

OSMOTHERLEY VILLAGE HALL

issue 1st June 08

Thank you for your booking.

We include below the Conditions for hiring the Village Hall – i.e. some notes that you may find helpful in using the hall, and some **conditions that you need to be aware of and that you must follow**.

IN PARTICULAR, PLEASE NOTE that the person hiring the hall is the Responsible Person for ensuring these are followed; and takes full responsibility for doing so.

Do please call us if you have any queries, and enjoy your use of the Hall!

CONDITIONS FOR HIRING OSMOTHERLEY VILLAGE HALL

General:

1. The **keys** can be obtained from the Top Shop or the Queen Catherine Hotel; one key is for the front door, the other for the cleaning cupboard under the stairs. **Please bring this note for identification.**
2. There should be sufficient basic **crocks and cutlery** to service 100 people, but if organising a big event please check with us what you need. (Most people seem to prefer to borrow their own wine glasses, available free from supermarkets and wine merchants).
3. The **“fuseboxes”** are in the kitchen, by and in the corner cupboard, and are fitted with circuit-breakers. They should not trip, but if they do it may be because you are overloading circuits; switch off any heavy-duty electrics.
4. Instructions for **heating and ventilation** are also on this corner cupboard.
5. A **First Aid box** is in the kitchen. Please tell us if you use anything, or find anything missing.
6. The hire charge assumes that the hall will be **cleaned after use**, decorations removed and **returned in the condition you found it**. Thank you! (The hall is run by volunteers . if you don't clean up, we have to do it after you!). **Dustpan and brushes** are in the kitchen; **mop and bucket** under the stairs; **vacuum cleaner** in the Supper (upstairs) Room cupboard.
7. **When you leave**, please check that:
 - a. the premises are clean and tidy,
 - b. stage and window curtains are closed (to conserve heat)
 - c. all lights and equipment are switched off
 - d. you take away and return after cleaning any tea/table cloths used (though we suggest you bring your own)
8. Please **report** any damage, or defects found, to the Booking Secretary. **You are required to pay** for any damage caused, and for any special cleaning subsequently required.

Licensing conditions:

Like all Village Halls we are required by licensing authorities to point out the conditions you are required to observe. They are actually helpful and we ask you to take time to read them.

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1. **Discrimination.** You must not refuse admission on grounds of discrimination.
2. If **Door Supervisors** are to be used they must be registered with the Security Industry Authority, wear a name badge and carry proof of registration.
3. If the event is for **under-18's**, adults must be present throughout.
4. The **capacity** of the hall is limited to **100 persons** and this must not be exceeded.
5. **Emergency lighting** is installed. The hall **must be evacuated** if the normal lighting fails.
6. **Fire/escape** precautions:
 - a. Please familiarise yourself and those using the hall with the position of **fire extinguishers** etc and the **evacuation procedure**. (Notice in entrance hall).
 - b. **If a fire occurs**, extinguishers are provided, but do not risk yourselves; the main thing is to sound the alarm, evacuate everybody immediately and to call the Emergency Services. (Phone Box by Golden Lion/Walking Shop).
 - c. You **must tell us if a fire or personal accident occurs**, give us full details, and complete the form in the accident book (window sill, kitchen).
 - d. The Main **Entrance Door must be kept unlocked** whilst the public are present.
 - e. **Gangways, fire exits** etc must be **kept free from obstruction**, eg by seating.
 - f. If **chairs/tables are laid out**, maintain corridors of minimum width 1.1 metres.
 - g. If **disabled persons** are present please work out how to get them out should an emergency occur.
 - h. If **decorating**, avoid any decorations close to lights or heating appliances.
7. If **selling alcohol**, you must ensure that a **license is obtained**, and you must **tell the Booking Secretary**. You must **provide free** and unrestricted **access to water**, and ensure that **water and soft drinks are available** at the bar. Providing **“free” alcohol** but charging for entrance constitutes selling alcohol! (Discuss with us if in doubt).
8. Please respect the fact that local residents live (and try to sleep) nearby and **keep doors and windows closed** (to keep noise in); don't put rubbish and bottles out **after 11.00 pm**; and ask people to **leave quietly** at the end.
9. Finally, we have to remind you that the Village Hall is a **NO SMOKING** building; and tell you that **explosives, pyrotechnics and fireworks** are not to be used!

We hope this doesn't sound too officious and that you understand us raising these points with you. They are important. In practice virtually every event takes place without any problem, and we're sure yours will be the same. We hope you have a good time, enjoy the hall, and that we see you again at some time. Please let us know if you can see any way for us to improve the facilities. thank you.

If you have any queries, do please call Dave Morris (Chair, 01609 883162), Colin Elton (Treasurer, 01609 883267) or Carol Russell (Bookings Secretary 01609 883504).

Hugh Thompson
On behalf of the Village Hall Committee

PS – a copy of this User Information Note is posted on the notice board inside the main hall.