GUIDANCE NOTES FOR USERS

1. Hirers must leave the hall as they found it; clean and ready for use by the next users

2. Hirers must ensure that the hall is secure during the hiring and upon departure

3. All waste must be removed from the hall when the hall is left as cleaning fees of £20 per hour may apply if cleaning up is required

4. Hirers must check their hiring requirements carefully to ensure that they have booked all the relevant areas of the hall and any additional equipment required

5. Where electrical equipment is required hirers must ensure that they are familiar with its operation as call out fees may apply if a hall representative is available to attend the hall in the event of problems.

6. Hirers must ensure that the hiring agreement is comprehensively, accurately and clearly completed and also that the Acceptance of Conditions and Fire Emergency Plan are signed by the hirer before submission

These are the things that help your booking and your events go smoothly – detailed guide notes for hirers follow;
Guide Notes For Hirers

Security
The Hirer or a nominated responsible person shall be in charge of the function and be on the premises during the whole of the hiring period.

Where the number of people attending a function exceeds 25, the Hirer is responsible for ensuring that stewards are provided as follows:

- Dances (Modern and Old Time) ............................. 1 steward for each 75 people
- Dances (Discos) .................................................. 1 steward for each 25 people
- Seated audience .............................................. 1 steward for up to 100 people and 2 for over 100.

The Hirer is responsible for ensuring that the number of persons attending a function does not exceed the following limits:

- Main Hall ................................................................. 200 seating capacity
- Olde Hanney Room ............................................. 50 seating capacity
- Committee Room ................................................ 12 seating capacity
- Maximum for whole Hall ...................................... 250 persons.

The Hirer must make adequate arrangements to ensure that no unauthorised admission or re-admission is allowed after 10.00pm.

Unwelcome Visitors
It is recommended that, once your function has started, all the Hall doors are fastened to prevent entry.

The Hall telephone and toilets are for use by those hiring the Hall, not for use by the general public.

In the event of any disturbance, telephone the local police on 08458 505505 or in an emergency 999.

Safety Regulations
Nothing should be done which would endanger any users of the Hall, or the policies of the insurance relating to the Hall and its contents. In particular, the Hirer should note the following:

(a) No obstruction may be placed in the gangways or near emergency exits.
(b) The main hall exit signs must be switched on during all public entertainments.
(c) The Hall fire alarm produces a loud wailing sound in all areas. Hirers should read carefully and obey the instruction notices displayed throughout the building, and practise their own fire drill.
(d) Fire appliances must be kept in their proper places and used for no other purpose. Any damage caused by tampering with fire appliances will be charged for.
(e) No bicycles are permitted on the premises or in any area that can obstruct pedestrian access. A bicycle rack is by the front door.
(f) In the event of power failure the trip switches are located with the main hall exit signs and for those who want to use the hall before it is next cleaned.
(g) The Hirer is responsible for undertaking a thorough examination of the premises prior to locking up to ensure that there are no smouldering materials, (smoking and smoke generating devices are not permitted), matches or similar material and that any such waste material is placed in lidded metal receptacles. Also all doors and windows must then be securely fastened shut.

Property of the Hirer
All furniture, apparatus or appliances brought or sent to the Hall by the Hirer must be unloaded, placed in position and removed by the Hirer at such times as shall be agreed when booking and having regard to the engagements in the building.

The Committee shall not be liable to the Hirer in respect of any loss of damage to the Hirer’s property.

The Hirer shall ensure that any electrical appliances brought by them to the premises and used there shall be safe, in good working order, and used in a safe manner in accordance with the Electricity at Work Regulations 1989. Where a residual current circuit breaker is provided the hirer must make use of it in the interests of public safety.

Public Liability Insurance
The Hall has insurance cover which includes Public Liability and Hirers Liability for those groups using the Hall who do not have their own Public Liability cover. It excludes cover for events occurring outside the Hall premises, and does not include Public Liability cover for those groups who have their own Public Liability cover.

Groups using the Hall who believe that they have their own Public Liability cover should check with their own insurers that they are so covered.

Hirers without their own Public Liability cover need take no further action.

Damage, Breakages or Extra Cleaning
The Hirer shall be liable for any damage to any of the facilities or contents of the Hall and for any breakage or loss thereof. Deductions for the cost of damage, breakage or additional cleaning will be made from the deposit or billed to the Hirer after the function.

The Hirer is responsible for:

(a) the proper and orderly use of the Hall and its facilities ensuring any necessary licences have been obtained the observation of any licensing regulations or the legal requirements governing such use
(b) any additional insurance which may be deemed necessary due to the nature of the function ensuring that the rooms hired are clean and cleared within the period of time hired.

Smoking Policy
There is a no-smoking policy throughout the Hall and this includes e-cigarettes.

Cleaning
The Committee’s cleaning arrangements cover washing the floor and vacuuming the carpets once a day, usually in the morning. It is essential that those who use the Hall leave it ready for the caretaker and for those who want to use the hall before it is next cleaned.

Unless special arrangements have been made in advance with the caretaker, it is the Hirer’s responsibility, before the end of your booked hours, to wipe and stack the chairs and tables and clear away any decorations, flowers, confetti or litter which may have been brought in or dropped by you or your guests or those attending the function for which you booked.

Please take your rubbish away with you. Too often the accommodation has been left in a very untidy state which is unfair to the caretaker and to those who want to use the Hall next. Please note that additional charges may apply if cleaners are required to clean or tidy up after you.

Brushes for sweeping and a dustpan and brush are in the kitchen.

Any preparations for or cleaning up after your function at the hall must be carried out within the period you have booked.

Keys
The person in charge of the keys will tell you either where or how to collect a key at the start of your booked time or to collect the key from the person who has had the booking immediately before you.

The key opens the single door at the west end of the Hall (next to the double doors of the kitchen).

It is your responsibility to return the key. If there is a booking straight after yours, please give the key to the person in charge of it. If there is no booking after yours, please see that all the lights are turned off, that the doors are locked; windows closed and return the key straight away to the key keeper.
Guide Notes For Hirers (continued)

The bar burglar alarm
In the Olde Hanney Room produces a loud steady sound. If it goes off while you are there phone the Bookings Secretary so that it can be investigated and reset.

Lights
The light switches for the Main Hall are on the right side wall of the stage.

Heating
The heating switch is just above the light switches. The green light is illuminated when the heater is off. Press the ON button for heat, and the red light glows. The heater operates for one and three-quarter hours. Switch it on again after this time if you need it, and please switch it off when you leave.

The Main Stage Curtains;
must only be operated by the cords on the left of the stage.

Sound Systems
Loops for the hard of hearing are installed in the Main Hall and Olde Hanney Room. An amplifier system is available in the Main Hall. To make use of either of these facilities, please contact the Bookings Secretary. All disco equipment must be plugged into sockets on the stage. Other power sources are not permitted.

Smoke Machines and similar items No smoke or bubble machines are to be used. They may set off the fire alarm.

Tables and Chairs
Please see page 4 for numbers available and locations of tables and chairs. Large tables are designed to seat 8 to 10 people. It is the responsibility of the hirer to set out tables and chairs as required for the function and to clean and replace them afterwards. The Olde Hanney Room has its own smaller tables, chairs and fitted seating. The layout of tables and chairs must incorporate safety exit gangways. Several suggested layout diagrams are available.

Kitchen
Kitchen facilities are available for outside caterers and your own use. The kitchen may be booked by itself or with any other room. Preference will always be given to hirers of the Main Hall.

Crockery and Cutlery
Crockery and cutlery may be hired. Contact the booking secretary.

Accidents and Dangerous Occurrences
The Hirer must report all accidents involving injury to the public to a member of the Hall management committee as soon as possible and complete the relevant section in the Hall’s accident book which is kept in the kitchen with the First Aid box. Any failure of equipment belonging to the Village Hall or brought in by the Hirer must also be reported as soon as possible. Certain types of accident or injury must be reported on a special form to the local authority. The Hall Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

Nuisance
Please remember there are residents living near the Hall. Litter shall not be left in or around the Hall premises. The Hirer must ensure that people leave the Hall in a quiet and orderly fashion and do not cause a nuisance by shouting or revving engines, etc.

Making a Booking (see Standard Conditions of Hire for Bar Booking details)
Applications for hire cannot be accepted more than 18 months prior to the date of the hiring.

A Provisional Booking may be made with the Bookings Secretary on initial enquiry, but will remain valid only if the Booking Form and appropriate payment is returned within 14 days of the date the form was issued. Cheques should be made out to Hanney War Memorial Hall.

If you want to use the Hall within 28 days of the date of the Provisional Booking, the total payment must accompany the Booking Form. Otherwise, please send an initial part payment of 25% (one quarter) of the total with the Booking Form, as a non-returnable deposit.

To retain the booking, the balance of the payment must be received by the Bookings Secretary at least 28 days before the booked function.

It is the responsibility of the Hirer to remember the need for the balance to be paid.

If the balance is not sent at the proper time the booking will be cancelled and the Bookings Secretary will try to re-let the accommodation.

If you have made a booking within 28 days of the function and paid the total hire charge, or if after you have paid a deposit and then the balance, you unfortunately have to cancel the booking, the Bookings Secretary will make best efforts to re-let the accommodation and give a refund of the balance. If this cannot be done at such short notice the full hire charge will stand.

On some occasions, a deposit held against damage will also be requested. This will be returned intact after the booked function unless there has been damage to the structure or contents of the Hall over and above fair wear and tear, when a compensatory payment will be deducted from it.

Frequent and Regular users must pay the hire charges in advance, quarterly or 6-monthly, or otherwise by agreement with booking secretary.

Please contact the booking secretary if there are problems.

No separate bills will be sent out unless your own calculated cost is thought to be incorrect or payment is delayed. If less than one month’s notice of cancellation is received the hire fee will still be charged.

A receipt will be sent for any payment. If a receipt does not reach you within 12 days of a payment, please contact the booking secretary.

Complying with the Law
It is the Hirer’s responsibility to ensure that the people attending the function comply with the law. The Committee will pass any evidence of any suspected criminal activity, including substance abuse and drug usage, to the Police.

No use of the Hall by a Hirer is permitted unless and until the Hirer has signed a Booking Form indicating their complete acceptance of these conditions of hire.
Tables and chairs;

Locations;

In the store room at the back of the hall:

20 large tables
2 small tables
80 upholstered chairs
(+ 36 chairs in fixed rows of three seats)

At the back of the stage:

45 un-upholstered chairs

In the committee room at the side of the stage*:

4 large tables
43 upholstered chairs

* please indicate on your booking form if these tables / chairs are required as the room is usually locked

Please note that these numbers are correct at the time of writing – the hirer should confirm availability before the booking is finalised.