

Malborough Village Hall & Playing Fields Association

Checklist for Hirers

Supervision The Hirer shall, during the period of Hiring, be responsible for supervision of the premises. This includes the behaviour of all persons using the premises and supervision of car parking arrangements.

Public Safety Compliance The Hirer shall comply with all conditions and regulations made in respect of the premises by the Local Authority or otherwise, particularly in connection with any event which constitutes regulated entertainment, at which alcohol is sold or provided or which is attended by children. Smoking is strictly prohibited on the premises.

Noise The Hirer shall ensure that the minimum of noise is made on arrival and departure. The Hirer shall ensure that all emergency exits are kept closed but not locked during events.

Premises No alterations or additions may be made to the premises, nor may any fixtures be installed without prior approval of the Hall Secretary or Booking Officer. Any decorations, balloons, bunting etc may be put up in the Hall but must use the metal loops provided around the Hall. **No** Sellotape to be used on the walls, paintwork or doors.

Parking Visitors attending a function at the Hall may park in the Village Hall Car Park. It should be noted that cars should first park in the car park before parking anywhere else in the vicinity of the Hall. Large functions should have a nominated marshall to ensure the area around the Hall is managed correctly. Park on the Access Path to the Hall and Annexe doors may only be for the purpose of loading and unloading. Such parking is at the risk of the driver and the Hall accepts no responsibility for any damage caused.

Recycling Recycling bags are available in the kitchen. We would be grateful if you would recycle as much as possible and take your recycling away with you.

Kitchen To use the electrical items in the kitchen you will need £2 or £1 coins to insert into the coin meter in the cupboard to the left of the kitchen door. To use the oven make sure that this is switched on at the socket and the oven clock is not flashing.

Incidents / Accidents Any incidents involving users of the Hall should be reported in the Incident Book which is located in the kitchen – to the right of the serving hatch. Any accidents / first aid should be reported in the Accident Book which is located in the same place.

End of Hire The Hirer shall be responsible for leaving the premises and surrounding area in a clean and tidy condition and the property locked and secured with all lights switched off. Please empty bins used and put rubbish into Hall bin. Do please use the bin sensibly. The Hall bin is emptied weekly (on a Monday) so consideration should be given to those using the Hall after you.

I confirm that I have read the above Checklist and will also ensure that I read the full Conditions of Hire which are located on the Hall Foyer Noticeboard and on the Malborough Website – www.malboroughvillage.org.uk and will abide by the rules therein.

Signed Date

Name (please print)

On behalf of