

# COMBE ST NICHOLAS VILLAGE HALL INFORMATION AND CONDITIONS OF HIRE

Registered Charity number: 296563

## BOOKING AND PAYMENT

Initial bookings should be made by contacting the Village Hall Treasurer, Ian Croucher on 01460 64098 to check the availability of the hall, or by email at [csnvillagehall@hotmail.com](mailto:csnvillagehall@hotmail.com). Once the date and time and facilities required have been agreed, you will be sent a scale of charges and a booking form to be completed and returned to the Treasurer at Green Oak Cottage, Frog Lane, Combe St Nicholas, TA20 3NX along with your payment. Your booking will then be confirmed. Fees for commercial hirings will be negotiated on an individual basis.

Regular hirers will be invoiced quarterly in arrears, payment to be made within 21 days from the date of the invoice.

Refunds will not be given for cancellations made with less than 2 weeks' notice.

If the building is required as a Polling Station, or in a case of force majeure, the Management Committee reserves the right to cancel any booking by giving notice in writing and returning the hiring fee, and will not be liable to pay the hirer any money/loss incurred by the cancellation.

## RESPONSIBILITY

A named person is required to accept responsibility for complying with these conditions of hire. Bookings may not be made by anyone under the age of 18, and a person aged 18 or over is required to be present during all use of the hall.

The hall must be left clean, tidy and in good repair, including the tables, toilets, dishwasher, cooker and refrigerator. Any charges incurred owing to damage, breakages or inadequate cleaning will be passed on to the hirer.

The Management Committee cannot accept responsibility for any personal items left on the premises, and apparatus or equipment may not be stored on the premises without the prior consent of the Committee.

The Management Committee reserves the right to enter the Hall at any time during an event if it has reason to believe there may be a problem, and to impose further conditions on the spot or curtail the event as it considers necessary.

## ACCESS

The hall will be unlocked for your booking. Please drop the Yale lock when you leave. You can leave the external light on the corner of the building on until everyone has left the hall, and then turn it off at the grey rocker switch outside the hall to the right of the exit doors.

There is no car park but there is adequate space in adjoining streets. Cars must not be parked in front of the entrance or kitchen doors as these are fire exits.

The hall is fully accessible for wheelchairs.

## FACILITIES

The hall can accommodate a maximum of 70 people seated at tables, 100 seated in rows, or 120 standing. It has a sound system, tables and chairs, and a fully equipped kitchen.

Tables are stored in the committee room and may be used as required, so long as they are returned to the committee room after use. There are levers on hooks by the door from the committee room to assist in opening the table legs. Chairs should be stacked in heaps of 5 along the walls after use. A trolley for moving stacks of chairs is stored in the committee room.

There is a drop-down projector screen operated by a remote control on the wall alongside it, and a sound system operated by a remote control on the window ledge.

There is a fully equipped kitchen, with cooker, microwave, fridge, dishwasher, cutlery, crockery, and glasses.

The hall offers free WiFi access, the password for which is on display in the hall.

## TOILETS

There is a fully accessible disabled toilet, which also has a baby changing table, off the main foyer, opposite the gentlemen's toilet. The lady's toilet is at the back of the hall. Users are asked to take any used nappies home.

## HEATING

The heating will be set for your booking in advance. You may adjust the radiators if you wish but should set them back to 4 before you leave.

## **USE OF KITCHEN**

Rubbish should be placed in the bin provided in the kitchen or the larger bin outside the back kitchen door. Please put recyclable materials in the recycling boxes outside back door. Any excess rubbish must be taken away by the hirer.

If using the dishwasher, please follow the instructions above it carefully. Dishwashing cleaning fluid and salt are dispensed automatically.

Children are allowed in the kitchen only if accompanied by a responsible adult.

## **HEALTH & SAFETY**

There is a first aid kit in the kitchen, to the right of the entrance door. The accident book is below the pictures of the village, to the left of the kitchen entrance doors. Any accidents should be reported to the Bookings Secretary and an accident form completed.

Users must be informed of the exit routes (main entrance or through the kitchen). There are fire extinguishers by the main entrance door, by the ladies' toilet, in the stage cupboard, and in the kitchen.

No smoking is allowed in any part of the building.

An exit gangway must be maintained along the centre of the hall when seats are in rows for events. The fire exits and gangway must not be obstructed.

The named responsible person must ensure that all equipment is safely positioned/stacked during and at the end of the hiring and does not block any doors, including the boiler room door in the stage cupboard.

The main fuse box is located in the foyer, above the door to the gentlemen's toilet, and there is another fuse box covering the kitchen above the door from the kitchen to the main hall.

The hall is cleaned regularly and the kitchen has a five-star rating from the Food Standard Agency.

Please note that there is no phone in the building. In case of need for emergency services to locate the hall, the postcode is TA20 3NY.

## **LICENCES**

The hall is licensed by PPL PRS Ltd for live and recorded music and holds Public Liability insurance. Music must cease by 11.00pm except on New Year's Eve, and all music must be kept to a suitable level to avoid disturbing neighbours.

The hall is not licensed for the sale of alcohol, but users may bring their own alcoholic drinks or serve them free of charge. A hirer wishing to sell alcohol at an event must obtain a Temporary Event Notice from South Somerset District Council, having first cleared this with the hall's Management Committee.

Electrical equipment provided by the Hall is regularly PAT tested. Any portable equipment brought in for use must be used in a manner which is safe and conforms with its operating instructions. Hirers may not use their own heating equipment in the hall.

## **GENERAL DATA PROTECTION COMPLIANCE**

Hirers who take photos of people at events held in the hall are encouraged to obtain the consent of any individuals photographed if the images are clearly identifiable and they wish to use them for publicity purposes. This may be done via a notice at the entrance, an announcement during the event, or by the use of signed forms. Photos of children must not be used without the written consent of the parent or guardian.

## **ON LEAVING THE HALL**

Please check that:

- The hall is clean and tidy and tables and chairs have been replaced as indicated in FACILITIES above
- All electrical appliances are off
- All radiators are on no 4
- All windows are closed
- The external kitchen door and all internal doors are closed
- The sound system (including the handset) is off
- All lights are off