

CHAFFCOMBE VILLAGE HALL INFORMATION AND CONDITIONS OF HIRE

BOOKING AND PAYMENT

Initial bookings should be made by contacting Elaine Drewer 01460 65909 to check the availability of the Hall, or by email at e3dons@hotmail.com. Once the date and time and facilities required have been agreed, the fee will be agreed and the booking form will be sent to you. Your booking will then be confirmed.

RESPONSIBILITY

The hirer agrees to operate the event according to Chaffcombe Village hall's Health and Safety, and Fire Guidelines. (Summary attached)

The hirer agrees to take responsibility to carry out a risk assessment at the beginning of each session, to comply with all current Covid safety guidelines, and to agree that no responsibility can be accepted by the Trustees of Chaffcombe Village Hall for any Covid related occurrences,

Chaffcombe Village Hall is insured with Zurich and in line with other insurers, they do not provide cover for claims relating to causing contraction of a disease such as Covid 19. Therefore, the hirer agrees to take FULL RESPONSIBILITY to carry out all necessary actions to prevent contact with or spread of any disease such as Covid 19. In line with government advice, all attendees at the event must sign in and/or use the QR code displayed in the lobby.

ACCESS

Cars can be parked in front of the Hall, whilst taking care not to block the front entrance. Please do not park at the rear of the building. The Hall will be unlocked for your booking. The Hall is fully accessible for wheelchairs via the fire exit which is located at the righthand rear side.

TOILETS

Toilets, including a fully accessible toilet, are clearly marked, off the main Hall. Users are asked to take home any used nappies and sanitary products. It is the Hirer's responsibility to leave the toilets in a clean state.

HEATING

If necessary, the heating will be set for you. Please switch off before leaving,

USE OF KITCHEN

You may use the kitchen. However, children under 12 are not permitted to enter the kitchen. Rubbish should be placed in the bins provided. Please put recyclable materials in the recycling bins.

HEALTH AND SAFETY

There is a first aid kit in the kitchen together with an accident book. Accidents should be reported to the Bookings Secretary and an accident form completed. A Defibrillator is located to the left of the entrance to the lobby.

Users must be informed of the exit routes (main entrance, kitchen and fire exit). Fire extinguishers are located in the lobby and the kitchen.

No smoking is allowed in any part of the building.

Gangways must be maintained along the centre of the Hall when seats are placed in rows. Fire exits and gangway should not be obstructed.

All electrical equipment belonging to the Hall is regularly PAT tested. Users bringing their own electrical equipment should ensure that it is in full working order.

The main fuse box is located in the kitchen to the left of the door when entering from the main Hall.

There is currently no telephone in the Hall. In case of emergency services, the post code is TA204AW.

LICENCES

Chaffcombe Village Hall is not a licenced premises. The hirer may provide alcohol without payment, but not to sell alcohol. Should the hirer obtain a licence, then they can sell alcohol or include it in the ticket price.

ON LEAVING THE HALL

Please check that :

- The Hall is clean and tidy
- All electrical appliances are off
- The heating is switched off
- The windows are closed
- The external doors and all internal doors are closed
- The sound system is off
- All lights are off