

Noise and Consideration for Others

Please ask your guests to show consideration and leave quietly at the end of the hire. Car doors banging and loud talk or music from vehicles in the street can disturb local residents. Please ensure that no cars are parked across the pavement. Be aware that there is a private residence adjoining the village hall and if audio equipment is used then all back doors and windows should be kept closed to minimise the disturbance. If using any form of audio equipment or instruments, make sure that the operator of the equipment is aware that the noise must be kept to a minimum and that no bass boxes are to be used.

Decorations

Only the pin bar around the main hall walls may be used for decorations.

The use of drawing pins or Sellotape on the walls, floors or other surfaces will cause damage upon removal. Therefore, we ask you not to do this so that you avoid being charged for the cost of repair. Use of a ladder on the premises with no one else present is not allowed.

Cleanliness and tidying up

Please leave the premises clean and tidy and **take any rubbish away with you in black bags** when you leave. In particular we ask you to ensure table tops are wiped clean before being taken back to the storeroom. Used babies used nappies should not be left in the toilet bins and be removed from the premises. Chairs should be stacked in the correct manner on their trolleys with the cushions facing outwards and trolleys put carefully back in the storeroom. Please inspect the chair cushions for debris if food has been consumed, and clean if necessary before putting the chairs back on the trolley. The floor must be swept and washed if required. Equipment and materials can be found in the cupboard off the main hall or under the sink in the kitchen. Additional charges may apply if the hall is not left in a satisfactory state.

Smoking and Smoke Machines

The Village Hall Committee would like to remind all hirers using the hall that a **no smoking policy** operates throughout the hall. The smoke detectors in the village hall are extremely sensitive and any smoke will set off the fire alarms. Therefore, the use of smoke machines is not permitted. This is particularly relevant if a disco is being held.

Location and Use of Fire Equipment for Hirers

No firefighting equipment should be used until the safety of everyone is confirmed.

A range of firefighting equipment is sited at obvious locations around the premises. Notices are displayed adjacent to the equipment on their proper use; it is your responsibility to ensure you are familiar with their use and operation.

In the event of any fire, the emergency services should be called and hall occupants should assemble at the war memorial opposite the hall. No matter how small a fire or similar emergency requiring evacuation of the building, the Bookings Manager must be informed after the emergency services are called. If further information is needed on the operation of firefighting equipment or operation of the fire doors, you should ask the Bookings Manager at the time of obtaining the key.

Please note, the firefighting equipment must not be misused as this could endanger the life of other hirers. If any equipment is misused the cost of repairing or replacing the damaged firefighting equipment will be recovered from the hirer.

Faults, Damage or Comments

Please report any faults or damage to the Bookings Manager as soon as possible so that matters can be rectified quickly. The Village Hall Committee welcomes any comments or observations (good or bad) that you may have about your hire of the premises. Please can you put these in writing to the Bookings Manager for further action.

Contacts**Chair**

Mary Mann, 9 Lodge Road, Messing, CO5 9TU tel no 01621 810706