop system for the hard of hearing.

6. LICENSING

No Excisable liquor shall be sold unless a Temporary Events Notice (TEN) to cover such sale or supply has been obtained from the Local Authority prior to the event.

7. NUMBERS PERMITTED IN THE HALL

A fire risk assessment has been carried out on the premises within the last year and the following maximum numbers of persons must not be exceeded:

- a. **Main Hall with partition closed** – 165 persons standing
- b. **Main Hall with partition open** – 198 persons standing
- c. **Numbers of persons seated /dining overall in the hall** - a maximum of 99.

8. END OF HIRE

Please look through the end of hire check list.

- a. The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition, properly locked and secured unless directed otherwise and any contents temporarily removed from their usual positions properly replaced.
- b. The hirer shall ensure that all rubbish is bagged and left in the dustbins provided with recyclable waste suitably separated.
- c. The hirer shall ensure that all lights and the dishwasher are turned off.
- d. All exit doors should be closed and locked.
- e. The Hirer shall ensure that the minimum of noise is made on arrival and departure, particularly late at night and early in the morning so as not to disturb residents close to the hall.
- f. Music should not be played beyond 11pm and events should not go beyond 1am.
- g. If the hall is not left clean and tidy then an extra cleaning fee of £50 will be charged at the discretion of the committee.