

Hanley Swan Village Memorial Hall ~ Safety & Letting Regulations (08/2010)

These Regulations apply to all Rooms Hired.

Letting Agent: Tony Atkinson, Kennel Ground, Gilbert's End, Hanley Castle, WR8 0AS Tel: 01684 310408

Applicants must be over 25 years of age, and booking forms & payments must be sent to the letting agent.

The Hirer / Key Holder to whom the hall is let will act as Safety Steward and is responsible for the proper use of the hall. Any **damage or breakages** to the hall or its fittings **must be paid for by the Hirer.** The Hall must be left clean and tidy after the hiring. Please report any problems with equipment etc. not later than 8pm, except in an emergency situation. **Insurance against all risks** for any items brought in to the hall is the responsibility of the Hirer.

The Hirer / Key Holder must appoint two additional safety stewards, and the appointed persons will be responsible for the well being of those using the hall, and for the implementation of the following safety and letting regulations. (Where children under 18 years are present the Hirer / Key Holder is responsible for ensuring that there are the lawful number of adult supervisors (over 25 years of age) in the hall throughout the letting period):-

1 - The **maximum number of people allowed** in the large hall at any one time is 120. The smaller second hall with shower facilities is limited to 40 persons. All premises are subject to a **NO SMOKING** regulation at all times.

2 - **N.B.** - The first **light switch** for the main hall is on the wall left of the main entrance door. In the second hall it is on the right of the entrance door. **The Halls have Central Heating included in the hire charge** (except the kitchen & Small Committee Room). The electric meter for the other overhead heaters in the large hall, kitchen & committee room heaters is on the right of the entrance door & is £1 coin operated. The outside lights are on sensors and come on automatically. **When departing turn the central heating thermostat to the red mark.**

3 - There are three **emergency exits** in the large hall:- the main doorway, the double doors in the main hall, & the emergency door in the committee room. These must be kept clear and unlocked at all times when the hall is in use with no obstructions in the gangways or exit areas. The second hall has an entrance door and one emergency exit door.

4 - A payphone is in the hall kitchen but the nearest public phone is by the Village Stores at Hanley Swan Cross Roads.

5 - **Fire extinguishers** and alarm points are available at strategic points. Hirers must acquaint themselves with the location of these, and the procedure for their operation. Fire appliances must not be removed from their proper place except for emergency fire use.

6 - In the event of a **fire or similar emergency** the first requirement of the Hirer / Key Holder and stewards is to effect an orderly evacuation of everyone in the building via the emergency exits, and despatch a delegated person to make a '999' emergency telephone call. Only if judged safe to do so, operate the fire extinguishers.

7 - In the event of a **lighting failure** the emergency lighting over the exit doors will be illuminated. If power is not restored within 10 minutes all persons must be instructed to leave the hall.

8 - **The use of temporary heating, lighting, wiring or electrical appliances is not permitted.** Normal Public Address or Music Equipment is allowed providing that it conforms to current electrical safety regulations and has a current safety certificate issued within the past year. **The Hirer is responsible for insuring against all liabilities for their negligence, and for any equipment or property on village hall premises that is not owned by the village hall.**

9 - **Fireworks** are not allowed anywhere within the village hall boundaries, due to the close proximity of cattery, kennels, alpacas and farm animals.

10 - The Committee reserve the right to inspect the premises at any time to ensure compliance with regulations.

11 - **The Memorial Hall(s) are licensed premises but you may only sell or consume alcohol after signing an 'Alcohol Use Form' or obtaining your own licence (a copy of which must be sent to the letting agent).** The Chairman or his nominated representative has the right to be present at all times when alcohol is being served, and can order the cessation of such sale or service at any time. An additional charge of £5.00 per session, with a £15.00 daily maximum, may be payable to help defray the cost of the licence.

12 - The Committee have the right to ask for a deposit for any booking, which will be refunded after the function except in cases where damage or breach of regulations has occurred. The Committee has the right to refuse or cancel any booking for the hire of the hall.

******* NB** - The Tariffs include the Central Heating, but do not include any crockery or cutlery. Under current Health and Safety regulations towels and dishcloths must now be the Hirers responsibility to avoid any cross contamination.