
FOXTON VILLAGE HALL & SPORTS PAVILION



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Hardman Road, Foxton, Cambridge CB22 6RN

Registered Charity No, 205434

Contact address:

c/o 18 High Street, Foxton, Cambridge, CB22 6SP

email: foxtonvillagehall@btinternet.com

telephone: 01223 870665

TERMS AND 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, Health & Safety and Fire Policies (summaries below).**

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.

You, the hirer must comply with the following rules:

- The relevant personnel must have the necessary qualifications, licences and insurances for the activities taking place. You may be required to show documentary evidence.
- Parties are by personal invitation only.
- Fireworks are forbidden both near the building, on the recreation ground and in the car park.
- 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.
- Keep the paved area clear for emergency access. Unloading/loading only, NOT parking.
- You must not bring any animals (other than service dogs) into the building without prior permission of the management committee.
- You may not fix or store any equipment without prior approval of the management committee.
- Do not 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. Pins and staples must not be used.
- Emergency exit signs must be switched on while the building is occupied.
- Any electrical appliances brought and used, must comply with relevant standards.
- Co-operate with other hirers in the use of shared facilities - foyer, kitchen, toilets, equipment.
- It is illegal to show DVDs bought for home use. You are not allowed to watch live TV or iplayer on any device plugged in as we do not have a TV licence. To use a mobile device not plugged in, for TV, you must have your own TV licence.
- Food served or sold on the premises must comply with Food Safety legislation.

http://www.foxtoncambs.info/village_hall.htm

- Do not use smoke effects - these will activate the fire alarm.
- Consider nearby residents - avoid excessive noise especially if windows or doors are open.
- In cold weather, keep doors and windows closed for the heating controls to work properly. Ensure that radiators are left turned on when you leave.
- Band practices or other noisy activity must cease by 11.00 pm on weekdays.
- Evening events must end no later than midnight.
- After use, put away tables, chairs and other equipment according to the notices.
- Take away as much waste as possible. Follow directions for bin use in the fenced area by the pavilion.
- Switch off any microphones used; the main hall induction loop to be left turned on.
- Clean & tidy the premises so that they are in a reasonable condition for subsequent hirers.
- 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.
- Return keys immediately after the hire period.

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.

PLEASE NOTE

- There is no telephone on the premises.
- Lost property will be disposed of if not claimed promptly.
- Cleaning equipment is available in the kitchen and chair store cupboards.
- There is a nappy disposal bin in the accessible toilet in the village hall - waste **MUST** be bagged.

**In the event of any defects or malfunctions of the premises,
contact the Facilities Manager, Ian Deas on 07858 928711
or if unavailable, another key holder (details by entrance door).**

Foxton Village Hall Management Committee
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