
FOXTON VILLAGE HALL & SPORTS PAVILION



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Registered Charity No, 205434

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CONDITIONS OF HIRE

You, the hirer, must ensure that a responsible adult is in charge at all times.

This person must

- **be on the premises the whole time that the premises are occupied**
- **maintain good order & take charge of emergency situations**
- **monitor the conduct of all persons present; ensure that they comply with the rules.**

The premises includes the paved area around the building and the car park and any part of the recreation ground used in conjunction with your hire.

The Village Hall Management Committee will impose an extra charge if

- **they have reason to believe that the conditions of hire or rules have been contravened,**
- **the period of hire is significantly exceeded,**
- **there is any damage to the premises arising from the event.**

All or part of a deposit held will be forfeit as deemed appropriate by the Village Hall Management Committee or their representatives and a further charge may be made if necessary to cover relevant costs.

RULES

- **You, the hirer, are responsible for ensuring**
 - that you or the relevant personnel have the necessary qualifications, licences and insurances for the activities taking place. You may be required to show documentary evidence.
 - the electrical safety of any appliances brought into the building.
 - that all food served or sold on the premises complies with Food Safety legislation.
- Parties must be by personal invitation only.
- Alcohol may be sold only by prior agreement and in accordance with weights & measures legislation (this includes supplying alcohol as part of the ticket price).
- There must be at least 1 appointed steward per 100 people. There must be at least 1 responsible adult for every 25 persons under 18 yrs.
- You must not exceed the permitted number of people for the room(s) hired.
- Emergency exit signs must be switched on while the building is occupied.
- Co-operate with other hirers in the use of shared facilities - foyer, kitchen, toilets, tables stored in the foyer.
- Smoke effects will activate the fire alarm and therefore must not be used.
- Band practices or other noisy activity must cease by 11.00 pm on weekdays.
- Evening events must end no later than midnight. (Clearing up may continue after this time but must not extend beyond 6.00 am.)
- The premises must be left as clean and tidy as possible - in a reasonable condition for subsequent hirers. Note that spills must be mopped up quickly to avoid staining. Cleaning equipment is available in the kitchen and store cupboards.
- You may not fix or store any equipment without prior approval of the management committee.
- Return keys immediately after the hire period unless otherwise agreed.
- Fireworks are forbidden both near the building and in the car park. The permission of the Parish Council must be obtained for use of fireworks on the recreation ground.

Continued overleaf

DO

- Keep the paved area clear for emergency access. Unloading/loading is permitted but NOT parking.
- Take care to avoid damage when moving equipment or decorating; remove all decorations and their fixings before leaving.
- Remove spikes, studs or muddy footwear before entering the building.
- Be considerate of nearby residents by avoiding excessive noise especially if windows and doors are open.
- When the heating is on, keep doors and windows closed for the controls to work properly. Ensure that radiators are turned on when you leave.
- Put away tables & chairs according to the notices.
- Take away and recycle bottles, cans, plastic bottles and paper. Bag up other waste; put bags in the large wheelie bin beyond the bike rack. Ensure the lid closes; take away any excess bags.
- Ensure that if the microphone is used that this is switched off & put away.
- Turn off all lights, close all windows, kitchen shutters and lock all doors for which you have a key when leaving the building; remember to check toilets & stores.

DO NOT

- Use pins anywhere other than notice boards.
- Fix anything to ceilings, painted walls or the acoustic boards in the Main Hall; tape; blu-tak or easily removable fixings may be used to attach decorations to windows, doors or Main Hall walls.
- Bring any animals (other than service dogs) into the building without prior permission of the management committee.

FIRE SAFETY

You must read the Fire Procedure on the notice board in the lobby.

Everyone must:

- note the location of fire exits and break glass points
- keep fire exits and routes to them clear,
- keep fire doors closed,
- avoid use of inflammable materials,
- avoid accumulating combustible material,
- switch off and unplug electrical appliances after use.

DO NOT:

- leave fire doors propped open.
- use unprotected naked flames
- leave the cooker hob on and unattended,

HEALTH & SAFETY

Health & Safety legislation imposes duties on everyone as individuals.

All users of the premises, employees, volunteers & contractors on the premises must:

- take care and responsibility for your own safety and that of other people
- comply with Health and Safety and Fire Safety requirements
- comply with VHT notices on the premises.

Anyone finding a fault, damage or other situation on the premises which might cause injury must:

- take action to rectify it immediately if safe to do so
- inform the Facilities Manager as soon as possible (if unavailable, a key holder)
- where equipment is damaged and cannot be removed to prevent use, place a notice on it warning that it must not be used.

GENERAL NOTES

- Lift the handle of the entrance door in order to turn the key to lock it.
- There is a nappy disposal bin in the disabled toilet in the village hall.
- Lost property will be disposed of if not claimed promptly.

For any defects or malfunctions of the premises, contact Tony Garrick on 07783 683554 or if unavailable, another key holder (details by entrance door).