

## **MATCHING VILLAGE HALL**

### **TERMS AND CONDITIONS FOR HALL HIRERS – AUGUST 2023**

(Please read carefully)

We now use the Hallmaster System for our bookings and invoices. Details of their privacy policy can be found on our website. Their user guide can be found within the Hallmaster system once you have set up your customer account.

In order to assist in maintaining a good standard of cleanliness throughout the Hall, could we please ask hirers to ensure that the guidance given below is followed:-

#### **CLEANING**

We have, in recent years, spent a lot of money on regularly sanding and re-surfacing the main hall floor. To preserve the surface, please:-

1. If there is any dampness on the floor, eg spilled drinks, wipe dry with a cloth or paper towels - these can be found in the kitchen.
2. Once the floor is dry, it should be swept using the broom provided or, preferably, hoovered using the 'Henry' hoover. These items can be found in or near the cleaner's cupboard in the kitchen.

#### **PLEASE NOTE WATER MUST BE USED VERY SPARINGLY TO CLEAN THE MAIN FLOOR EG BY MOP**

If using the bar or kitchen areas, please ensure that you leave them as you find them. The bar top, kitchen working surfaces and sinks should be wiped clean

Please use the two large dustbins provided in the kitchen, but if more rubbish than this will be created, please bring additional bags with you and **dispose of these yourselves** – rubbish disposal is a significant cost for us and we need to keep it to a minimum – this helps to keep our hire charges at a lower level. **Glass bottles should be disposed of by you.**

**Dogs are only allowed in the Hall under the control of accredited Clubs and individuals who run classes. It is expected that those who run them will maintain strict controls both inside and outside the Hall**

**IN ACCORDANCE WITH THE LAW, SMOKING IS NOT ALLOWED IN THE VILLAGE HALL BUILDING. A WALL MOUNTED ASHBIN IS PROVIDED OUTSIDE THE MAIN DOOR **Please use it.****

## **GENERAL**

**IF MOVING TABLES AND CHAIRS AROUND, PLEASE DO NOT DRAG THEM ACROSS THE FLOOR AS THIS CAUSES DAMAGE. A CHAIR CARRIER IS PROVIDED FOR YOUR USE.**

**ALL FIRE DOORS MUST BE KEPT CLEAR AT ALL TIMES**

**PLEASE ENSURE THAT ALL HEATERS AND LIGHTS ARE SWITCHED OFF BEFORE YOU LEAVE. IN THESE EXPENSIVE TIMES, PLEASE SWITCH OFF HEATING ONE HOUR BEFORE YOUR HIRE ENDS.**

## **DECORATING THE HALL FOR PARTIES ETC**

**Please do NOT use staples or sellotape anywhere in the Hall. You may use Bluetak/Whitetak, drawing pins in the wood – apart from the bar frontage – and use the cross bars in the Hall to tie balloons etc.**

The main trip switch for electricity is located in the top left hand cupboard on the back wall of the stage. There are individual trip switch boxes in two areas: one at the end of the passageway in front of the gent's toilet and the other in the main hall on the right as you enter. Please check these if individual equipment or lights will not work. There is a 'Loop' system for the hard of hearing. The switch is located in the bottom right hand cupboard on the stage. Please switch off after use.

**THE OUTSIDE FENCED OFF AREA IS NOT AVAILABLE AND MUST NOT BE USED**

## **NOISE AND NUISANCE**

**In view of the position of the Hall building being so close to residential property, it is incumbent upon us to keep noise inside and outside the building at acceptable levels to avoid nuisance to our neighbours.**

**Complaints in the past have made it necessary to install a noise limiter inside the main hall to control sound levels from discos etc.**

**Unacceptable levels of sound could lead to us being reported to our Local Authority, which could have serious implications for our future. For this reason, we regret that we no longer allow live bands to perform in our Hall. We have no wish to spoil your enjoyment or that of your guests/supporters using the Hall or to make it impossible for discos etc to operate normally and the settings on the equipment have been adjusted to reasonable levels.**

If you wish to have a disco, our Booking Secretary will wish to speak to your selected disco person, ideally prior to the day of your event, to explain the situation. We would be grateful if you could let him or her have the relevant name and telephone number. We trust that the result will be acceptable for all concerned.

In view of this, we have to ask you as hirer of the Hall to be responsible for making sure that your disco abides by these conditions of hire. Music must finish before midnight and it would be much appreciated by local people if your guests/supporters could leave the building quietly, particularly late at night. Those waiting for taxis, lifts etc should please wait inside the Hall.

For functions where discos, or other means of producing music, are involved, our booking deposit is now £300. Should any justifiable and substantiated complaints be made about noise levels, or unacceptable nuisance from guests and supporters outside the Hall, particularly after midnight, it will almost certainly lead to that deposit, or part of it, being forfeited.

#### **ALCOHOL LICENSING ACT 2003**

If alcohol is to be consumed in the hall you must comply with the terms of the Licensing Act 2003, which became law in November 2005, that any alcohol provided to those present during your hire will be free of any charge. The only variation is that should a raffle of any kind take place, it is acceptable for tickets to be sold even though alcohol may form part of the prizes available.

Also:

1. No alcohol will be given to any child present under the age of 18.
2. No alcohol will be given to anyone who is clearly already drunk.
3. No child under the age of 18 will be able to win alcohol in any raffle of any kind that takes place.

#### **YOUR CO-OPERATION ON THESE MATTERS WOULD BE MUCH APPRECIATED**

Please report any damage or problems to either Don Cramphorn on 01279 731312 or Jean Prevost on 01279 731517. Failing this, contact Cliff Harrington, our caretaker on 07876 630724.