

## **CRANWELL VILLAGE HALL – GUIDE FOR HALL HIRERS**

### **SUPERVISION**

1. The Hirer (must not be a person under 18 years of age) will be in charge of, and must remain on the licensed premises during the time the venue is open to for Public Entertainment. The person in charge shall not be engaged on any duties which will prevent them from exercising general supervision.
2. There must be a minimum of two persons neither of which shall be less than 18 years of age, on duty in the premises when the venue is being used for Public Entertainment, including the person in charge. All persons on duty will have been informed of the procedure to be adopted in case of evacuation from the premises and will be familiar with the fire fighting equipment available.
3. The Committee has the right to refuse any application considered inappropriate, they also retain the right to enter and check on any function, as and when deemed necessary.
4. It is the responsibility of the hirer to check: Disclosure and Barring Service (DBS) status of anyone supervising children below the age of 16 years.
5. **NOTE:** Since April 2016 the Committee discussed and agreed that No Bouncy Castles or similar types of inflatable equipment is permitted in the Village Hall

### **CAPACITY**

6. The number of people on the premises shall not exceed the following for dancing or seated:

<b>5.1 Seated at Weddings</b>	<b>150</b>
<b>5.2 Seated at Dances</b>	<b>130</b>
<b>5.3 Seated at concerts</b>	<b>150</b>

### **EMERGENCY EVACUATION IN THE EVENT OF A FIRE**

7. All exits on the premises must be kept free from obstruction to allow immediate evacuation of the Public in the event of a fire within the Hall. All exits are clearly marked with fire exit signs. In the event of a fire proceed to the assembly point which is the Village Hall Car Park located opposite the Village Hall Main entrance. Ensure all persons are accounted for.

### **PATIO DOORS**

8. If the Patio Doors are used for access into the Garden of Remembrance, prior permission must be obtained from the Parish Council to use this area, and the doors must be closed by 2300 hours as not to disturb the Village Hall neighbours.

### **KEYS**

9. Access to premises is through the kitchen door which will be open approximately one hour prior to the commencement of your booking time. Should advance entry be required to prepare for a function, keys may be obtained by prior arrangement from the Booking Clerk, a fee of £2.00 per hour is charged. Please return the key in accordance with agreed arrangements made.
10. Free WI-FI is available if required the password can be obtained on request when booking the Hall.

## **BAR FACILITIES**

11. The Hall has **NO** licensed bar. All Hirers are responsible for making their own bar arrangements and seeing that the necessary licences have been obtained.
12. Under **NO** circumstances are bar stocks allowed in the kitchen; the Hall Kitchen **MUST NOT** be used as a Bar. Care must be taken as not to block the door at the end of the serving counter in the kitchen, as this is a **Fire Exit** from the Hall Bar.
13. Members of the Social Club can request the use of the Village Hall Bar via the Social Club Secretary.

## **HEATING**

14. The heating time control is within the kitchen on the wall under the heating boiler, and is set to switch on and off automatically. We ask that you **DO NOT** change the on and off set times. Control of the heating can be obtained with the **Thermostat** within the Hall between the two serving hatches.

## **FANS**

15. There are two extractor fans above the Hall Bar with the switch to the right of the Bar. If used these fans are to be switched off before you leave the Hall. Failure to switch these fans off will incur a financial charge.

## **CATERING FACILITIES**

16. All Hirers are responsible for making their own catering arrangements. Some crockery, linen, and cutlery are available, however, breakages and losses will be charged for, and a deposit may be required. There is a gas cooker in the kitchen. The Committee reserves the right to make an additional charge if electrical and gas appliances are used within the Kitchen or Hall.
17. The First Aid Box is situated in the cupboard by the outer kitchen door. In the event of accidents or injuries on the Village Hall premises these must be reported to any member of the Management Committee.
18. A skip bin is located in the yard outside the kitchen door, and all rubbish and food remains must be placed into this bin; any food remains or liquid spills on the floors must be swept or mopped up.
19. The key to the kitchen is on a key ring for your use during the hire only.
20. Cleaning equipment is stored in the shed to the left outside the kitchen door and in the cupboard adjacent to the kitchen door.

## **BEFORE LEAVING PLEASE ENSURE THE FOLLOWING IS CARRIED OUT:**

21.
  - a. **STACK CHAIRS 4 HIGH ONLY**
  - b. **SWEEP THE HALL AND KITCHEN FLOORS**
  - c. **CLOSE ALL WINDOWS**
  - d. **ENSURE PATIO AND ALL EMERGENCY EXIT DOORS ARE LOCKED**
  - e. **SWITCH OFF ALL LIGHTS**
  - f. **LOCK THE KITCHEN DOOR AND DEPOSIT THE KEY BACK THROUGH THE LETTERBOX**