

Information Sheet

Health and Safety Compliance

- The Hirer shall be responsible for the health and safety aspects of the use of the Village Hall during the Period of Hire. The Hirer must carry out a risk assessment for each event.
- The Hirer shall ensure they are familiar with the:
 - fire evacuation procedures (displayed in porch), fire exits and assembly point
 - location of fire extinguishers and the fire blanket
 - location of first aid kit
 - location of the accident reporting book
- The Hirer shall
 - ensure all emergency entrances / exits are clear and unobstructed
 - familiarise visitors with the position of fire exits and the fire assembly point
 - appoint fire wardens who are trained in emergency procedures

Environment

- The Hirer shall
 - minimise waste and recycle where possible
 - limit the use of single use plastics
 - source as much food as possible locally
 - minimise the use of resources such as energy and heating. i.e., switching off lights and heaters when they are not required

Electrical Appliance Safety

- The Hirer should ensure that any electrical appliances intended to be used at the Premises are in good working order and, if appropriate, have been PAT tested
- Switches for the heating can be found behind the front door leading into the hall, with full instructions.
- Do NOT turn off the main electrical supply to the hall (unit on the right and clearly marked with DO NOT SWITCH OFF)
- If there are any issues, please contact Joyce Hale (01672) 851526

Food and Drink

- The Hirer shall if preparing, serving or selling food observe all relevant food and hygiene legislation and regulations

General regulations

- The Hirer must ensure that no goods which are illegal, counterfeit, dangerous or deemed to be of an offensive or inappropriate nature (as determined at absolute discretion of the Venue) are displayed or offered for sale on the Premises.
- Smoking and/or vaping is not permitted in the building. The Hirer shall ensure there is no smoking and/or vaping at the Premises.

Nuisance

- The Hirer must not do or allow anyone attending their hiring to do anything on the Premises which is or may become a nuisance to the Venue or other hirers or to the occupiers of adjoining or neighbouring premises.
- The Hirer shall be responsible for requiring any person causing such a nuisance to leave the Premises and the Building.