

KETTLEBURGH VILLAGE HALL

Conditions of Hire (a)

At the discretion of the Booking Secretary / Treasurer the Hirer may be asked to make a 25% deposit to secure the date of hire.

At the end of the hire period the hirer agrees to leave the hall in a fit state as described in the notices displayed in the hall.

A copy of this notice is attached and forms part of these conditions of hire.

All hirers are asked to make themselves familiar with the Kettleburgh Village Hall Health and Safety Policy and sign below to confirm that they have read and agree to abide by its contents. A copy is kept in the lobby area along with a plan of the hall showing relevant safety features.

Hirers Name.....

Date of hire.....

Hirers please note that there are plans displayed in the hall showing the fire exits and the positioning of fire extinguishers together with notices of actions to be taken in the event of discovering a fire.

Illuminated Fire Exit signs are over each fire exit doorway.

All tables, side benches and chairs to be returned to the positions where they were found or as agreed at the time of booking.

Maximum permitted number of persons

	without stage	with stage
Seated at tables	115	80
Dancing and tables	150	100
Closely seated audience	135	100

All Public and Private functions must end:

Monday – Saturday 23.30

Sundays 22.30

New Year's Eve 01:30

Hirers who wish to sell alcohol at their event need to apply for a temporary Event Notice from Suffolk Coastal D.C.

All electrical equipment taken into the hall, including extension leads, must have a PAT test certificate. Please refer to the User Information Pack for all matters relating to the hall.

KETTLEBURGH VILLAGE HALL
Conditions of Hire (b)
AT THE END OF THE HIRE PERIOD
IT IS THE RESPONSIBILITY OF THE HIRER TO ENSURE THAT:

- 1 THE MAIN HALL FLOOR IS SWEEPED USING THE SOFT ORANGE MOP AND WIPED OVER WHERE NECESSARY BUT ONLY WITH A DAMP CLOTH (PLEASE NOTE THAT THE USE OF EXCESSIVE WATER ON THIS WOODEN FLOOR WILL DAMAGE THE SURFACE).
- 2 THE CHAIRS ARE STACKED IN THE “STAGE AREA” AT THE FAR END OF THE HALL.
The upholstered green chairs must not be stacked more than four high. Brown plastic chairs, when stored in the hall must not be stacked more than 8 high. The chair trolley is available for the green upholstered chairs.
- 3 THE TABLES ARE WIPED CLEAN and the fourteen small tables are stacked in the transporter and the six large tables are stacked against the wall in the space provided and retained with the bungee cords.
- 4 THE KITCHEN FLOOR IS SWEEPED AND WIPED OVER AS NECESSARY AND THE SINK, COOKER, MICROWAVE AND ALL WORKING SURFACES ARE ALSO WIPED OVER AND LEFT COMPLETELY CLEAN.
ALL GLASSES, CHINAWARE AND CUTLERY ETC TO BE WASHED-UP, DRIED, AND PUT AWAY.
THE FRIDGE TO BE SWITCHED OFF WITH THE DOOR LEFT OPEN.
The electrical appliances in the kitchen are of standard domestic design and can, with care, be safely used by adults.
Only children who are supervised are allowed in the kitchen.
- 5 THE GENTS, LADIES AND DISABLED TOILETS ARE LEFT IN A CLEAN AND FIT STATE.
- 6 ALL WALL-HEATERS AND LIGHTS ARE SWITCHED OFF AND WINDOWS CLOSED. (NB On final exit from the hall, the outside lights can be controlled by a 12 minute timer switch which is situated in the main kitchen entrance – see instructions)
- 7 ALL RUBBISH IS CLEARED AWAY BOTH INSIDE AND OUTSIDE THE BUILDING AND THE RUBBISH PLACED IN THE APPROPRIATE RUBBISH BINS OUTSIDE THE HALL.
ALL EMPTY BOTTLES TO BE TAKEN TO THE BOTTLE BANK AT “THE CHEQUERS” CAR PARK.
- 8 ON COMPLETION OF THE HIRE PERIOD THE HALL KEY IS RETURNED TO THE KEY SAFE.
- 9 ANY DAMAGE CAUSED BY THE HIRER TO THE HALL IS REPORTED IMMEDIATELY TO THE BOOKINGS SECRETARY. THE HIRER WILL BE RESPONSIBLE FOR RE-IMBURSING THE HALL FOR THAT DAMAGE.
Please refer to the User Information Pack for all matters relating to the hall