

Llangrove Village Hall (LVH) - Notes for Hirers (Updated November 2024)

The Village Hall and rooms used must be left in a reasonable state of tidiness after use.

The Hiring time is for the time you wish to use the premises including the car park.

- Tables and chairs must be returned to their stored positions after each booking. Please do not use the fabric chairs if undertaking a “messy” activity as this may lead to your being billed for cleaning
- **Groups are expected to take away their own rubbish.** Very small quantities can be placed in the appropriate bin. Please use correct bin as otherwise rubbish has to be sorted
- Please bring your own tea towels
- All refuse, and in the case of "Jumble Sales" etc., all unsold goods, must be removed from Hall property and correctly disposed of.
- Hirers are asked to leave the hall in a **clean and fit state** for next user. When necessary, we ask that the floor of the main hall and kitchen be swept/vacuumed: Brooms are kept in the kitchen and a vacuum cleaner in the main chair store. (NB any additional cleaning or clearing-up found necessary because the Hall has not been left in a fit state for the next user will be charged to the Hirer responsible)
- Notices may be displayed on the Hall's Notice Boards until obsolete, but then must be removed. The Committee reserves the right to remove notices at any time
- Regular users are invited to support hall fund-raising activities by advertising fund raising events, running a stall or subsidising costs. This ensures the rent is kept low

Supervision of the Premises

- The Hirer is responsible for supervising & controlling the behaviour of persons using the premise

Fire Procedure

- All Hirers must read the LVH “Fire Instructions” attached, & understand what to do in case of fire
- It is the Hirer’s responsibility to ensure your Group is aware of LVH fire procedures. If hosting an event you must inform your group as part of your housekeeping procedures, what do in case of fire
- It is YOUR responsibility as Hirer to inform your group of Fire evacuation procedures. You may wish to do this by undertaking a regular fire drill with your group
- By accepting the Hire Agreement, you, as Hirer, acknowledge that you have received & read the instructions

Insurance

- The Management Committee's Insurance covers the Hall and Hall Property. It does not extend to the property of the hirer. Accidental damage should be reported to the Booking Secretary, or other member of the Hall Committee. The Hirer should be prepared to reimburse for repair or replacement of the damaged articles

- **Bouncy Castles / Soft Play Equipment**
- “Bouncy castles” are only allowed outside on grass and must be put up by hire company
- A copy of the Hire Company’s Public Liability Insurance must be returned with the signed hirer’s agreement, to the Booking Secretary
- Access and use must be controlled by an authorised adult or volunteer at all times
- When used outside a building, the bouncy castle is securely anchored to the ground
- Each anchor point is signed, or otherwise marked to be made easily visible, and wrapped to prevent trips
- Soft matting is used to cover hard surfaces adjacent to the front or any open sides where there is a risk of injury from falling from the inflatable
- **Soft Play equipment** must be designated for indoor use by hire company - the Hirer is liable for any issues relating to the setting up, operation and removal of equipment
- **Health & Safety.** Any accident should be recorded in the LVH Accident Report Folder, which is held together with the Health & Safety Folder & kept in the kitchen. Any use of the First Aid Box should be recorded in the Folder. Fire Escape doors must be kept clear at all times. Hirers to ensure that chairs, tables & other equipment when stored cannot fall to block an exit
- **Parking:** We ask all users of the Hall premises to park responsibly without obstructing a fire exit & be aware that there may be children & other pedestrians on site

Environment

- Hirers shall not cause nuisance or annoyance to occupiers of adjoining property or do anything which may cause damage to adjoining property
- All Hirers are asked to respect that the Hall is in a residential area & avoid causing annoyance to occupiers of adjoining properties, in particular not making undue noise outside the Hall after 10 pm.
- No music should be played after 11.45pm. If using the sound systems, the sound should be at a level that will not become a nuisance to neighbours. Except by prior agreement, animals are not allowed in the hall, and at no time are animals allowed in the kitchen.
- Heating and car park lighting is designed to come on 15 minutes prior to your arrival so that the Hall is warm for your arrival. Hirers should report any problems with temperature to the Booking Secretary or other key holder. (See notice board)
- Please refer to Instructions on the noticeboard / lid of box, for the use of Audio Visual Equipment