

The Victoria Hall, Kemerton

IMPORTANT INFORMATION FOR HIRERS

Hire Regulations

1. These regulations must be read and accepted by all Hirers before the Hire Agreement is signed.
2. Hirers must be at least 25 years of age. They will be responsible and liable for the Hire. For a "regular" user group, the designated key holder opening the building is deemed the Hirer.
3. Hall keys are not transferable and must be retained by the authorised key holder.
4. The Hirer must provide adequate adult supervision during the entire duration of a hire involving persons under 18 years of age.
5. The purpose of the event and anticipated number of attendees must be clearly stated on the booking form.
6. Kemerton Victoria Hall (KVH) is licensed for events involving no more than 100 persons.
7. Hirers use the buildings and grounds at their own risk. The Management Committee and Trustees accept no responsibility for loss or damage to any hirer's property.
8. The Hirer will be held responsible for any damage to the building or its contents during the period of hire, including any additional cleaning resulting from the hire. Trustees reserve the right to levy a charge up to £50 for any additional cleaning costs.
9. The hall must be locked when left unattended.
10. The Hall is not licensed for the sale of alcohol. The Hirer is responsible for acquiring a licence to sell alcohol and for ensuring that all attendees comply with the licensing regulations.

Safety Regulations

1. Smoking is not permitted in any part of the premises.
2. The Hirer must comply with all Health & Safety signs and regulations and be aware of the Fire Evacuation procedure. The Hirer is responsible for the Health & Safety of all attendees at an event.
3. Regular users must organize Fire Drills for their group. In the event of a fire the Fire Doors are located at the rear of the main hall, in the hallway adjacent to the kitchen and in the Committee Room.
4. Fire doors and exits **must** be kept clear at all times.
5. The use of pyrotechnics/fireworks is not permitted in the Hall.
6. The use of Bouncy Castles and similar apparatus is not permitted in the Hall.
7. Ball games are not permitted in the Hall.
8. All Portable Electrical Appliances brought onto the premises must have a current test certificate/sticker displayed.
9. Children using the outside play area must be supervised at all times.
10. Spillages etc must be cleaned immediately to prevent slips, trips etc.

Care & Maintenance Regulations

1. Users are not permitted to fix anything to the walls and doors of the premises. **The use of sticky tape, Bluetac, drawing pins, nails etc are not permitted in the facility.**
2. Hirers are responsible for complying with the Cleaning Check List, which is displayed in the kitchen to ensure that the premises are left clean and tidy for the next user.
3. Hirers must ensure that all windows and doors are closed and the main entrance door is locked before quitting the premises.
4. Hirers must ensure that all internal lights are extinguished before quitting the premises.
5. The gas heaters are programmed to come on between 8.00am and 3.00pm Monday to Friday. If heating is required outside of this period, please follow the manual override instructions posted on the wall and **ensure that the manual override is switched off at the end of your event.**
6. Following use, the tables must be wiped clean and returned to the storage room where they should be stacked face-to-face and back-to-back.
7. After a sale or similar event, please ensure that all unsold items, boxes etc are removed from the premises.

Please complete this slip and give it to the person who provides you with the Hall key

Name of Hirer.....

Name of Organisation.....

Address for Invoice.....

.....

Contact telephone number.....

Names & contact telephone numbers of responsible adults (see Hire Regulation No. 4)

1.....2.....