

Terms and Conditions for hire of Marbury Village Hall

Bookings of the village hall at Marbury are accepted on the understanding that the Hirer, accepts these terms and conditions.

Payment of the sum to hire the hall is confirmation that the hirer understands and accepts all the terms and conditions which are stipulated in the agreement and displayed on the website.

Bookings and Cancellations

1. A room booking can be placed over the phone with the Booking Secretary, Mrs Andrea Hughes Telephone 07891147686.
2. Contracts for the hire of the Village Hall may be cancelled at any time but must be made in writing by the Hirer. The question of the payment of the fee shall be in the discretion of Marbury Village Hall Committee.
3. Marbury Village hall committee reserves the right to cancel any hiring in the event of the premises being required for use as a polling station, for a parliamentary or local government election or by-election in which case the Hirer shall be entitled to a refund of any deposit already paid.
4. Even if the Hirer has a regular booking for the hire of the premises, Marbury Village Hall reserves the right to renew, vary or cancel any such regular arrangements. This right will not be unreasonably enforced.
5. In the event of the premises or any part thereof being rendered unfit for the use of which it is been hired, Marbury Village Hall Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.
6. The Hirer shall allow any member of the Marbury Village Hall Committee access to the premises or any part thereof at all times during the hiring.

Charges

7. The Hirer will be held responsible for any damages or loss of furniture, equipment or crockery and must notify the Village Hall Committee immediately after the hiring of any such damages.
8. Payment for the Village Hall must be paid promptly upon request. Cheques should be payable to Marbury Village Hall.

Supervision and responsibility

9. The Hirer, during the period of the hiring, will be responsible for supervision of the premises, the contents and the behaviour of all persons using the premises. The Village Hall committee reserves the right to terminate the event, without any refund, if the conduct and behaviour is deemed to be unacceptable.

10. The hire of the premises includes the use of the car park facilities, but it is the Hirer's responsibility to ensure that cars are parked correctly to avoid any danger to members of the public and obstruction of the public highway. The Hirer must also ensure that cars are not parked in such a way as to obstruct access by emergency vehicles.
11. In the event that the hiring involves the attendance of children or young persons under the age of 18 at the premises, the Hirer confirms that there will be in place an appropriate Child Protection Procedure. The Hirer agrees to ensure that all adults present on the premises are aware of this Procedure and abide by it. The Hirer confirms that, when necessary under the terms of the Child Protection Procedure, appropriate Criminal Records Bureau checks will be carried out in respect of persons involved with children and young people on the premises during the course of the hiring.
12. The Hirer undertakes to ensure that any noise is kept to a level such that neighbours of the premises are not unduly disturbed. The Hirer agrees to terminate all music by 12:00am.
13. The Hirer undertakes to ensure that Marbury Village Hall is vacated by around 12:30am and the noise is kept to the minimum as people leave.

Equipment

14. Entertainment equipment may be used in the Village Hall subject to discussion and agreement with the Booking Secretary, but any electrical equipment must have a valid Portable Appliance Test Certificate.
15. If the Hirer uses the appliances in the kitchen, they must ensure that it is used in the appropriate manner, cleaned as found and switched off and unplugged at the end of their hiring. Food must not be cooked on the premises and the cooker / warming oven are only to be used to warm food up and keep food warm.

Health and Safety

16. Marbury Village Hall has the capacity to hold 80 persons seated and 100 unseated (for example, funerals/craft events). These numbers include any performers and staff and should not be exceeded. When more than 70 people are in the main hall, the entrance double doors should be left open due to fire regulations.
17. In accordance with legislation, the entire Village Hall and grounds is a **NO** Smoking Zone. For safety reasons individuals should not smoke in the car park.
18. Fire exits and extinguishers are to be kept clear and visible at all times.
19. The Hirer will be responsible person for all Health and Safety matters relating to an event and must be present at the event to deal with any Health and Safety matters that may occur. This responsibility may be delegated to another person who must attend the event. The name of the responsible person must be advised on booking if this is different from the Hirer.
20. The Hirer is responsible for holding a list of all attendees in case of emergency evacuation.

21. In anticipation of any emergency it is the Hirer's responsibility to ensure that he knows the location of first aid kits, stop taps, the nearest hospital and the like.
22. The Hirer is responsibility for ensuring that people attending an event are aware of the fire evacuation procedures.
23. The Hirer shall comply with all conditions and regulations made in respect of the premises by the Fire Authority, Local Authority, the Magistrate's Court or otherwise, particularly in connection with any event which includes public dancing or music or other similar public entertainment or stage plays and shall ensure that such events shall not involve the infringement of any copyrights or performing rights.

Restrictions on Use of the Premises

24. The Hirer shall not use the premises for any purposes other than that described in the Hiring Agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything to bring on to the premises anything which may endanger the premises or any insurance policies connected with the premises.
25. Village Hall is not a licensed premises and no alcohol can be sold thereon without a licence from the Local Authority. Should the Hirer wish to bring drinks onto the premises for private and moderate consumption, written notice of this is to be provided at the time of booking.
26. The Hirer shall not interfere in any way with the switchboard, electricity or gas fittings, meter fittings or fixtures on the premises.
27. It is the responsibility of the Hirer to ensure that the electricity supply is appropriate for any equipment used and that any equipment used will not endanger, overload or damage the electricity supply, circuits, wiring, plugs, sockets, switchboards or other equipment.
28. No nails, screws or bolts shall be driven into any of the walls, floors, doors, ceilings, window frames, or fittings of the premises or any other parts. No adhesive material is to be used for the display of posters or other materials inside and outside of the building without prior consent from the Village Hall committee.
29. The hall is not insured for the use of bouncy castles and other inflatables , bungee equipment or trampolines so the use of these is not permitted inside the hall or outside in the village hall grounds

Insurance

30. The Hirer acknowledges that the loss of any items left unattended is not covered by Marbury Village Hall insurance cover.

End of Hire

31. At the end of hiring the Hirer shall be responsible for leaving the premises and surrounds in a clean and tidy condition as found. Any contents temporarily removed from their usual positions must be replaced properly.
32. The village hall must be locked and secured unless directed otherwise by authorised representatives of Marbury Village Hall.
33. Ensure that all the heaters (in the kitchen, main room and both toilets) are switched off. (This includes the fan heaters in the main room)
34. Ensure that all the stop taps are turned off.

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Disclaimer

35. Every effort has been made to ensure the accuracy of all information provided. The Village Hall does not accept liability for any errors or omissions and reserves the right to amend any information at any time.
36. The Village Hall committee accepts no liability for any loss and/or damage to any property nor any loss and/or damage, and/or personal injury to any person whilst attending the village hall or any part thereof.

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Marbury Village Hall

Fire procedure Instructions and important information

A Be sure you know:

1. The location of the fire extinguishers
2. The fire evacuation route
3. The assembly point for the building – which is located on the car park to the left as you exit.
4. The location of the first aid kit
5. The location of the torch in case of emergencies (this is found in the dart board cupboard by the fire exit in the main room)

B Housekeeping

1. Ensure all people using the function room are aware of the NO SMOKING regulations, know the emergency exit routes and the location of the fire assembly point.
2. Be sure that all electrical equipment in use is connected properly to the power supply and that the plug and wiring is not damaged in any way. If you suspect a problem do NOT use the equipment. All electrical equipment brought into Marbury Village Hall must have a valid Portable Appliance Test Certificate.
3. Never allow a build up of rubbish in any part of the premises. Store things properly and ensure that rubbish is placed in the appropriate bins which are located at the rear of the hall and can be accessed through the kitchen door.
4. Never obstruct, or allow to be obstructed, fire evacuation routes in the function room area.
5. When disabled persons are present, ensure that special arrangements are in place in the event of an evacuation.
6. Ensure that, in your absence, there is someone responsible for these procedures.

C If you find/suspect a fire

1. RAISE THE ALARM IMMEDIATELY WITH THE EMERGENCY SERVICES or ensure that someone else does. Smoke alarms are situated in the building but please use vocal alarm to evacuate the building safely and quickly.
2. Attempt to put out the fire BUT ONLY if you have been trained in the use of fire extinguishers. IF IN DOUBT LEAVE IT.
3. When evacuation of the building starts, QUICKLY check the toilet areas to ensure that everyone has left. Ensure that all fire doors are closed.
4. Having checked the area go to the Assembly Point and await the arrival of the Fire Brigade.
5. Report to the Fire Brigade immediately they arrive if you think there is anyone left in the building.
6. Do not re-enter the building until told to do so by the Fire Brigade.

D Important information

1. VERY IMPORTANT – Always check that all the heaters in the kitchen, main room and both toilets are turned off (including the 2 fan heaters in the main room)
2. Ensure the main water supply is turned off. There are 2 stop taps – 1 located in the kitchen under the round sink and 1 in the Gents toilet.
3. Check that all appliances are turned off in the kitchen and all electrical items turned off at the switch and unplugged.

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