

# **HEMYOCK PARISH HALL MANAGEMENT COMMITTEE**

## **Information Sheet for Hirers**

**The term HIRER shall mean an individual hirer or, where the hirer is an organisation, the authorised representative.**

**Maximum number of persons allowed on the premises is 249 persons, or 170 for a stage production.**

The Committee reserves the right for a member of the Committee or an appointed representative to be present at any function for which the Hall is hired.

**The HIRER** must be 18 yrs of age or more.

**The TARIFF of Charges** is posted on the Hall notice boards. The Charge made for any hiring will be that ruling on the day the Hall is used.

**APPLICATIONS for the hire of the premises** shall be made, preferably in person, to the Booking Secretary. In the case of bookings by letter or telephone the Booking Form will be completed by the Booking Secretary and posted to the applicant at the applicant's expenses.

**Alterations** to the requirements stated on the Booking Form must be notified in writing to the Booking Secretary no less than 14 days before the Hall is required. Cancellations of a booking within 4 weeks of the said event may incur a charge.

**The right to refuse any application** for the hire of the premises or to refuse admission to any individual without assigning any reason is reserved to the Committee.

**The Committee** may at any time, without notice, cancel a hiring or withdraw permission for the hirer to occupy any part of the hired premises on any particular date.

**PUBLIC ENTERTAINMENTS LICENCE and LICENCE FOR THE PUBLIC PERFORMANCE OF PLAYS.**

**The Committee has been granted both Licences** and hirers must comply with the associated regulations. These are available on request.

### **HEALTH & HYGIENE**

**The Hirer** shall, if preparing, serving or selling food observe all relevant food health and hygiene legislation and regulations.

### **ALCOHOL & ILLEGAL SUBSTANCES**

**No Alcohol** is to be bought, sold or consumed on the premises without the express permission of the Committee. A written application must be made to the Honorary Secretary at least six weeks prior to the hiring date. **No illegal substances** of any kind may be bought, sold, consumed or brought onto the premises at any time.

### **SMOKING**

Smoking is **NOT** permitted on the premises.

### **GAMING, BETTING & LOTTERIES**

**The Hirer** shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

### **SAFETY**

In the event of a fire, the Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999.

The exact location of the Fire Exits and Fire Extinguishers must be noted before the Hall is occupied and the manner of opening Fire Doors should be made known to your guests.

### **ANIMALS**

**No animals** (including birds) other than **Guide Dogs or Hearing Dogs** may be brought onto the premises without the written permission of the Committee.

### **LITTER**

Litter shall **not** be left on or about the premises.

### **CARS**

Cars may be parked at **owner's risk** on the car park provided. The Committee accepts no responsibility for the loss of or damage to cars so parked, or the contents thereof.

### **CARE OF THE HALL**

Please leave the Hall clean and tidy. In particular we ask you to ensure that tables are wiped clean before being put away. Chairs and tables should be stacked in the store-room.

**Please lock up the Hall securely on leaving, (unless requested otherwise), and make sure all lights and electrical equipment are switched off.**

**PLEASE LEAVE QUIETLY** at the end of your event and ask your guests to do likewise, car doors banging and loud talk in the car park are disturbing to local residents.