

KING EDWARD VII INSTITUTE – STANDARD CONDITIONS OF HIRE

If the Hirer is in any doubt as to the meaning of ANY of the following, the Booking Secretary should be consulted immediately

IMPORTANT

Please read this; it is important! By booking Institute facilities you are making a legally binding contract that obliges you to abide by these conditions and to pay the hire and other charges set out herein. These conditions are intended to balance and protect the interests of all users, the residents of Groombridge and the Institute itself and to ensure so far as possible that all activities are safe and within the law. Whilst the Institute will always endeavour to provide safe facilities and maintain reasonable standards of cleanliness it must be appreciated that the Institute premises are not subject to full-time supervision and that all users have to rely upon mutual co-operation and consideration.

1. DEFINITIONS

“Agreement”	The hiring agreement made between the Institute and the Hirer.
“Approved User”	Any group, club, society or organisation approved by the Committee to hire any part of the Institute premises.
“Booking Form”	The document bearing the details of the Hiring which together with these Standard Conditions of Hire constitutes the Agreement.
“Bookings Schedule”	The list of periods of Hiring requested by the Hirer and acceptable to the Institute.
“Bookings Secretary”	The person so appointed by the Committee
“Chairman”	The Chairman of the Committee.
“Committee”	The Management Committee of the Institute
“Common Parts”	The foyer, ladies’, gentlemen’s and special needs toilets and baby-change facilities, car park (not including the Wealden District Council car park) and grounds of the Institute.
“Contact”	See the Booking Form.
“DPS”	Designated Premises Supervisor
“Hire Charge”	See the Booking Form.
“Hirer”	See the Booking Form.
“Hirer’s Organisation”	See the Booking Form.
“Hiring”	See the Booking Form.
“Hired Premises”	That part of the Institute the subject of the Hiring and the Common Parts.
“Institute”	The Charity known as the King Edward VII Institute, Groombridge including where the context so requires all land, buildings and other property belonging thereto. The Institute is also known as Groombridge Village Hall
“Safety Officer”	See the Booking Form.
“Trustees”	The trustees for the time being of the Institute.

2. RESPONSIBILITY

The Hirer, not being a person under 21 years of age, hereby accepts responsibility for being present and in charge of and on the premises at all times when the public are present and for ensuring that all conditions, under this Agreement relating to and supervision (or management) of the premises are met. The Hirer will, during the Hiring, be responsible for the supervision of the Hired Premises, the fabric and contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using the Institute in connection with or arising from the Hiring whatever their capacity, including proper supervision of car-parking arrangements and vehicle activity so as to avoid obstruction of all entrances, exits, footpaths and the highway.

Users are requested not to congregate at the front of the building to avoid disturbance to our neighbours.

Where a booking is made on behalf of a group or organisation which is not an Approved User, a person will be named on the Booking Form as Hirer and will be personally liable under the Agreement. The Institute accepts no responsibility for property brought onto Institute premises.

3. USE AND PURPOSE

The Hirer shall not use the Hired Premises for any purpose other than that described in the Agreement and shall not sub-hire or use the Hired Premises or allow the Hired Premises to be used for any unlawful, hazardous or dangerous purpose or in any unlawful, hazardous or dangerous way nor do anything or bring into or onto the Institute anything which may endanger the same or prejudice cover under any insurance policy in respect thereof. Where the Hiring is of only a part of the Institute, the Hirer shall neither use nor permit to be used any other part of the Institute other than the Common Parts nor shall the Hirer permit anything to be done or not done which interferes with the proper use of any other part of the Institute by another hirer. Tables, chairs and other property of the Institute may not be removed from Institute premises or used outside without the permission of a member of the Committee.

The Hirer shall not remove any fixtures or fittings without permission of a member of the committee (see 12.1) (i.e. pictures)

The Hirer shall not have any lighted candles or other naked flames in the building (see 31.4).

Smoking is not permitted (see 8.3).

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Sand may not be brought into the building.

The committee, through the Booking Secretary, reserves the right to make further enquiries about the purpose of the hiring, and to request references and/or guarantees where necessary, especially where the hirer is not known to the committee.

Social events of any nature and in respect of which a charge whether in money or other form is made for admission must be disclosed by the Hirer as such in the Agreement. Such hiring's are subject to review and may be declined without further reason or accepted by the Institute on such further conditions as the Committee may in its absolute discretion determine.

4. PAYMENT

Unless otherwise agreed, payment of all charges is to be made at least 28 days in advance of the Hiring. Where credit terms are permitted, payments must be made to the Institute Treasurer within 21 days of the date of the invoice. Cheques should be drawn in favour of "Groombridge Village Hall". The Committee reserves the right to levy interest at a rate of 2% per month on overdue accounts. In the event of persistent delay by a Hirer in paying sums due, the Institute may, after due warning to the Hirer, cancel and/or refuse further bookings and/or require payment in advance of Hire Charges.

Unless otherwise agreed hirers may be required to lodge a Returnable Security Deposit with the Institute, and, for new potentially regular hiring organisations, a Returnable Hiring Deposit. These moneys are retained in a separate Client account and are returned at the end of a booking or series of bookings, less any retention from such deposits for monies due and owed.

5. INSURANCE AND INDEMNITY

- (a) The Hirer shall be liable for:
- (i) The cost of repair of any damage (including accidental and malicious damage) done to any part of the premises including the curtilage thereof or the contents of the premises
 - (ii) All claims, losses, damages and costs made against or incurred by the Committee, their employees, volunteers, agents or invitees in respect of damage or loss of property or injury to persons arising as a result of the use of the premises (including the storage of equipment) by the Hirer, and
 - (iii) All claims, losses, damages and costs made against or incurred by the Committee, their employees, volunteers, agents or invitees as a result of any nuisance caused to a third party as a result of the use of the premises by the Hirer, and subject to sub-clause (b), the Hirer shall indemnify and keep indemnified accordingly each member of the Committee and the Institute's employees, volunteers, agents and invitees against such liabilities.

(b) The Institute shall take out insurance to insure the liabilities described in sub-clauses (a) (i) above and may, in its discretion and in the case of non-commercial hirers,

insure the liabilities described in sub-clauses (a) (ii) and (iii) above. Institute shall claim on its insurance for any liability of the Hirer hereunder but the Hirer shall indemnify and keep indemnified each member of the Committee and the Institute's employees, volunteers, agents and invitees against

(c) any insurance excess incurred and

(d) the difference between the amount of the liability and the monies received under the insurance policy.

(e) Where the Institute does not insure, the liabilities described in sub-clauses (a) (ii) and (iii) above, the Hirer shall take out insurance to insure such liability which must also include a minimum of £10 million for Public Liability - and on demand shall produce the policy and current receipt or other evidence of cover to the booking secretary. Failure to produce such policy and evidence of cover will render the hiring void and enable the hall secretary to rehire the premises to another hirer.

The Institute is insured against any claims arising out of its own negligence.

6 COMPLIANCE WITH THE CHILDREN ACT 1989 – AS AMENDED BY VETTING & BARRING SCHEME 2009

The Hirer shall ensure that any activities for children under eight years of age comply with the provisions of The Children Act of 1989 and that only fit and proper persons hiring or employed whether paid or unpaid, have the appropriate Criminal Records Bureau checks as required since 2010, comply with ISA requirements, have access to said children. Checks may also apply where children over eight and vulnerable adults are taking part in activities. The Hirer or the person(s) they employ shall provide the Committee with a copy of their ISA check and Child Protection Policy on request. (NB: this applies to private bookings as well).

7. LOCAL PERMISSIONS AND AUTHORITIES

The Hirer shall comply with all conditions and regulations made in respect of the Institute by the Fire Authority, Local Authority, the Police, and the Licensing Authority particularly in connection with Licensable Events and Regulated Entertainment.

7a. TELEVISION RECEPTION

The Institute does not hold a licence for any form of Television reception, whether by TV receiver or Internet – Hirers would need to supply their own licence should they wish to watch any such broadcasts. This will include using any computer to view such broadcasts.

8. LICENCES AND PERMISSIONS

The Institute has a Premises Licence from Wealden District Council authorising the following regulated entertainment and licensable activities at the times indicated:

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Activity		The License covers:	Times for which the activity is licensed:
A	The performance of plays		Daily between 0800 hrs and 2400 hrs (8am to midnight) On Christmas Eve and New Year's Eve the terminal hour is extended to 0100 hours, (1 am) the following day.
B	The exhibition of films		
c	Indoor sporting events	Not Covered	
d	Boxing or wrestling entertainment	Not covered	
e	The performance of live music		
f	The performance of recorded music		
g	The performance of dance		
h	Entertainments similar to those in a, b, e, f and g		
i	Making music		
j	Dancing		
k	Entertainments similar to those in l and j		
l	The provision of hot food/drink after 11pm	Not covered	
m	The sale of alcohol		
No Activity Requiring a Licence will Occur			

Hirers will be required to indicate activities to take place at their event matched to each of 'a to m' above, by initials in each box

8.1 TEMPORARY EVENT NOTICES

Where a licensable event is to be held for which the premises, or that part of the premises, are not licensed the hirer shall be responsible for obtaining such authorisation as may be needed. In order to hold a licensable activity not covered by the Institute's Premises Licence an application for a Temporary Event Notice (TEN) will need to be given to the licensing authority.

The Hirer shall obtain the written consent of the Committee on the form provided for this purpose before sending an application for a TEN to the licensing authority. Failure to do so may result in cancellation of the hiring without compensation because there is a limit on the number of TEN's which can be granted annually for any premises. Lack of co-operation could affect future fundraising by the Committee and local voluntary organisations.

8.2 PERFORMING RIGHT SOCIETY

The Institute has a licence with the Performing Rights Society for the performance of copyright music in any form e.g. record, compact disc, tapes, radio, television (incl. DVD/video), or by performers in person. If other licenses are required in respect of any activity in the village hall the Hirer should ensure that they or the Institute hold the relevant licence.

8.3 SMOKING

The Hirer shall, and shall ensure that the Hirer's invitees comply with the prohibition of smoking in public places provisions of the Health Act 2006 and regulations made there under. Any person who breaches this provision shall be asked to leave the premises. The hirer shall ensure that anyone wishing to smoke does so outside the village building in the courtyard at the rear of the Main Hall or by the side entrance of the New Hall only and **not at the front of the building at**

all. The hirer shall ensure that cigarette ends, matches etc. are disposed of in a tidy and responsible manner, so as not to cause a fire, in the Cigarette disposal bins located in the courtyard at the rear and by the side entrance for the New Hall (see plan).

9 CAPACITY

The number of people on the premises including staff, hirers and invitees, shall not, for activities subject to licensing requirements. Exceed:

144 closely seated in the Main Hall (excluding performers on and those seated on the stage)

112 closely seated in the New Hall

60 closely seated in the Club Room.

For any one hiring the whole building the capacity is 200. When tables are set for dining, the capacity is lower and for dining with dancing lower still.

Guidance can be obtained from the Booking Secretary. (Seating Plans are available)

10. GAMING, BETTING AND LOTTERIES

The Hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries, and those responsible for functions held in the village hall must ensure that the requirements of the relevant legislation are strictly observed.

11. ALCOHOL

The Institute holds no licence in connection with the supply or consumption of alcohol but may permit the supply and sale of alcohol under its Premises Licence. The Hirer shall not allow the consumption or sale of alcoholic liquor in other circumstances without having first obtained written permission from the DPS and the Booking Secretary. Where consumption is permitted, the Hirer shall be responsible for obtaining such permissions from the DPS as may be needed for the supply of intoxicating liquor. A written guide to the sale or other provision of alcohol on Institute premises and advice on the likely additional requirements may be obtained from the Bookings Secretary.

11.1 DRUNK AND DISORDERLY BEHAVIOUR AND SUPPLY OF ILLEGAL DRUGS

The Hirer shall ensure that in order to avoid disturbing neighbours to the hall and avoid violent or criminal behaviour; care shall be taken to avoid excessive consumption of alcohol. Drunk and disorderly behaviour shall not be permitted either on the premises or in its immediate vicinity. Alcohol shall not be served to any person suspected of being drunk nor to any person suspected of being under the age of 18. Any person suspected of being drunk, under the influence of drugs or who is behaving in a violent or disorderly way shall be asked to leave the premises. No illegal drugs may be brought onto the premises.

12. DAMAGE

The Hirer shall indemnify the Institute, the Trustees and the Committee for the cost of repair of any damage done or replacement of any loss suffered to any part of the Institute including contents which may arise as a result of the Hiring.

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12.1 FIXED EQUIPMENT TO BUILDING

No items may be removed from their fixed position however temporary without express permission of committee member. Should this be allowed it must be replaced at the end of the hire at no cost to the Institute (e.g. Paintings)

12.2 NO ALTERATIONS

No alterations or additions may be made to the premises nor may any fixtures be installed. Placards, decorations or other articles may not be attached in any way to any part of the premises without the prior written approval of the Bookings Secretary. Any alteration, fixture or fitting or attachment so approved shall, at the discretion of the Institute, remain in the premises at the end of the hiring, when it will become the property of the Institute unless removed by the hirer who must make good to the satisfaction of the Bookings Secretary any damage caused to the premises by such removal.

12.2 FLY POSTING AND ADVERTISING

The Hirer shall not carry out or permit fly posting or any other form of unauthorised advertisements for any event taking place at the premises and shall indemnify and keep indemnified each member of the Committee accordingly against all actions, claims and proceedings arising from any breach of this condition. Any request for advertising must be authorised beforehand by the Booking Secretary and the Committee. Failure to observe this condition may lead to prosecution by the local authority. Organisations which have been granted permission to advertise their function must remove all such material immediately their booking ends.

12.3 STORED EQUIPMENT

The Institute accepts no responsibility for any stored equipment or other property brought on to or left at the premises, and all liability for loss or damage is hereby excluded. All equipment and other property (other than stored equipment) must be removed at the end of each hiring or fees will be charged until the same is removed.

The Institute may, use its discretion in any of the following circumstances:

- (a) Failure by the Hirer either to pay any charges in respect of stored equipment due and payable or to remove the same within 7 days after the agreed storage period has ended
- (b) Failure by the Hirer to dispose of any property brought on to the premises for the purposes of the hiring. This may result in the Committee disposing of any such items by sale or otherwise on such terms and conditions as it thinks fit, and charge the Hirer any costs incurred in storing and selling or otherwise disposing of the same.

The Institute likewise accepts no responsibility for any equipment belonging to regular approved users who make use of fixed storage locations on the Institute premises made available to them by the Committee.

13. TERMINATION

The Institute may cancel or terminate without notice and without refund or compensation any Hiring which in the opinion of the Trustees and/or Committee is or may be in breach of these conditions or in respect of which any information given by or on behalf of the Hirer is false in any material particular. In an emergency, such notice may be given by the Chairman, Booking Secretary or any one of the

Trustees and may be by way of oral communication to the Hirer or any other appropriate person by written notice affixed to the Hired premises.

14. CANCELLATION

If the Hirer wishes to cancel the Hiring and the Institute is unable to conclude a replacement booking, the question of the payment or the refund of the Hire Charges shall be determined according to the following table:

Booking cancelled	Charge to be made
Less than 8 days before date of hire	100% of full Hire charge
More than 7 days but less than 15 days before date of hire	50% of full Hire charge
More than 14 days but less than 29 days before date of hire	25% of full Hire charge
More than 28 days before date of hire	No Charge

Exceptions to the cancellation charge will be considered by the committee, if no replacement date can be utilised, if adverse weather or other serious extenuating circumstance occurs

15. POLLING STATION

The Committee reserves the right to cancel the Hiring in the event of the hall being required for use as a Polling Station for a Parliamentary or Local Government or other like election, by-election or referendum, in which case the Hirer shall be entitled to a refund of any deposit already paid but shall not otherwise be entitled to any compensation.

16. LOSS OF USE

In the event of any part of the Institute being rendered unfit for the Hiring the Committee shall not be liable to the Hirer for any resulting loss or damage whatsoever.

17. HEALTH AND SAFETY

The Hirer shall ensure that all activities are conducted in a safe and properly supervised manner with sufficient numbers of attendants and supervisors present at all times having regard to the age of those present and the activities being undertaken. If sporting activities (other than sporting events as per Condition 8) are to be undertaken and/or children are to participate in any activities the Hirer must ensure that throughout the Hiring a person competent to administer first aid is in attendance and that an adequate first aid kit is available.

Limited First Aid Kits are available in Main & New Hall kitchens; the accident book is in the Main Kitchen

17.1 ACCIDENTS AND DANGEROUS OCCURRENCES

The Hirer must report all accidents involving injury to the public, to the Booking Secretary or any member of the Committee **as soon as possible** and complete the relevant section in the Institute's accident book. Any failure of

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equipment belonging to the Institute 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 Incident Contact Centre. The Booking Secretary will give assistance in completing this form. This is in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). The Incident Contact Centre can be contacted in any of the following ways:

- Telephone: 0845 3009923
- Facsimile: 0845 3009924
- Website: www.riddor.gov.uk or via the HSE website: www.hse.gov.uk
- Post: Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

17.2 HEALTH AND HYGIENE

The Hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. In particular, dairy products, vegetables and meat on the premises must be refrigerated and stored in compliance with the Food Temperature Regulations. The premises are provided with refrigerator's which must be emptied at the end of every hiring.

17.3 ELECTRICAL APPLIANCE SAFETY

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. A valid certificate of Portable Appliance Testing will be required. Where a residual circuit breaker is provided, the hirer **must** make use of it in the interests of public safety.

17.4 SOUND LEVELS

For reasons of health and safety and out of consideration for residents in neighbouring properties, sound levels must not exceed *95dB (A) for more than three minutes in any period of one hour. No music or other significant or intrusive noise is permitted at all between midnight (10 pm on Sundays) and 8 am. If Committee authorises on New Years Eve music may continue to 00:30hrs on New Years day.

If this limit is contravened and warnings (written or oral) are ignored, the Committee has the right to halt the proceedings and require the hirer to vacate the hall forthwith. No refunds will be given in these circumstances."

Measurements are taken at one metre from noise source at one metre above ground.

A sound-level monitor is fitted, which will temporarily disconnect mains power in the event of extreme levels of sound, higher than that specified above. There is a visual 'traffic light' monitor to assist avoiding this situation. Further details on the operation of the device are available from the Booking Secretary. The Hirer shall ensure that nothing is done to interfere with or circumvent the operation of this device.

17.5 HEATING CONTROLS

The controls may be adjusted by the user but must be returned to the position they were in, at the end of hire. They may be turned off at the end of hire if no other user requires it. Switches operating the blowers in the halls must be turned off at the end of the hire.

17.6 ANIMALS

The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the village hall. No animals whatsoever are to enter the kitchen at any time.

18. TIDYING-UP AND VACATING

At the end of the Hiring, the Hirer shall be responsible for leaving the Hired Premises in a clean and tidy condition, properly locked and secured unless directed otherwise by a member of the Committee and any contents temporarily removed from their usual positions properly replaced. Any and all refuse which cannot be fitted into the Institute's designated refuse containers in the Institute premises must be removed by the Hirer. The Institute shall be at liberty to make an additional charge for any breach of this condition. There are recycling facilities in the car park for paper, tins and bottles – please respect neighbours re noise late at night

For the avoidance of doubt, it is to be understood that time required for cleaning, tidying and reinstatement forms part of the Hiring and will be charged accordingly. The sole exception to this provision is that for a Hiring on a Saturday evening the necessary work may (subject to the availability of the Institute) be executed on the following Sunday morning between 08:00 hrs and 10:00 hrs without additional charge.

19. ADVANCE BOOKING AND PRIORITY OF BOOKINGS

Provisional bookings are made by application to the Bookings Secretary in writing, by email or by telephone. Bookings are accepted and confirmed by completion of the Institute's formal hire agreement by the Hirer and the Bookings Secretary and payment of any deposit and/or other sum and fulfilment of any other stipulation required as a condition of booking. Priority of bookings will be strictly by date of initial receipt by the Bookings Secretary. The necessary formalities referred to above must be concluded within fourteen days of the provisional booking failing which the provisional booking will lapse. Two or more conflicting applications received by the Bookings Secretary on the same day will be deemed to have been received simultaneously. In such a circumstance the Bookings Secretary will advise the competing applicants and invite them to apply for alternative dates and take such other action as she/he may consider appropriate in the circumstances. If the matter cannot be resolved in this way, the booking secretary will refer it to the Committee.

20. HIRING FOR COMMERCIAL PURPOSES

Any application for hiring by or for the use of or in connection with any business or commercial activity or for any profit-making purpose will be referred to the Committee for consideration and will be subject to such charges and further conditions as the Committee may in its absolute discretion impose.

21. SALE OF GOODS

The Hirer shall, if selling goods on the premises, comply with Fair Trading Laws and any code of practice used in connection with such sales. In particular, the Hirer shall ensure that the total prices of all goods and services are prominently displayed, as shall be the organiser's name and address and that any discounts offered are based only on Manufacturers' Recommended Retail Prices. Further detail can be provided by the Booking Secretary.

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The following conditions of hire - 22 to 31 - are required to comply with the Licensing Act 2003, the Institute's Premises Licence and the Regulatory Reform (Fire Safety) Order 2006. These conditions apply to all hirers, especially those whose hire constitutes a Regulated Entertainment or Licensable Activity under the terms of the 2003 Licensing Act.

22. LICENCES

The Safety Officer hereby acknowledges receipt of a copy of the conditions of the Premises Licence in respect of Regulated Entertainment.

23. FILM SHOWS

Children shall be restricted from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification. Hirers should ensure that they have the appropriate copyright licences for film.

24. RESPONSIBILITY – REGULATED ENTERTAINMENT

The Hirer/Safety Officer hereby accepts responsibility for ensuring that all conditions of the Premises Licence in respect of Regulated Entertainment relating to management and supervision of the Institute premises are met.

25. FIRE (INSTRUCTION) – (see plan)

The Hirer/Safety Officer acknowledges that she/he has received instruction in the following matters:-

- 25.1 The action to be taken in the event of fire. This includes summoning the fire brigade and evacuating the Institute premises.
- 25.2 The location and use of fire equipment.
- 25.3 Escape routes and the need to keep them clear.
- 25.4 Method of operation of escape door fastenings.
- 25.5 Appreciation of the significance of fire doors and the need to close all fire doors in the event of a fire.

26. FIRE (CHECKS)

No rights	The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.
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In advance of the entertainment or play the Safety Officer shall check that:-

- 26.1 All fire exits are unlocked and panic bolts in good working order.
- 26.2 All escape routes are free of obstruction and can be safely used.
- 26.3 No fire doors are wedged open.
- 26.4 The emergency lighting and exit signs and the supply of electricity thereto are satisfactory.
- 26.5 There are no obvious fire hazards on the premises.

27. FIRE (MEANS OF ESCAPE)

All exits from the premises must be kept free from obstruction and immediately available for instant free public egress.

28. FIRE (OUTBREAKS)

The Fire Brigade shall be called to any outbreak of fire, however slight, and details shall be given to the Booking Secretary, Chairman or any member of the Committee.

29. ATTENDANTS

There shall, **in addition** to the Safety Officer, be a minimum of 2 competent attendants on duty on Institute premises to assist people entering and leaving where the total number of such people is less than 100 and 3 when the numbers are greater than 100. Additional attendants are required if the audience is primarily aged under 16 years. None of the attendants shall be less than 18 years of age. All persons on duty shall have been instructed as to their essential responsibilities in the event of fire or other emergencies, including attention to disabled persons, the location and use of fire fighting equipment available, how to summon the fire brigade and evacuation procedure.

30. DANGEROUS PERFORMANCES

Performances involving danger to the public shall not be given.

31. EXPLOSIVES, FLAMMABLE SUBSTANCES AND HEATING APPLIANCES

- 31.1 Highly flammable substances shall not be brought into, or used on, Institute premises.
- 31.2 No internal decorations of combustible nature e.g. polystyrene, cotton and wool shall be erected without the consent of the Committee.
- 31.3 No unauthorised heating appliances shall be used on Institute premises when open to the public. Portable Liquefied Propane Gas (LPG) heating appliances shall not be used.
- 31.4 No candles or other naked flames may be used.

PLEASE TAKE THIS PAGE WITH YOU ON THE DAY

EXPECTATIONS: -

- a. DECORATIONS & DISPLAYS are welcome – **Please do not drill any surface**; nails and hooks are available to suspend items if required. Attachment of posters/paper to walls is permitted by
- b. use of **white 'Tac' only** (this is available at the Post Office) - **Please do not use Blu-Tack, Sellotape or drawing pins.**
- c. FIXTURES & FITTINGS cannot be moved from their fixed position without the permission of a committee member (e.g. Paintings)
- d. LIGHTED CANDLES are not allowed by Fire Regulations.
- e. SAND - please do not bring any sand into hall as it can damage the floor surfaces.
- f. KITCHEN SINKS are not to be used for disposal of cleaning waste or washing out of paint pots, etc. There is a 'cleaner's sink' in the Caretakers Cupboard for this purpose.
- g. IF SHARING the Main Kitchen, *please* arrange beforehand how you wish to use it.
- h. A TELEPHONE is available for local calls only and is located in cloakroom between the double doors in the foyer. Contributions towards the cost of the telephone call are welcome; a box for contributions is available.
- i. PLEASE leave the facilities at least as clean and tidy as you would wish to find them on your arrival.
- j. PLEASE replace all furniture in the appropriate location as per diagrams displayed.
- k. PLEASE report any breakages or shortages as soon as possible to Fabrics Chairman or any committee member. (see list displayed on notice boards or by telephone)

Please check **all parts** of the building prior to leaving (particularly if there is no one else in the building) turn off lights and check security of doors.

The whole building including the front entrance is non-smoking. Main Hall users please use rear courtyard and New Hall users please use side entrance, in both these locations there is cigarette disposal.

Congregating at front of building is discouraged to avoid disturbance to our local residents.

No access is allowed to the building after midnight and before 8 am. – Music and other sounds should cease at 2345hrs

The lights outside the rear door are controlled by a time-delay switch; a PIR sensor controls the light outside the front door.

Consideration for others is requested by you and your guests - no persons should be in the hall after midnight (after 1 am New Year) unless clearing up. – Please leave quietly and by the rear doors if possible.

Please avoid banging car doors to avoid disturbing local residents

Emergency Equipment. Is available at specified locations and there is a fire control system located in the front entrance foyer. (If this sounds and it is a false alarm i.e. a power cut, the reset number is discreetly displayed in top left corner. Tap in number and press reset button. If that fails, call Fabrics Chairman or other committee member as listed on notice boards)

- **GAS** is turned off in the respective meter box, see plan, keys in caretaker's cupboard.
- **ELECTRICITY** is switched off in cupboard in Club Room, Main switch on left side and several trip switches. There is also a fuse box with trip and isolation switch in Chair Store.
- **WATER** is turned off via hatch by courtyard in Main Hall.
- **TELEPHONE** is situated in the cloakroom between Main Foyer and Main hall.

Emergency & Committee telephone numbers are displayed – remember we are in East Sussex

- **EXIT/FIRE DOORS** must not be obstructed or propped open for any reason.
- **HEATING SYSTEM** is on timer and can be advanced by user if it is too hot/cold, please restore after your event unless last in the hall then it can be left/turned off. Users can turn on/off the switches near the heaters in Main & New Halls that control the fans, please turn them off at the end of your event. Elsewhere the radiators are thermostatically controlled. **PLEASE** restore to position 3 (just in red zone) at end of hire.
- **SAFETY** It would be advisable for one person to be appointed to act as a 'safety officer' for your booking in the unlikely event of an emergency. This is a booking condition if used as a Theatre or Public Entertainment. A FIRST AID box is kept in Kitchen in Main & New Halls. Please complete the accident book for any injury however minor.

HALL EQUIPMENT IS FOR GENERAL USE, AS FOLLOWS; -

- **TABLES & CHAIRS – *THESE ARE NOT TO BE USED OUTSIDE UNDER ANY CIRCUMSTANCES.*** The grey padded chairs are to be stacked 11 high. One set of 14 large and 6 large & 8 small tables are kept in Chair Store, on trolleys. 8 large & 8 small tables on a trolley and 10 padded chairs with arms and 30 padded chairs are kept in New Hall. The Club Room has 4 large tables and 30 padded chairs.
- **KEYS FOR GENERAL USE**, i.e. notice board, gas & electricity boxes are kept in Caretakers cupboard, please return when used. Hirers have their own allocated keys where applicable.
- **CARETAKERS CUPBOARD**, has brooms, mops etc to enable you clean up after your event. A dustpan and brush is kept in each kitchen. Spare soap and paper towels are available.
- **MAIN KITCHEN** contains a dishwasher and water boiler (provides about 50 cups before reheating) there is also a microwave, instructions are displayed near each. The walk-in cupboard, nominated 'USERS' will contain crockery and cutlery (if hired) and can be used to store your own equipment. **When the key and access card are returned to booking secretary, the crockery is counted and deposit is refunded.**
- **ALL KITCHENS**, have an adequate supply of crockery and cutlery for general use - **please do not move to other kitchens**, otherwise someone's hire could be disturbed by another user looking for the items that they should have.
- **WASTE DISPOSAL**, Users are requested to remove all rubbish /waste that will not fit in kitchen bins. Please do not leave outside, as the dustmen are not required to take it. Please take advantage of the paper, bottles and can recycling in the car park as this will save space in the bins.
- **Items remaining from sales (or activities taking place on recreation ground) MUST NOT use the halls bins.**

PLEASE TAKE THIS PAGE WITH YOU ON THE DAY

Groombridge Village Hall

Station Road, Groombridge, East Sussex. TN3 9QX 01892 864809

Fire Escapes and Services Plan

