

PRISTON VILLAGE HALL: STANDARD CONDITIONS OF HIRE

BEFORE HIRING

The maximum number of attendees in the hall at any one time is 100 and musical or dancing events must finish by 23.30 Monday-Saturday and 23.00 on Sundays.

The Hall Premises License allows music and dancing but if alcohol is to be sold the Hirer must obtain a Temporary Events Notice from BANES council.

The Village Hall Committee does not accept any liability for loss or damage to articles or vehicles left by the Hirer in the hall or car park.

The Hirer shall indemnify the Committee for the cost of any damage to hall contents or buildings as a result of the hire and be responsible for the safety of their own equipment.

DURING HIRE

Please read the Fire Instructions on the Notice Board by the front door. There are smoke and heat alarms fitted and fire extinguishers and a fire blanket are available.

Please do not stick anything on the walls, windows or doors. The lights in the hall can be dimmed and the toilet lights are movement sensitive. A stepladder is in the storeroom.

The high speed broadband password is PristonVH. A hearing loop is available for meetings and information on its use can be obtained from the Booking Manager.

The heaters in the hall are controlled by £1 coin meters and a selection panel in the kitchen. Some heaters can be turned from full to half power by the switch on the wall below them.

The stove and microwave instructions are in the kitchen. The fan should be switched on if you are cooking. Cleaning materials and equipment are in the store cupboard and under the kitchen sink.

Please report any accidents, damage or problems to vhbookings@priston.org.uk 01761471308 / 07871484268. There is a First Aid Box and an Accident Book in the kitchen.

END OF HIRE

Please clear up and take home with you any recyclable glass, plastic and cardboard and any large bags of general waste. Small amounts of general waste can be placed in the dustbins in the carpark.

Please put away tables and chairs, turn the hall and kitchen lights off and leave electrical equipment as found. Please leave internal doors open but lock the 3 outer doors.

Please return the key to the Bookings Manager who will arrange settlement of any refundable deposit.

July 2021

PRISTON VILLAGE HALL: HIRE AGREEMENT

The Committee agrees to permit the Hirer to use the Village Hall for the purpose and the period shown below as long as both the Standard Conditions of Hire and the additional Covid-19 Conditions of Hire are followed.

HIRER:.....

Address:

Email:

Phone Contact:

Hiring Fee: £..... Date Paid:

Purpose of Hire:

Date/Time of Hire:

The Hirer agrees to comply with the Priston Village Hall Standard Conditions of Hire and the additional COVID-19 Conditions of Hire.

The Hirer must provide a signed copy of their own COVID-19 Risk Assessment to the Hall Booking Manager before the hire event takes place, and undertakes to comply with the Priston Village Hall Covid-19 Risk Assessment.

Signed on behalf of the PVH Committee:

Signed by the Hirer:.....

Date:

Priston Village Hall Bookings Manager: Maggie Rideout

vhbookings@priston.org.uk

01761 471308 / 07871 484268