



## **Hiring The Hall** **Summary of Do's and Don'ts**

This document to be read in conjunction with the 'Standard Conditions of Hire and 'Information Sheet for Hirers' documents.

### **DO's**

- ✓ Supervise the use of the premises and all persons using the premises, in particular the close supervision of young (under 18) and vulnerable persons who must remain within the confines of the hall premises during the entire hire period
  - ✓ Ensure you are licensed for the playing of music and sale of alcohol
  - ✓ Ensure that the minimum level of noise is made upon arrival and departure
    - ✓ Ensure no illegal drugs are brought onto the premises
    - ✓ Observe all relevant food, health and hygiene legislation and regulations.
  - ✓ Ensure that any electrical appliances brought by you onto the premises are safe and in good working order
  - ✓ Report to us any failure of our equipment or any equipment brought in by you
  - ✓ Report all accidents involving injury to the public and record in the Accident Book which can be found inside the First Aid bag in the kitchen.
    - ✓ Ensure that no unauthorised heating appliances are used on the premises
    - ✓ Turn off the gas supply tap located to the left hand side of the cooker, if used
      - ✓ Comply with Fair Trading Laws, where appropriate
- ✓ Leave the premises and surrounding area in a clean and tidy condition, locked and secured.
- ✓ Place waste in the kitchen bin, outside bin located in the car park or take it home
- ✓ Report any faults/damage to the Hall Caretaker or Booking Secretary as soon as possible.
  - ✓ Bring a fully charged mobile phone for use in case of emergencies
    - ✓ Ensure all hall users are made aware of all fire regulations

### **× DON'Ts**

- × Use the premises for any purpose other than that described in the hiring agreement
  - × Sub-hire the premises to a third party
  - × Make alterations or additions to the premises, nor install any fixtures, placards, decorations or other articles in any way to any part of the premises without prior written approval
- × Use drawing pins, sellotape or similar on walls or other surfaces. Use only 'Blu-Tack' to affix notices and remove it carefully
  - × Do not fix decorations near light fittings or heaters