



WHITECROSS VILLAGE HALL.

CONDITIONS OF HIRE.

Hiring is conditional on the prior acceptance of these Terms & Conditions:

1. Bookings must be paid for in advance and Village Hall bookings are not confirmed until full payment is received. Regular users may block book the hall by agreement with the Secretary. Preferred payment is by BACS and the Village Hall's bank account details are available on the website or from the Secretary, whose contact details are listed below.
2. The Hall is licensed for music and dancing, but Hall Users are responsible for ensuring that they hold the appropriate licenses for the sale of alcohol, the performance of specific plays/music, and any activities governed by Gaming & Lotteries legislation. Additionally, the Hall User is responsible for obtaining any licenses which may be necessary for their proposed usage of the Hall stipulated by the Fire Authority, Cornwall Council and the Magistrate's Court.
3. Hall Users are responsible for ensuring that, while they use the hall, they abide by all the relevant legislation including those governing food hygiene, electrical safety and any other Government limitations/regulations in force at the time, for example Covid 19. Hall Users are advised to write their own risk assessment in line with their own personal circumstances and current guidance at the time of hire.
4. It is the responsibility of the Hall User to ensure, that the capacity of the hall is not exceeded. Maximum capacity standing is 160 people, maximum capacity sitting is 90 people and a maximum of 6 people in the kitchen at any one time
5. No event can continue beyond 11.55 pm. Please try to ensure minimal disturbance to local residents, particularly when leaving the hall late at night.

6. The keys to the Village Hall are secured in the key safe located by the main door. Hall Users will be given the code for the key safe prior to their event. The keys should be returned to the key safe immediately after the event, or to a member of the Committee, by arrangement.
7. Discos and Dances, for paying guests, are only allowed if definite agreed numbers of tickets are available for sale in advance. The general public cannot be admitted by paying at the door. Four responsible attending adults, who have agreed to ensure that all participants adhere to the law and Whitecross Village Hall regulations, must be nominated on a Supplementary Form, available on request. The volume of played music must remain at a reasonable level as determined by the Village Hall Committee.
8. Hall Users should study all Risk Assessments. These can be found on the website and notice boards.
9. Hall Users are responsible for familiarising themselves with the position of safety exits and fire extinguishers, and for making safety information known to people attending their event. The First Aid box is located on the kitchen wall. An additional portable First Aid box is located in the cupboard behind the kitchen door.
10. Hall Users should refer to the Kitchen Manual and the Food Hygiene Manual to minimise risk when using the kitchen.
11. Preparation and clearance of the hall is the responsibility of the Hall User. The Hall should be left as you would wish to find it. Cleaning materials and equipment are located in the kitchen on the top shelf of the cupboard behind the kitchen door and the back lobby. All rubbish must be removed from the vicinity of the Village Hall, including rubbish in the kitchen and toilet waste bins. On vacating the hall, all inside and outside lights must be switched off, as should any supplementary heaters & electrical appliances. The hall's two electric lower wall heaters are to remain turned on to provide background heating.
12. Any item brought to the Hall premises by the Hall User is at their own risk for insurance purposes. All accidents, breakages and failure of hall equipment must be reported to the Secretary as soon as possible. Accidents

must be recorded in the Accident Book located in the First Aid box in the kitchen.

13. The Hall User is liable for all breakages and/ or damage to the property. A deposit of £50 will be required to confirm the booking. This will be returned in full after the event, unless subject to any charges for breakages or damage to property.

14. Hall Users should be aware of road danger outside the Village Hall compound and the hazard to pedestrians and children of cars manoeuvring inside the compound. The risk of accidents must be minimised

15. A decision by the Village Hall Management Committee, or their appointed representative, shall be final and accepted as part of the conditions of hire.

Bookings Secretary:
Mrs Sophie Simmons
☎ 01208 871207

21st September 2023