

St KEYNE VILLAGE HALL AND CLUB

CONDITIONS FOR THE HIRE OF THE VILLAGE HALL

1. Confirmation of a booking request shall not be made until full payment has been received. Payment must be received at least 48 hours before the commencement date of the hire.
2. The hirer of the hall confirms, by the acceptance of these conditions, that he indemnifies St Keyne Village Hall and Club against any claims made from his activities in the Hall.
3. The use of Inflatable Play Equipment can be approved provided that the hirer gives details of the supplier, and his insurance details, on the booking form. Additional requirements such as proof of inspection of the equipment may be required.
4. Commercial users of the Hall must provide evidence of their Public Liability Insurance up to £5 million, and if applicable, their Employers and Product liability Insurance.
5. If applicable, the hirer must confirm that he has the necessary licences that apply to his use of the hall, such as PPL/PRS etc.
6. The bar can be made available for use by members of the Social Club. The names of guests must be provided to the Club at least 7 days before the commencement of the hire period.
7. If the hirer wishes to use the bar facility, is not a member of the Club and has no intention of joining the Club he must obtain and comply with, at his own expense, a Temporary Event Notice (TEN) from Cornwall Council. The application for a TEN must be made at least 10 days prior to the event.
8. Any damage to the Hall or its fixtures and fittings, resulting from the hire of the Hall must be reported to the Village Hall Booking Secretary as soon as possible by e-mail.
9. The hirer must leave the hall in a clean and tidy condition at the end of the hire period. A brush, mop and dustpan are available in the kitchen for use by the hirer.
10. Any costs associated with additional cleaning, loss of income or repairs, resulting from the hire of the Hall, shall be charged to the hirer at cost.
11. Children must be supervised by a responsible adult at all times.
12. The kitchen is available for hire. Users must follow the instructions of how to use the equipment and maintain the highest hygiene conditions.
13. Commercial users of the kitchen must follow the instructions provided in the kitchen and follow best practice such as Safer Food Better Business, as provided by the food Agency.

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THE HIRER MUST

- a. Keep fire doors closed at all times.
- b. Remove all rubbish, waste, and food wastes at the end of the hire period.
- c. Provide tea towels for the drying of crockery and cooking equipment.
- d. Prevent nuisance to local residents and keep noise to a minimum.
- e. Whenever music is provided all doors and windows must be kept closed.
- f. All passageways and exits must be kept clear at all times. Prams and buggies must be kept in the main hall.
- g. Ensure that all persons attending the event behave in an appropriate manner at all times.

NOT PERMITTED

- I. Ball games in the hall or carpark
- II. Political meetings
- III. Naked flames and fireworks
- IV. Nudity and adult entertainment
- V. Weapons of any kind
- VI. The use of controlled substances

EMERGENCY PROCEDURES

- ❖ Should a medical emergency occur phone 999 for the Ambulance Service. Keep the patient quiet and comfortable, do not crowd him.
- ❖ If a fire is discovered phone 999 for the Fire and Rescue Service. Fire extinguishers are located at several locations in the Hall; they should only be used if the person is competent, and it is safe to do so.
- ❖ If a fire is discovered the Hall should be evacuated. The assembly point is in the car park close to the bus shelter. The hirer of the hall should ensure that all persons are accounted for.
- ❖ Should an adverse event occur the hirer must inform the Village Hall booking secretary as soon as possible by e-mail.

SPECIAL REQUESTS

- ⌘ A disco, with lighting, is available for hire. Please ask for details at the time of booking.
- ⌘ The bar can provide any drinks that are not normally stocked, please state your requirements when making the booking.