

SESSAY VILLAGE HALL - CONDITIONS OF HIRE

Please read this document carefully and also the **Sessay Village Hall Advice to Users** page.

Sessay Village Hall is run by volunteers and is a No Smoking Area.

All bookings and arrangements for hire of all or part of the hall including equipment are to be made through the Bookings Secretary and the Hirer must be not less than 21 years of age. The Hirer or other responsible person nominated by the Hirer also not less than 21 years of age must remain upon the premises at all times in order to exercise general supervision and control.

The Hirer must not exceed the permitted occupancy of a maximum of 112 persons on the premises at any time.

The Hirer must read and be aware of the Premises Survey part of the Public Entertainment Licence which is displayed on the notice board at the front entrance.

At the time of booking the following must be clearly specified:-

- (a) The date of hire.
- (b) The start and finish times of hire.
- (c) The part of the village hall required.

All activities will be expected to cease at midnight.

The hire charges to be agreed at the time of booking. Payment of deposit and hire charge should be made as agreed with the Bookings Secretary.

The premises used shall be left in a clean and tidy condition and all equipment used shall be returned to storage in the state in which it was found. All breakages or damage must be reported to the Bookings Secretary as soon as possible.

The Hirer to pay for any breakages or damage to equipment or contents within the Hall.

All cleaning equipment can be found in the entrance hall cupboard. Please use with care and return as found. Paper towels and toilet rolls are to be found in here.

A First Aid Kit is located in the kitchen. The Bookings Secretary must be informed of any items used so that they may be replaced.

Electrical equipment brought on to the premises by the hirer in connection with entertainment must be adequately tested so as to ensure its safety.

If the lighting system on the stage area is required a request may be made to the Bookings Secretary.

The Hirer must be aware of the position of all fire extinguishers and their operation and location of all emergency exits and be familiar with the Fire and Evacuation Procedure which is displayed on the notice board in the Hall and at each fire exit.

Before leaving the premises the Hirer is to ensure that the Hall is left in the same condition in which it was found. In the kitchen nothing is to be left in the refrigerator and all surfaces and sinks must be left clean. All toilets are to be checked and left clean.

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In addition the following checks must be made:

- All taps have been turned off
- All internal lights have been turned off
- All windows are secure
- Heaters are off
- All doors are locked
- All rubbish to be removed from site and placed in wheelie bin marked "HAMBLETON DC" at side of car park
- Keys must be returned to the Bookings Secretary

Failure to achieve any of these will result in a loss of deposit.

The Hirer must accept that Sessay Village Hall Committee will not be held responsible for

- (a) the loss or damage of property of whatever description brought on to the premises including the car park during the period of hire.
- (b) Any property, equipment, or valuables of any description left upon the premises.

The Committee shall reserve the right to

- (a) Refuse to let the Hall
- (b) Ask for payment in advance
- (c) Cancel any bookings where it considers it necessary without giving a reason
- (d) Request a deposit of £50 at the time of booking which will be returned following the event provided the hall is left as requested above. If extensive cleaning is required the deposit will not be returned.

If a booking is cancelled 2 days or less before the event the deposit will be withheld.

SESSAY VILLAGE HALL FIRE AND EVACUATION PROCEDURE

IN THE EVENT OF FIRE

1. Everyone to leave by the nearest Exit

Which are located Off Main Hall
At Main Entrance
In Tea Room
In Bar
2. Hirer to call 999 If needed nearest public call box is
outside Village Hall by roadside
3. Assemble in car park at front of the building
4. The Hirer to account for all persons to ensure that no one is left behind on the
premises.

SESSAY VILLAGE HALL BOOKING FORM

		£ rental charge
Date of hire		
Start time		
Finish time		
Facilities required and purpose of hire	Hall Tea room Kitchen	
	Cost of Hire	
	Deposit paid	

I confirm receipt of the Conditions of Hire.

I confirm that I have read and understand and accept and am obliged to adhere to the Conditions of Hire.

..... signed print nameDate

on behalf of (if applicable)

Address,

..... post code

telephone

.....

Keys may be obtained from the Bookings Secretary

Sue Geary at 1, Oval View, Sessay, YO7 3BE Tel 01845 501276
Email sgeary8@gmail.com

Or in her absence from

Mike Bielby 01845 501499

Brian Anderson 01845 501909

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SESSAY VILLAGE HALL AND PLAYING FIELDS ASSOCIATION

CONTACT NUMBERS

CHAIRMAN	<i>Guy Musgrave</i>	01845 501776
TREASURER	<i>Colin Syers</i>	01845 501716
SECRETARY	<i>Brian Anderson</i>	01845 501909
BOOKINGS SECRETARY	<i>Sue Geary</i>	01845 501276