

THE PAMELA HAMBRO MEMORIAL HALL

Conditions of hire and useful information

Please note that you are entering a formal contract when you hire the Hall and sign the lettings agreement.

Contact Hazel Lappin for all matters regarding Hall hire: 880969 or hazelandvaughan@gmail.com

KEYS: There is a keysafe to the RHS of the main door. The code will be given to you on signing the lettings agreement. The keys available are the front door key and the key to the cleaning cupboard (just inside the ladies' cloakroom.) To open the keysafe, press down the 'clear' button; enter the code; press down the 'open' button and open the door, then release the button. To close the door, repeat those steps: press down the 'clear' button; enter the code; press down the 'open' button and close the door, then release the button.

LIGHTS: Outside lights switch on inside the porch to your left as you go in - and **please** switch all these off when you leave. The outside lights will turn themselves off automatically after a few minutes when you have turned all the switches off. (There is also an outside switch for the outside lights, to the LHS of the front door. This switch does not stay on but simply turns on the lights for approx 3 minutes.)

DOORS: If you open the car park door or fire exits, please close them properly. Make especially sure you lock the car park door if you have used it.

CHAIRS: Please put any chairs and tables back where you found them if you move them, especially from one room to another. Chairs should be stacked no more than 6 high – and there is a chair trolley for ease of movement. Trestle tables are stored under the stage at the front of the hall, and can be pulled out on the trolleys. Please do not drag furniture across the floors.

HEATING/ELECTRICITY: This is included in the hire price. Storage heaters are turned on by us in winter, and should NOT be turned off – turning them off will not stop them putting out heat as it has already been stored. If needed, you can turn on the other wall heaters by switching on the red switch in the entrance porch and then turning on individual heaters' switches. **PLEASE** ensure that you turn off the red switch when you leave, but do leave the storage heaters switched on.

CLEANING/KITCHEN: If you need extra binbags, toilet rolls, mops, cleaning fluids, etc, these are kept in the caretaker's cupboard situated in the ladies' cloakroom. It is essential that you clean up the hall, mopping the whole floor if you have spilled anything, and the kitchen thoroughly after use. Cleaning materials are kept in the caretaker's cupboard, and some, like mops/dustpans etc, are also in the cupboard/room off the entrance porch. Big brooms to sweep the hall floor are kept there.

PAYMENT OF BILL: If you know what your bill is make a cheque out to ***The Pamela Hambro Memorial Hall***, put it in an envelope addressed to the Treasurer, and put it in the Hall letterbox with a note of your name and the date you used the hall. If you want a receipt let us know. If you

are unsure of the amount to pay, Hazel can usually help. **Please don't put cash in the hall letterbox.** If you wish to pay by cash, please put it in an envelope as before, and put it through the door of The Cottage, Quarleston Farm, Clenston Road, Winterborne Stickland, DT11 ONP addressed to the Treasurer.

FIRE ALARM

Take fire safety seriously and ensure you are aware of the location of extinguishers, and the procedures for evacuation if necessary. You should inform everyone of these arrangements at the start of the hire. The Hall is equipped with a fire alarm, but it is not connected to the Fire Brigade. In the event of a fire, evacuate the hall **first** and **then** dial 999 for emergency assistance. Further information is posted in the hall on the notice boards, but **if the alarm goes off ACT UPON IT.** Do not attempt to reset the alarm panel, but contact the Hall's Fire Officer to assist (Graeme Gale on 880920.) You should have a mobile phone with you during the hire.

IMPORTANT INFORMATION ABOUT INSURANCE

The Hall has third party liability insurance for all community/charity activities, but it is vital to note that there is NO valid insurance for your hire if it is an event *for profit* – even if at the end of the event there *is* no profit. All such 'commercial' hirers **MUST make their own arrangements for third party liability, and the **Committee must be sure that you have this in place before the hire commences.** Please note also that any caterers, who prepare food off-site, not in the Village Hall, will not be covered under the existing policy and would therefore require their own insurance. Non-Commercial hirers who prepare food on site will be covered under this policy.**

FINALLY: Please note that all events must finish by 12 o'clock midnight at the latest (although some clearing up can be done after this time.) This is especially important so that we keep on good relations with our neighbours. **Smoking:** There must be no smoking within the hall.

If you should need to cancel the booking at short notice because of an emergency, please contact Hazel as quickly as possible to let her know so that she may be able to make an alternative booking. In the event of a booking being cancelled at short notice we reserve the right to seek a donation towards the lost income of up to 50% of the hire charge. Regular users must let Hazel know promptly in advance when a booking has to be cancelled if hire charges are to be avoided.

We keep our hire charges as low as we can. Please help us to continue to do this by looking after the Hall well while you are responsible for it.