



Dear Hirer,

Thank you for your interest in our Village Hall and we hope that you and your guests enjoy yourselves. Here are some boring but important safety & housekeeping notes, which is a condition of the hall hire.

Safety and Legal

You are legally responsible for ensuring compliance by you and all users during your rental, with laws & regulations relating to your use of the hall. You are also legally responsible for the safety of everyone in the hall. This involves familiarising yourself with the fire safety precautions and considering those with special needs, including unaccompanied children and the elderly or disabled. Please carry out the following safety checks. If the answer to any of the items below is 'NO', please rectify where possible, and email <mailto:sales@utterbyhall.org.uk> or a committee member from the list on the notice board.

- Can both fire exit doors be opened immediately and easily and are they clear of obstructions?
- Are fire escape routes clear and have you pointed them out to your guests?
- Do luminaries and exit signs look to be in good condition and undamaged?
- Are fire extinguishers and fire blanket clearly visible in their correct places?
- A first aid cupboard is available in the kitchen. Please note accidents in the accident log.
- For electricity emergency switch, the fuse box is in the front porch.
- The Emergency Fire Plan is as detailed on Fire Action notices placed around the building.
- The hall does not have a recorded music license and you are responsible for an alcohol license if you intend to sell alcohol.

Parking

Please park responsibly, ensuring access to the hall in unrestricted.

Electricity

If you bring any electrical appliances to the hall they must be safe and in good working order. Lighting, refrigerator, and heating are included in the cost of your rental.

Leaving Checks

Empty the fridge, wash up china and cutlery and leave the hall clean and tidy including surfaces, cooker and toilets. Bag up rubbish & put in outside wheelie bin. On departure switch off all electrical appliances, lights, water heater, oven, and all water taps. Securely lock all doors and windows.

Cancellation

Cancellation charges may apply if you need to cancel the booking within 7 days of the booked date. This shall be at the discretion of the Management Committee.

The Management Committee reserves the right to cancel your hiring in the event of:

- The hall being required for use as a Polling Station for a Parliamentary or Local Government election or by-election.
- The hall becoming unfit for your intended use, including but not limited to, hall repair or refurbishment.

Other

To hire the hall you must be 18 years or over. No animals (including birds) except guide dogs are permitted into the premises other than for a special event agreed to in advance by the Management Committee. No animals are permitted in the kitchen at any time.

The Hirer shall indemnify and keep indemnified all Trustees and members of the Management Committee and the village hall's employees, volunteers, agents and invitees against, the cost of repair of any damage done to any part of the premises including the curtilage thereof or the contents of the premises and, all claims in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer.

THANK YOU FOR YOUR COOPERATION