

# Notes for hirers of **Shearsby Village Hall**



The **hirer** must ensure all activities comply with:

- The **Health and safety** policy
- The **Safeguarding** policy

Both can be found on the notice board in the foyer

The **hirer** is responsible for briefing other members of their group

- Heating is included in the hire fee. To switch on press **man** and **off** when finished do not press any other buttons!
- To sell alcohol you must obtain a licence and display a temporary events notice
- Smoking is not permitted anywhere in the village hall
- Nothing must be stuck to the walls
- The general use of the kitchen is included in the hire fee but if you wish to use the cooker or the dishwasher there is an additional fee of £5 for each appliance
- The maximum number of people in the hall is 100
- The maximum number of people seated is 60
- Candles and flammable gas are not permitted
- Items taken into the hall are at the owner's risk
- Children are not permitted in the kitchen
- Ensure everyone is familiar with the evacuation plan and fire exits which are clearly marked. In case of fire, exit the building and assemble, before alerting the emergency services.

At the end of the hire please:

- Remove all rubbish from the hall
- Leave the premises clean and tidy, including the kitchen and the toilets
- Clear your belongings from the hall

Upon leaving the hall, please make sure:

- All doors are secured
- Windows closed
- All lights turned off
- All chairs and tables are returned to their correct place
- Central heating thermostat is returned to off

Please report any in the breakages, malfunctions, notable incidents and useful comments in the maintenance and incident book

Events must finish by 11.30

The hall should be vacated quietly by 12.00 making sure the neighbours are not disturbed

**Please return the key to the box or as arranged**