

Cilcain Village Hall Hiring Agreement – Appendix 1

Rev 3 – 27-05-21

Information Sheet to be given to all hirers

Opening and closing the Village Hall

The Village Hall key will be available from the locked key box on the wall to the side of the main front doors and after locking up must be returned there immediately. The key box code will be provided by the authorised representative. In case of difficulty, please telephone the contact number you were given when booking the Village Hall.

Please ensure that any outside caterers, contractors and bar-staff are aware of the hire period and that they will not be able to enter before or leave after the hire period.

Guests are expected to vacate the premises within 15 minutes of the end of a hire period.

Security

Please ensure that all windows and doors are securely locked and return the keys to their correct location when leaving the hall.

Safety

The Village Hall has a “No Smoking Policy”.

In the event of a fire, the Village Hall should be evacuated in an orderly manner using the appropriate exits and the fire brigade should be called by dialling 999 or 112. You are advised to bring a fully charged mobile phone for use in emergency. (See Hall Telephone below).

The exact location of the nearest telephone, fire exits and fire extinguishers must be noted before the Village Hall is occupied and the manner of opening fire doors should be made known to your guests. A sketch plan showing the location of emergency exit doors and escape routes is on the Village Hall notice board in the foyer.

Please ensure that tables and chairs are stacked in the storeroom as shown on the notices in the storeroom.

The Village Hall’s accident book is located above the cupboard next to the ladies toilets.

There is a first aid box in the main hall by the fire exit double doors and in the kitchen on the windowsill.

Hall telephone

There is a telephone (provided by Cilcain Community Shop) in the kitchen, and this can be used in an emergency. This is a “cordless phone” and in the event of a power-cut you will not be able to make a call from it.

Some mobile phone service providers have limited, or no signal, in the area. Wi-Fi calling could be used by those who have that option on their mobile phones.

As a last resort the adjacent pub will make phone calls (if it is open).

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Power Circuits/Heating

The air conditioning controls are located in the kitchen. They will normally be set to a mode of operation and temperature dependant on the time of year but please let the authorised person know if you require the hall to be particularly warm or cold.

Do not adjust the system yourself as this can result in discomfort for subsequent users or undue costs to the hall management committee.

The water heaters and lights need to be turned off when leaving.

Animals

Please note that dogs, on a lead, are allowed into the Village Hall with the exception of any restricted areas. Please refer to Section 20 Animals of the Hiring Agreement for specific conditions.

Car parking

The road leading up to the Village Hall is a busy public road and should not be obstructed. The adjacent car park is provided by the Community Council for the Bowling Club and users of the Village Hall. On Bowling Club match days, or Village Hall events, parking may be difficult.

Cars are not normally permitted to park on the grassed area or playing field.

Consideration for others

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please do not use drawing pins, Sellotape (or similar) on the walls or other surfaces. Do not fix notices in any way to any of the main hall surfaces.

Please ensure that you take all your rubbish away with you. The hall has no waste collection services.

Please leave the Village Hall clean and tidy. In order that the Hirer is able to leave the Village Hall in a clean and tidy condition, cleaning utensils are provided and stored in the cupboard in the foyer.

Please ensure that the kitchen is cleaned, work surfaces and floor, and left in a tidy condition before leaving.

Faults/damage/comments

Please report any faults or damage to the authorised representative as soon as possible so that they can be rectified quickly. The Village Hall Management Committee welcomes comments or observations that you may have about your hire of the Village Hall.